

3508S Simplified PPP Loan Forgiveness Application Report/Tax Return Instructions

Go to REPORTING, Step1 – Type PPP Payroll in Title, Step 2 – Click Search
Step 3 – Click on PPP PayrollCost –EmployeeDetail (highlighted in blue below)

Home Documents ESS Employee HR **REPORTING** Payroll Company Time & Attendance System

STANDARD REPORTS Report Writer Saved Company Reports My Reports My Completed Reports

Category Title Report Type Search

Sub Category Tag Report ID Show All

REPORT TITLE	DESCRIPTION	R
PPP Payroll Cost 8 week - Employee Detail	For clients that will be using the 8 week forgiveness period, this...	C
PPP PayrollCost		C
PPP PayrollCost - EmployeeDetail	Payment Protection Program Report - Employee Detail. 6/18/20 Upda...	C

Run Report

Step 1, Put a check mark in Override Dates

Step 2, Put the date that PPP Loan was deposited into your bank account

Step 3 – Put a date 24 weeks after loan was deposited

Step 4 – Scroll down to bottom and click Run Report

Crystal Report - PPP PayrollCost - EmployeeDetail

Date Selection

Date Selection Most Recent Payroll Process

Rolling Days

Override Dates ← 1

Begin Date

End Date

Custom Begin Date 05/01/2020 ← 2

Custom End Date 10/01/2020 ← 3

Output For

Print Ori

Paper Siz

← 4

Save Settings Run Report

Filtering

Report will generate that shows detailed earnings by employee over the 24-week period with a grand total on the final page

SAMPLE CLIENT (12345D)

PPP Payroll Cost- Employee Detail: 5/1/2020-10/31/2020

PPP Loan Report: PPP Payroll Cost- Employee Detail
 Prepared by: Payality Inc.
 On Behalf of: SAMPLe Client INC 12345D)
 Print Date: 12/21/2020

Employee Name	Employee ID	CheckDt	Hours	Earnings	Above CAP	Eligible Earnings	State/Local ER Tax	401K Employer	CVD Reg	CVD CARE	CVD FMLA	Eligible Payroll Cost																																																																																																																																																												
Sam Employee	652057																																																																																																																																																																							
	05-07-2020	42.93	\$533.16	\$0.00	\$533.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$533.16																																																																																																																																																												
	05-14-2020	41.05	\$498.90	\$0.00	\$498.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$498.90																																																																																																																																																												
	05-21-2020	37.51	\$451.20	\$0.00	\$451.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$451.20																																																																																																																																																												
	05-28-2020	24.48	\$296.64	\$0.00	\$296.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$296.64																																																																																																																																																												
	06-04-2020	40.88	\$495.84	\$0.00	\$495.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$495.84																																																																																																																																																												
	06-11-2020	16.00	\$192.18	\$0.00	\$192.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$192.18																																																																																																																																																												
	06-18-2020	40.78	\$494.04	\$0.00	\$494.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$494.04																																																																																																																																																												
	06-25-2020	40.52	\$489.84	\$0.00	\$489.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$489.84																																																																																																																																																												
	07-02-2020	17.50	\$213.00	\$0.00	\$213.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$213.00																																																																																																																																																												
	07-09-2020	40.22	\$483.96	\$0.00	\$483.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$483.96																																																																																																																																																												
	07-16-2020	40.13	\$483.24	\$0.00	\$483.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$483.24																																																																																																																																																												
	07-23-2020	32.47	\$392.46	\$0.00	\$392.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$392.46																																																																																																																																																												
	07-30-2020	41.33	\$503.94	\$0.00	\$503.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$503.94																																																																																																																																																												
	08-06-2020	42.23	\$520.14	\$0.00	\$520.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$520.14																																																																																																																																																												
	08-13-2020	25.60	\$316.80	\$0.00	\$316.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$316.80																																																																																																																																																												
	08-20-2020	41.88	\$513.84	\$0.00	\$513.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$513.84																																																																																																																																																												
	08-27-2020	29.50	\$357.00	\$0.00	\$357.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$357.00																																																																																																																																																												
	09-03-2020	41.53	\$507.54	\$0.00	\$507.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$507.54																																																																																																																																																												
	09-10-2020	41.72	\$510.96	\$0.00	\$510.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$510.96																																																																																																																																																												
	09-17-2020	41.23	\$502.56	\$0.00	\$502.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$502.56																																																																																																																																																												
	09-24-2020	40.62	\$495.06	\$0.00	\$495.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$495.06																																																																																																																																																												
	10-01-2020	41.38	\$504.84	\$0.00	\$504.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$504.84																																																																																																																																																												
Samuel Root Totals:		801.49	\$9,757.14	\$0.00																																																																																																																																																																				
<table border="1"> <thead> <tr> <th>Employee Name</th> <th>Employee ID</th> <th>CheckDt</th> <th>Hours</th> <th>Earnings</th> <th>Above CAP</th> <th>Eligible Earnings</th> <th>State/Local ER Tax</th> <th>401K Employer</th> <th>CVD Reg</th> <th>CVD CARE</th> <th>CVD FMLA</th> <th>Eligible Payroll Cost</th> </tr> </thead> <tbody> <tr> <td>Jason Totals:</td> <td></td> <td></td> <td>8.67</td> <td>\$104.04</td> <td>\$0.00</td> <td>\$104.04</td> <td>\$2.82</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$106.86</td> </tr> <tr> <td>Test Test 2</td> <td>855865</td> <td></td> </tr> <tr> <td></td> <td>10-08-2020</td> <td>4.50</td> <td>\$54.00</td> <td>\$0.00</td> <td>\$54.00</td> <td>\$1.45</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$55.45</td> </tr> <tr> <td></td> <td>10-15-2020</td> <td>29.53</td> <td>\$369.66</td> <td>\$0.00</td> <td>\$369.66</td> <td>\$9.98</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$379.64</td> </tr> <tr> <td></td> <td>10-22-2020</td> <td>22.57</td> <td>\$280.86</td> <td>\$0.00</td> <td>\$280.86</td> <td>\$7.59</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$288.45</td> </tr> <tr> <td></td> <td>10-30-2020</td> <td>22.39</td> <td>\$268.80</td> <td>\$0.00</td> <td>\$268.80</td> <td>\$7.20</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$276.00</td> </tr> <tr> <td>Test Test 2 Totals:</td> <td></td> <td></td> <td>78.99</td> <td>\$973.32</td> <td>\$0.00</td> <td>\$973.32</td> <td>\$26.22</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$999.54</td> </tr> <tr> <td>Test 3 EE</td> <td>855866</td> <td></td> </tr> <tr> <td></td> <td>10-29-2020</td> <td>26.50</td> <td>\$318.00</td> <td>\$0.00</td> <td>\$318.00</td> <td>\$8.59</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$326.59</td> </tr> <tr> <td>Test 3 EE Totals:</td> <td></td> <td></td> <td>26.50</td> <td>\$318.00</td> <td>\$0.00</td> <td>\$318.00</td> <td>\$8.59</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$326.59</td> </tr> <tr> <td>Grand Totals:</td> <td></td> <td></td> <td>6339.99</td> <td>\$85,518.54</td> <td>\$0.00</td> <td>\$85,518.54</td> <td>\$575.96</td> <td>\$0.00</td> <td>\$960.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$85,134.50</td> </tr> </tbody> </table>													Employee Name	Employee ID	CheckDt	Hours	Earnings	Above CAP	Eligible Earnings	State/Local ER Tax	401K Employer	CVD Reg	CVD CARE	CVD FMLA	Eligible Payroll Cost	Jason Totals:			8.67	\$104.04	\$0.00	\$104.04	\$2.82	\$0.00	\$0.00	\$0.00	\$0.00	\$106.86	Test Test 2	855865													10-08-2020	4.50	\$54.00	\$0.00	\$54.00	\$1.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.45		10-15-2020	29.53	\$369.66	\$0.00	\$369.66	\$9.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$379.64		10-22-2020	22.57	\$280.86	\$0.00	\$280.86	\$7.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$288.45		10-30-2020	22.39	\$268.80	\$0.00	\$268.80	\$7.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$276.00	Test Test 2 Totals:			78.99	\$973.32	\$0.00	\$973.32	\$26.22	\$0.00	\$0.00	\$0.00	\$0.00	\$999.54	Test 3 EE	855866													10-29-2020	26.50	\$318.00	\$0.00	\$318.00	\$8.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$326.59	Test 3 EE Totals:			26.50	\$318.00	\$0.00	\$318.00	\$8.59	\$0.00	\$0.00	\$0.00	\$0.00	\$326.59	Grand Totals:			6339.99	\$85,518.54	\$0.00	\$85,518.54	\$575.96	\$0.00	\$960.00	\$0.00	\$0.00	\$85,134.50
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To download Tax Returns

Step 1 - Click on DOCUMENTS

Step 2 - Click on TAX DOCUMENTS

Step 3 – Click on blue link of tax documents for the tax periods (most likely for tax periods ending 09/30/2020 and 06/30/2020)

The screenshot shows a web application interface with a top navigation bar containing links: Home, **DOCUMENTS**, ESS, Employee, HR, Reporting, Payroll, Company, Time & Attendance, and System. Below this is a sub-navigation bar with links: Documents Portal, My Documents, Payroll Documents, **TAX DOCUMENTS**, Notices, Miscellaneous, Accounting Documents, and HR Documents. A 'Tax Filter' section is visible, with options for 'By Year' (All Years, 2020, 2019), 'By Document' (All Types, Tax Form), and 'By File' (All Types, PDF). A table of tax documents is displayed with columns: LOCKED?, EDIT, TITLE, DESCRIPTION, TYPE, and EFFECTIVE. Three tax documents are listed, with the first one highlighted by a yellow arrow labeled '3'.

LOCKED?	EDIT	» TITLE	» DESCRIPTION	» TYPE	» EFFECTIVE
		13958F 20200930 - Client (PDF)	Tax documents for the period ending 09/30/2020 for company 13958F.	Tax Form	09/30/2020
		13958F 20200630 - Client (PDF)	Tax documents for the period ending 06/30/2020 for company 13958F.	Tax Form	06/30/2020
		13958F 20200331 - Client (PDF)	Tax documents for the period ending 03/31/2020 for company 13958F.	Tax Form	03/31/2020