

ISOLVED DID YOU KNOW SERIES: REPORTING SPECIAL COVID-19 EDITION

WELCOME...we will begin shortly!

Some Housekeeping Items:

- All participants have been placed on mute.
- All registrants will receive a follow up e-mail with a link to the recorded webinar and any training documentation.
- Stay updated and register for upcoming webinars on our COVID-19 INFO Center here: <https://ctrhcm.com/home/covid-19-information-center/>
- If you have any questions or want to request training, please e-mail training@ctrhcm.com

TODAY'S AGENDA

- iSolved Reports Tab Overview
- iSolved Report Writer Functionality
- iSolved COVID-19 Reporting Opportunities

REPORTING TAB

There over 300 canned reports in iSolved with an unlimited number of special reports. We can't cover them all in this training but our objective is to make you comfortable navigating and using the Reporting Tab in iSolved!

REPORTING TAB



Search the menu

EMPLOYEE MANAGEMENT

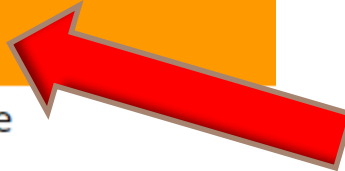
EMPLOYEE SELF SERVICE

CLIENT MANAGEMENT

PAYROLL PROCESSING

REPORTING

Report Archive



NAVIGATE to the REPORTING TAB
The Reporting Tab is the 5th Tab in the User Menu.

We will start with the first menu option under the Reporting Tab which is called Report Archive.

REPORT ARCHIVE



Report Archive

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* Pay Date Year: 2019 Filter

Payroll Status	Payroll Type	Run #	Period Begin	Period End	Run Date	Pay Date	Last of Month	Last Of Quar...	Last of Year	New Fiscal Y...
Complete	Regular Payroll	109	4/14/2019	4/27/2019	4/17/2019	5/3/2019				
Complete	Regular Payroll	108	3/31/2019	4/13/2019	4/17/2019	4/19/2019	✓			

Output Item	Status
Payroll Summary	GENERATED
Payroll Register	GENERATED
New Employee and Change Audit	GENERATED
Exceptions	GENERATED
Alerts Export	GENERATED
Check Register	GENERATED
Checks	GENERATED
Deduction Register	GENERATED
Direct Deposit Register	GENERATED
Employee Attendance Report	GENERATED

Regenerate Refresh

Payroll Summary

Generate Begin: 4/17/2019 2:44:36 PM

Generate End: 4/17/2019 2:44:37 PM

View Report

Download Report



Summary vs. Detail: Do you want 10 lines for each employee or a calculated summary?

CONTINUOUS REPORT ARCHIVE



Continuous Reports Archive

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Payroll Status	Payroll Type	Run #	Period Begin	Period End	Run Date	Pay Date	Last of Month	Last Of Quar...	Last of Year	New Fiscal Y...
Complete	Regular Payroll	109	4/14/2019	4/27/2019	4/17/2019	5/3/2019				
Complete	Regular Payroll	108	3/31/2019	4/13/2019	4/17/2019	4/19/2019	✓			
Void	Regular Payroll	104	6/23/2018	7/6/2018	7/16/2018	7/13/2018				

Reports Exports

Refresh

Reports

☐

Select All

View Reports

Title

☐

Payroll Summary

☐

Payroll Register

☐

New Employee and Change Audit

☐

Exceptions

MOST FREQUENTLY USED PAYROLL REPORTS

The most frequently used payroll reports are:

PAYROLL SUMMARY
PAYROLL REGISTER
EXCEPTIONS REPORT

Let's take a look at these now.



ALWAYS run your exceptions report before processing payroll!

LIVE DEMO



CANNED REPORTS



There are 3 places you can find canned reports within iSolved:

- Reports On-Demand
- Client Reports
- Date Range Reports

Client Reports

Report Category:

Search:

◆ Output Name	◆ Report Type
Client Profile Report	As Of Date
Employee Profile	By Payroll Run
Employee Profile	As Of Date
Employee Profile with Check Accumulations	By Payroll Run
Employee Profile with Check Accumulations	As Of Date

When searching for a report, navigate to the Client Reports field.

Check out the search bar-this will help filter the reports you're looking for!

- If you're looking for the auto-generated payroll reports related to a recent payroll run, go to Report Archive.
- If you'd like to print paper copies of those payroll reports, it's most convenient to do it from Continuous Report Archive, where you can check off the reports you want to print and create one print file rather than printing individual reports one by one.
- If you're looking for Quarterly Reports (such as your 940, 941, or unemployment filings), you can download them from Quarterly Reports On-Demand.
- Client Reports, Date Range Reports, and Reports On-Demand have a host of other helpful reports that can be run to PDF or Excel.
- If you need a custom report, use Report Writer to write your own.

RUNNING A REPORT WITH FILTERING & SORTING



Filtering

Report Data will include all payrolls within the Quarter/Year up to and including the As Of Date.

As Of Date: 

Date Type: **Pay Date** ▼

Legal Company: **1000 - Acme Corporation** ▼

Pay Groups: ▼

Employee:

Organization Level:

- ☐ Department
- ☐ Division
- ☐ Job
- ☐ Cost Center
- ☐ Location
- ☐ Division
- ☐ Location
- ☐ Department-A
- ☐ Work Center

Employee Status: ▼

Sorting

Sort Field 1: ▼

Sort Field 2: ▼

Sort Field 3: ▼

MY REPORTS QUEUE



My Reports Queue

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Report Name	Status	Report Requested	Generate Begin	Generate End	Purge Date	View Report
Employee Profile	GENERATED	4/23/2019 4:28:32 PM	4/23/2019 4:28:34 PM	4/23/2019 4:28:46 PM	4/26/2019 4:28:46 PM	View Report

QUARTERLY & YEAR-END REPORTS



REPORTING

Reports On-Demand

Quarterly Reports On-Demand

REPORTING

Continuous Reports Archive

Year End Report Archive

Year End Report Archive

Year: 2017 ▼

◆ Output Item	◆ Batch #	◆ Status	◆ Print Date	◆ Output Type
W-2 Reconcilia...		GENERATED		W-2 Reconciliat...
W2 Copy 1 DE		GENERATED		W2 Copy 1 DE
W2 Copy 1 NM		GENERATED		W2 Copy 1 NM
W2 Copy 1 OH		GENERATED		W2 Copy 1 OH
W2 Copy 1 PA		GENERATED		W2 Copy 1 PA
W2 Local Copy ...		GENERATED		W2 Local Copy ...
W2 Local Copy ...		GENERATED		W2 Local Copy ...

Refresh

W-2 Reconciliation Summary

Generate Begin: 1/4/2018 12:57:44 PM

Generate End: 1/4/2018 12:57:45 PM

View Report

Download Report

REPORT WRITER BASICS

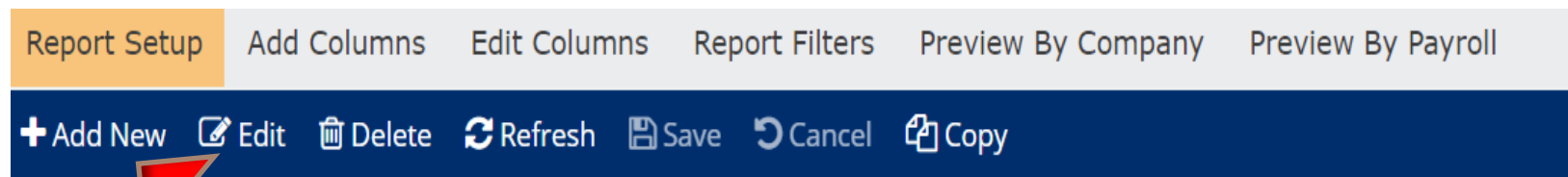


Report Writer Pre-Work: Have a list of information you want to display on your report prior to building the report template.

For today's example, we will be writing a simple birthday report that is exportable to Excel.

Here's my list: Birthday (masked year), employee name, number and department.

Once you have your list of items and you're ready to build, select ***+Add New*** from the Blue Action Bar.



REPORT SETUP TAB



Report Setup

+ Add New Edit Delete Refresh Save Cancel

Report Options

* Report Type:

* Report Title:

Font Size:

Font Face:

Report Orientation:

Report Group:

Description:

Record Type Options

Header and Footer records are ignored for PDF and Excel reports

☐ Header 1

☐ Header 2

☐ Header 3

☐ Footer 1

☐ Footer 2

☐ Footer 3

Report Setup Tab:

- Tables available for reporting
- Tabs available for running reports
- Can a report be scheduled?



REPORT TYPES

Report Options

* Report Type:

← Several Report Types Exist in this dropdown

The most frequently used report types are:

- Payroll & HR Reports
- Time Reports (Attendance)
- Date Range Reports
- General Ledger & Labor Reports



*Remember-our most popular report type is the Payroll Employee Summary Report.

REPORT TYPES: HR REPORTS



HR Reports: This type of report is designed to pull in data from HR tables where there can be multiple rows per employee. Reports are also available in Date Range Reports.

SELECTING THE REPORT TYPE



Report Type	Single or Multiple Row	Output	Scheduled?
Payroll Employee Summary Report	Single Row – Most Recent	<ul style="list-style-type: none">• As Of Date• By Payroll	Yes
Date Range Employee Summary Report	Single Row – Summary	<ul style="list-style-type: none">• Date Range	No
Payroll Check Detail Report	Multiple Row - One Per Check	<ul style="list-style-type: none">• By Payroll	Yes
Date Range Report	Multiple Rows – One Per Item	<ul style="list-style-type: none">• Date Range	No
HR Reports (Sub Report Type)	Multiple Rows – One Per Item	<ul style="list-style-type: none">• Date Range	No
Labor Allocation Report (Sub Type defines output)	Multiple Rows – One Row Per Item Split by Labor Fields	<ul style="list-style-type: none">• By Payroll• Date Range	Yes – By Payroll No – Date Range
Labor Expense Report (Sub type defines output)	Multiple Rows – One Row Per Item Split by Labor Fields	<ul style="list-style-type: none">• By Payroll• Date Range	Yes – By Payroll No – Date Range
Payroll General Ledger Report	Multiple Rows – One Row Per GL Acct# and Detail Item	<ul style="list-style-type: none">• By Payroll	Yes
Date Range General Ledger Report	Multiple Rows – One Row Per GL Acct# and Detail Item	<ul style="list-style-type: none">• Date Range	No

SCHEDULED REPORT OPTION



CLIENT MANAGEMENT >> CLIENT MAINTENANCE >> SCHEDULED REPORT OPTIONS

REPORT OUTPUT



Report Output	Helpful Tips
Date Range	<ul style="list-style-type: none">• Pulls all items within the date range• Multiple rows except for Date Range Employee Summary Report• Tip: Use Group By option for summarizing multiple rows• Tip: Use Totals Only Check box to get totals by each "Group By" column
By Payroll Run	<ul style="list-style-type: none">• Pulls items for a specific payroll already processed• One selection for legal company-pay group combination• Current, MTD, QTD, YTD pay item and accumulator values available

EXAMPLE REPORT

Report Options

* Report Type: Payroll Employee Summary Repc

* Report Title: Birthday Report

Font Size: 8pt

Font Face: Arial

Report Orientation: Landscape

Report Group: Default Report Group

Description:

PREVIEW BY COMPANY TAB

Report Setup Add Columns Edit Columns Report Filters Preview By Company **Preview By Payroll**

 **Generate Report**  **Go To My Reports Queue**

Once your report request has been submitted you can do any of the following: Run another report, go to My Reports Queue to re for 72 hours.

Birthday Report

Company/PayGroup: Acme Corporation - Weekly ▼

Payroll: Regular Payroll - Pay Date: 5/25/2018 (Run #99) ▼

Output Type: PDF ▼

ADD COLUMNS TAB

Report Setup **Add Columns** Edit Columns Report Filters Preview By Company Preview By Payroll

Edit Refresh Save Cancel

Add Columns

Search for Fields ⓘ

Field Category: Employee Org & Labor ⓘ

Columns

Category	Column
Employee Org & Labor	GL Acct# Title
Employee Org & Labor	Location Code
Employee Org & Labor	Location Code
Employee Org & Labor	Location Title
Employee Org & Labor	Work Center Code
Employee Org & Labor	Work Center Title

Added Columns

Category	Column
Employee Data	Status
Employee Data	Birth Month
Employee Org & Labor	Department Title
Employee Org & Labor	Location Title
Employee Data	Employee Number
Employee Data	Employee Name (First Last)
Employee Data	Birth Date



Field Category-if you know where to find data in iSolved, you can find it in the Report Writer Field categories!

Any field with the word EMPLOYEE means it is pulled directly from the Employee Management Tab.

Let's talk about some other categories...

FIELD CATEGORIES

Employee Data

Employee Pay

EEO / VET

**Memo
Accumulations**

**Check
Accumulators**

**Deduction
Accumulators**

**Benefit
Accumulations**

**Tax
Accumulators**

Blank Columns

ADD COLUMNS TAB

Add Columns



Field Category: Employee Data



Columns

Category	Column	
Employee Data	Address Line 1	
Employee Data	Address Line 2	



Added Columns

	Category	Column	
>>	Employee Data	Birth Date	
<<			



EDIT COLUMNS TAB

Report Setup
Add Columns
Edit Columns
Report Filters
Preview By Company
Preview By Payroll

Record Type: Detail Record
Filter

+ Add New
Edit
Delete
Refresh
Save
Cancel

Column	Heading1	Heading2	Width	Sort	Fixed Pos	Group
1		Status	1.0000			
2	Birth	Month	0.6500			
3	Department	Title	2.0000			
4	Location	Title	2.0000			
5	Employee	Number	1.0000			
6		Employee Name	2.0000			
7	Birth	Date	0.6500			

Column Details

Search for Fields

Field Category: Employee Data

* Field: Status

Heading1:

Heading2: Status

☒ Hidden Column

Default Value:

Sort Position:

1

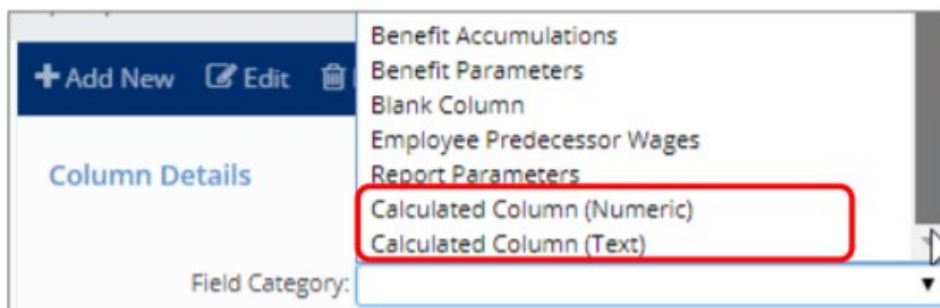
Ascending

☐ Hide Repeating Sort Values

☐ Group By

☐ Page Break

CALCULATED COLUMNS





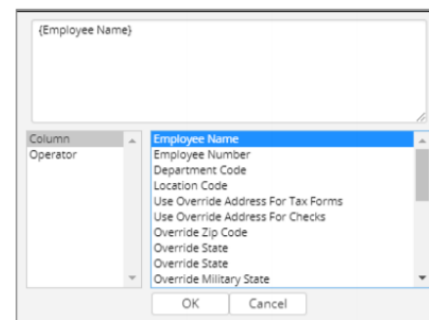
Building Expressions:

- Text (i.e.. Formatting, Truncating)
- Numeric (i.e. Adding earnings, rounding)

Syntax:

- { }
- ()
- Function Name
- " "
- Operators (+ * / -)

- Under **Expression**, click on the  icon for assistance entering the calculation example, or you may key the calculation manually.
- When you select , a pop-up box will appear allowing you to select the field (**Example:** Employee Name) and the operator.
- Double-click to select and add to the box above. See below to enter the calculation needed.



CALCULATED COLUMN EXAMPLES

Calculation	Description	Calculation Example	Original Value(s)	Result
UCASE	Returns all uppercase letters.	UCASE({Employee Name})	Joe Smith	JOE SMITH
LCASE	Returns all lowercase letters.	LCASE({Employee Name})	Joe Smith	joe smith

Calculation	Description	Calculation Example	Original Value(s)	Result
DateDiff	Calculates the difference between 2 dates based on a specified interval (Days, months and years). Only full months and years are counted.	DateDiff("d",{Adj Service Date},{Hire Date})	Hire Date = 1/21/2013 Adjusted Serv. Date = 1/1/2013	20 days
		DateDiff("m",{Adj Service Date},{Hire Date})	Hire Date = 1/1/2013 Adjusted Serv. Date = 6/1/2011	19 months
		DateDiff("yyyy",{Hire Date},{Term Date})	Hire Date = 7/4/2012 Term Date = 10/1/2014	2 years

This complete list is available on the university along with other training documentation & courses.

REPORT FILTERS

Report Setup

Add Columns

Edit Columns

Report Filters

Preview By Company

Preview By Payroll

Column

Status

+ Add New

Edit

Delete

Refresh

Save

Cancel

Filter Details

* Column: Status

* Operator: In

Filter Value

PREVIEW BY COMPANY



 Generate Report  Go To My Reports Queue

Once your report request has been submitted you can do any of the following tasks. The report will be available in My Reports Queue for 72 hours.

Birthday Report

Company: ▼

As Of Date: 

Leave blank to base on the most recent pay date.

Output Type: ▼

MY REPORTS QUEUE



My Reports Queue

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Report Name	Status	Report Requested	Generate Begin	Generate End	Purge Date	View Report
Birthday Report	GENERATED	4/23/2019 4:18:09 PM	4/23/2019 4:18:11 PM	4/23/2019 4:18:22 PM	4/26/2019 4:18:22 PM	View Report

From here, you can view the report. Now that we have saved this report-it is available under the Report Writer Tab OR Client Reports.

COVID-19 REPORTING OPPORTUNITIES



- Hours Detail Report
- Quarterly Reports
- FFCRA Business Credits
- Payroll Summary/Payroll Register
- Employee Retention Tax Credit Report
- FTE by Hours Paid Report
- CARES Payroll Protection Report
- FFCRA Average Hours & Wage Report
- Payroll Protection Forgiveness Report

CONTACT TRACING:HOURS DETAIL REPORT



Tracing and identifying the people who have been in contact with someone infected with the Coronavirus is essential in containing further spread. In the workplace this process can be difficult without visibility into who was working on what schedule and with whom they have had contact with.

Days/Times infected employee worked

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Employee Member	Employee Last Name	Employee First Name	Employee Middle Initial	Employee Surname	Employee Manager	Day	Start	Stop	End	Star	Department	Job	Location	Hourly Rate	Pay	Use P	Net
1	Test	Employee	John	Test	Test Supervisor	Monday	5:00:00	5:00 PM	5:00 PM	1.00				1.00	1.00		
2	Test	Employee	John	Test	Test Supervisor	Tuesday	5:00:00	5:00 AM	5:00 AM	4.00				4.00	4.00		
3	Test	Employee	John	Test	Test Supervisor	Monday	5:00:00	7:00 AM	4:00 PM	5.00				5.00	5.00		
4	Test	Employee	John	Test	Test Supervisor	Tuesday	5:00:00	7:00 AM	4:00 PM	5.00				5.00	5.00		
5	Test	Employee	John	Test	Test Supervisor	Wednesday	5:00:00	7:00 AM	4:00 PM	5.00				5.00	5.00		
6	Test	Employee	John	Test	Test Supervisor	Monday	5:00:00	5:00 AM	5:00 AM	4.00				4.00	4.00		
7	Test	Employee	John	Test	Test Supervisor	Tuesday	5:00:00	5:00 AM	5:00 AM	4.00				4.00	4.00		
8	Test	Employee	John	Test	Test Supervisor	Wednesday	5:00:00	5:00 AM	5:00 PM	4.00				4.00	4.00		
9	Test	Employee	John	Test	Test Supervisor	Monday	5:00:00	5:00 AM	5:00 PM	4.00				4.00	4.00		
10	Test	Employee	John	Test	Test Supervisor	Tuesday	5:00:00	5:00 AM	5:00 PM	4.00				4.00	4.00		
11	Test	Employee	John	Test	Test Supervisor	Wednesday	5:00:00	5:00 AM	5:00 PM	4.00				4.00	4.00		
12	Test	Employee	John	Test	Test Supervisor	Monday	5:00:00	7:00 AM	5:00 PM	5.00				5.00	5.00		
13	Test	Employee	John	Test	Test Supervisor	Tuesday	5:00:00	7:00 AM	5:00 PM	5.00				5.00	5.00		
14	Test	Employee	John	Test	Test Supervisor	Wednesday	5:00:00	7:00 AM	5:00 PM	5.00				5.00	5.00		
15	Test	Employee	John	Test	Test Supervisor	Thursday	5:00:00	7:00 AM	5:00 PM	5.00				5.00	5.00		

Filter by infected employee number

Times contacted employees worked

Additional filter options for company specific criteria

Our Hours Detail Report in iSolved aims to help businesses identify contacts. Using employee timeclock data, the report can be filtered to help identify potential contacts by location & time while cross-referencing with the infected employee.

CONTACT TRACING & THE HOURS DETAIL REPORT

The Hours Detail Report is easy to use. Simply run this report from Close Pay Period (for any open pay periods) for the date range needed. With this report, you can filter by department and location along with applicable days/times to see all contacts that worked with the infected employee. No health-related information is required or utilized in compiling the report.

Follow up with contacts to monitor symptoms and tests for signs of infection. Find employee contact information by going to Employee Self Service > Contact Info

QUARTERLY REPORTS



Q: My bank is asking for quarterly reports. Where in iSolved can I find these?

A: You can find these under Reporting> Quarterly Reports on Demand. It takes a bit to load, but you will be able to view and download quarterly reports for corresponding Quarters/Years. You will have access to download the full quarterly report package, including the 941, DE9, and the DE9C. The 940 is an annual Report that will be included in the 4th quarter only.

PAYROLL PREVIEW SUMMARY



When using the COVID-19 earnings codes, iSolved will automatically calculate a tax credit in the amount equal to the total of all these codes combined, along with the employer portion of Medicare tax (1.45% of gross COVID paid wages). These codes are already exempt from the employer portion of Social Security Tax (6.2% of wages).

Client ID: MaroieDemo - Maroie's Wine Comoarv Inc.		PAYROLL SUMMARY PREVIEW			Period Begin Date: 3/16/2020	
Pay Group: Hourly EE		Margie's Wine Company Inc.			Period End Date: 3/29/2020	
Check Date: 4/3/2020					Pay Period: 1	
Run Date: 4/12/2020					Payroll Type: Regular Payroll	

*** PAYROLL FUNDING ***						
Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	BANK OF AMERICA, N.A.	*****0196	*****7813	6	\$4,578.02	\$0.00
Direct Deposits	BANK OF AMERICA, N.A.	*****0196	*****7813	21	\$0.00	\$30,764.58
Totals:				27	\$4,578.02	\$30,764.58
Tax Liabilities	BANK OF AMERICA, N.A.	*****0196	*****7813		\$0.00	\$14,464.52
Tax Liabilities - Client's Responsibility					\$9.21 #	\$0.00
Third Party Checks	BANK OF AMERICA, N.A.	*****0196	*****7813	1	\$661.54	\$0.00
Third Party Electronic Payment	BANK OF AMERICA, N.A.	*****0196	*****7813	1	\$0.00	\$78.81
Payroll Billing	BANK OF AMERICA, N.A.	*****0196	*****7813		\$0.00	\$15.00
Tax Adjustment (FFCR Act - FMLA)	BANK OF AMERICA, N.A.	*****0196	*****7813		\$0.00	(\$1,479.14)
Tax Adjustment (FFCR Act - SickPay)	BANK OF AMERICA, N.A.	*****0196	*****7813		\$0.00	(\$1,417.40)
Totals:				2	\$670.75	\$11,661.79
Total ACH Debit:				Impound Date: 4/13/2020		\$42,426.37
Total Payroll Funding (all items):						\$47,675.14

~ Indicates Tax Amount Not Impounded - Client's Responsibility

PAYROLL PREVIEW SUMMARY



Preview, Preview, Preview. We cannot stress this enough: Preview your payroll reports. **We recommend reviewing the first 3 reports in the Preview list at a minim – the Payroll Summary, Payroll Register & Exceptions Report.** The Exceptions report will show any employees that have deductions scheduled to be taken but do not have enough wages to have them deducted.

Turn on deduction arrears tracking. You can see if this is turned on for your deduction codes by navigating to Client Management > Payroll > Deductions. Click on each deduction code. Check to see if the “Apply Arrears by Default” box is checked. This will automatically catch up any money owed to the company for deductions when employees return.

BUSINESS TAX CREDITS SCREEN



- ☐ iSolved will track your credits using the Business Credit screen in iSolved.

- ☐ The credit calculated will be based on:
 - ☐ Qualified Employee Family/Sick Leave Payments
 - ☐ Employer Medicare Credit on Payments
 - ☐ Qualified Employer Health Plan Expense
 - ☐ Request of Advance Payment of Employer Credit

BUSINESS TAX CREDITS SCREEN



Client: MargieDemo - Margie's Wine Company Inc.

Company: MargieDemo - Margie's Wine Company Inc.

Status: Active

Q Client Search

Business Credits

Solved

Unlocked

Credit Type	Amount	Balance
FFCR Act - FMLA	1479.14	0.00
FFCR Act - SickPay	1417.40	0.00

Detail

Transaction History

+ Add New

Edit

Delete

Refresh

Save

Cancel

Credit Details

Other Details

* Credit Type: FFCR Act - SickPay

* Total Credit Amount: 1417.4

Credit Previously Utilized: 0

Remaining Balance: 0

Date Entered: 4/12/2020

Notes:

Payroll
Summary-Tax
Adjustment Line

Qualified Employee Sick Payments: 1200.00

Employer Medicare Credit on Payments: 17.40

Qualified Employer Health Plan Expenses: 200.00

Request of Advance payment of Employer Credit:

* Filing Type: Form 941

* Pay Date: 4/3/2020

FFCR ACT BUSINESS CREDITS REPORT



- ❑ FFCR Act Business Credits
- ❑ Date Range report

The screenshot shows a web application interface for generating reports. On the left is a vertical navigation menu with a search bar at the top. The menu items include 'EMPLOYEE MANAGEMENT', 'EMPLOYEE SELF SERVICE', 'CLIENT MANAGEMENT', 'PAYROLL PROCESSING', 'REPORTING' (highlighted in orange), and several sub-items under 'REPORTING'. The 'Client Reports' sub-item is also highlighted. The main content area is titled 'Client Reports' and contains a 'Report Category' dropdown set to 'All', a search bar with 'ffcr' entered, and a 'Filter' button. Below this is a table with two columns: 'Output Name' and 'Report Type'. The table lists 'FFCR Act Business Credits' and 'FFCRA Average Hours and Wage Report', both with a 'Date Range' report type. To the right of the table is a 'Generate Report' button and a 'Go To My Reports Queue' link. Below these is a message: 'Once your report request has been submitted you can do any of the following: Run another report Reports Queue for 72 hours.' The 'FFCR Act Business Credits' section includes a description: 'Export FFCRA Act Business Credits detailing tax credit amounts by company by payroll run'. It has a 'Filtering' section with 'From Date' and 'To Date' date pickers, a note about client-level reporting, and a 'Legal Company' dropdown. The 'Options' section has a 'Format' dropdown set to 'Excel'.

[Instructions Here!](#)

FFCRA AVERAGE HOURS & WAGE REPORT



The “FFCRA Average Hours and Wage Report” can be used to determine the required calculations in order to properly pay an employee the following earnings:

- COVID-19 Sick
- COVID-19 Family

It will provide you with the Average Hours Worked & Average Regular Rate

Instructions:								
Average Hours Worked	Average Hours Worked is determined by dividing the Total Hours Worked by the number of weeks the employee was employed within the specified date range. FFCRA Hours Worked accumulator is being used to determine Hours Worked.							
Average Regular Rate	Average Regular Rate is determined by dividing the Total Regular Wages Paid by the Total Hours Paid for pay periods the employee was employed within the specified date range. FFCRA Paid Hours accumulator is being used to determine Hours Paid. FFCRA Paid Wages accumulator is being used to determine Regular Wages Paid.							
NOTE: Total Regular Wages Paid excludes the premium portion of Overtime Earnings								
Standard Hours	Total Hours Worked	# of Weeks	Average Hours Worked	Total Wages Paid	Total Overtime Premium	Total Regular Wages Paid	Total Hours Paid	Average Regular Rate
80.0000	170	4	42.5	3,500.00	100.00	3,400.00	170.00	20.0000
80.0000	212	4	53	4,300.00	100.00	4,200.00	212.00	19.8113
80.0000	160	4	40	6,000.00	0.00	6,000.00	160.00	37.5000
80.0000	160	4	40	6,000.00	0.00	6,000.00	160.00	37.5000
86.6700	86.67	2.14	40.5	2,000.00	0.00	2,000.00	86.67	23.0760
40.0000	64	3	21.33	1,280.00	0.00	1,280.00	64.00	20.0000
80.0000	48	4	12	480.00	0.00	480.00	48.00	10.0000
80.0000	77	4	19.25	1,590.00	50.00	1,540.00	77.00	20.0000

[Instructions Here!](#)

CARES PAYCHECK PROTECTION PLAN REPORT



The CARES Paycheck Protection Program Report was created to assist employers in providing their lenders with the applicable payroll information that is needed for the application for the Small Business Administration backed loans titled Paycheck Protection Program (PPP).

[Instructions Here!](#)

CARES Paycheck Protection Program Report

This report captures payroll costs for the Paycheck Protection Program loan through the CARES Act. Default Gross Wages include all system earnings where Include in Gross is TRUE, except where Third Party Sick Earning and 1099 Income are also TRUE. Employer Health Cost defaults to any memo calcs assigned as employer Medical Pre or Post tax. Custom accumulators can be used to override the default Gross Wages and ER Health Cost. Use code CPPP. GRS for gross wages and CPPP. BEN for ER Health Cost.

Filtering

From Date: 
To Date: 

This report is available to run at the client level. If the Legal Company is left blank the report will be run for ALL Companies.

Legal Company:

Include Terminated Companies: ☐

Grouping

Organization Level 1:

Organization Level 2:

Include Pay Group Breakdown: ☐

Options

100K Excess Cost Option:

FTE Calculation Method:

Weekly Hours Threshold:

Employment Categories: ☒ ☒ Employment Categories

Format:

EMPLOYEE RETENTION TAX CREDIT REPORT



This report was designed to track the qualified wages and health care expenses related to the CARES Act Employee Retention Credit. The report tracks per-employee based on the total qualified wage and qualified health expenses, the available credits minus the credit taken to date, and the remaining credits available.

Reach out to support if this is something you want to take advantage of.

FTE BY HOURS PAID REPORT



The intent of this report is to allow the user to enter a date range and an hours threshold for the report to calculate the number of Full-Time Equivalents (FTEs)

- Options to identify:
 - Date range
 - Use of period end date or check date in the calculation
 - Hours threshold for the date range selected
 - The hours will need to be entered to coincide with the date range, so for example, if the weekly hours threshold is 30 to determine an FTE and the report is run with a date range that spans 4 weeks, 120 will be the value in the hours threshold

(Available to run by pay group)

[Instructions Here!](#)

The first draft was issued right before the new SBA guidance was released so this first draft was based on initial guidance received and we have changes that need to be made to this report. We are currently testing this in our environment and will update you when it will be available to you with instructions.

- AICPA PPP Recommendations

WEBINARS TO COME



Understanding the New PPP Loan Forgiveness Application

Thursday, 5/21 @ 11am – 12pm

- Overview of the biggest changes to Loan Forgiveness resulting from the new Loan Application
 - Review of the Step-by-Step SBA instructions to calculate Loan Forgiveness
 - How to gather the information from iSolved

MORE COVID-19 QUESTIONS?



Reach out to your CTR Support Representative or submit your question on our COVID-19 INFO PAGE to receive the answer to your most-pressing questions.

Don't see an answer to your question? Fill out the form below and we'll get back to you ASAP!

Name*

First

Last

Email*

What's on your mind?

0 of 500 max characters

SUBMIT

From all of us at CTR

- Stay SAFE from COVID-19
- Stay SMART and INFORMED
- Stay KIND and support one another

To download informative and supportive COVID-19 posters & signs for your employees, please visit the World Health Organization @

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>