

> Employee Retention Tax Credit – Prism HR Time Sheet Entry

The purpose of this document is to provide instructions on how to record the new pay codes associated with the Employee Retention Tax Credit in PrismHR.

Please note: By using the Employee Retention Tax Credit (ERTC) pay codes at any time, you are effectively opting-in to those tax credits and are confirming eligibility for the respective tax credits, regardless of any election you made on the G&A opt-in form (or any other communication to any representative of G&A Partners). Please refer to the G&A opt-in letter for additional information related to your responsibilities as a client employer of G&A Partners. **To determine eligibility based on employee count, please use your average full-time employee count in 2019 while factoring in all controlled group and/or affiliated entities.**

Employee Retention Tax Credit (ERTC)

- Small businesses may be eligible for a refundable payroll tax credit if:
 - Operations were fully or partially suspended due to a COVID-19-related shutdown order, or
 - Gross receipts declined by more than 20% when compared to the same quarter in the prior year (Did the business experience a decline in revenues of more than 20% during Q1 2020 vs. Q1 2019, or in Q2 2020 vs. Q2 2019?)
- Credit amount available:
 - Covers 70% of qualified wages, including qualified health plan expenses, up to \$10,000 in qualified wages per employee per calendar quarter
 - Caps credit at \$7,000 per employee per quarter (maximum of \$14,000 per employee for both Q1 and Q2 2021)
- Qualified Wages:
 - Employers with >500 FTE's – wages paid to employees not performing services due to COVID-19 related circumstances (either suspension of operations or reduction in gross receipts)
 - Employers with <500FTE's – all employees' wages paid
 - Includes employer's "properly allocable" qualified health plan expenses
 - Excludes wages taken into account under paid sick/family leave (FFCRA)(those that receive a 100% credit)
- Expands availability of ERTC until June 30, 2021 (originally set to end on Dec 31, 2020)

- Consolidated Appropriations Act (CAA) removed restriction preventing employers with PPP loans from claiming retention credits
- Now, employers can claim the employee retention credit on any eligible wages not used to support PPP loan forgiveness
- Any wages that could not count toward both provisions can be applied to either, but not both, at the employer's election

Pay Codes

- The pay code below should be used for employers with > 100 FTE's
 - **COVID19ERTCNOWK** – COVID 19 ERTC NO WORK
- The pay codes below should be used for employers with < 100 FTE's
 - **COVID19ERTCREG** – COVID 19 ERTC REG PAY
 - **COVID19ERTCO/T** – COVID 19 ERTC OVERTIME PAY
 - **COVID19ERTCPTO** – COVID 19 ERTC PAID TIME OFF
 - **COVID19ERTCSICK** – COVID 19 ERTC SICK PAY
 - **COVID19ERTCVAC** – COVID 19 ERTC VACATION PAY
 - **COVID19ERTCHOLS** – COVID 19 ERTC HOLIDAY PAY
 - **COVID19ERTCBONS** – COVID 19 ERTC BONUS SUPPLEMENTAL
 - **COVID19ERTCCOMS** – COVID 19 ERTC COMMISSION SUPPLEMENTAL
 - **COVID19ERTCBON** – COVID 19 ERTC BONUS
 - **COVID19ERTCCOM** – COVID 19 ERTC COMMISSION

Note: In order to calculate and receive the correct Employee Retention Tax Credit, a COVID19ERTC pay code must be used to record the hours. Please coordinate with your assigned payroll specialist to make sure the correct codes have been added to your timesheet.

Time Sheet Entry

To enter payroll for a specific payroll batch, click the “Time Sheet Entry” link in the ‘Payroll | Actions’ category under the ‘My Payrolls’ tab.



On the 'Time Sheet Entry' screen, select the payroll number for the time sheet you want to update.

| Payroll / Action / Time Sheet Entry | | | | | | | |
|-------------------------------------|------------------|-------------|--------------|----------|-------------|-------------|---------------|
| Company: (2775) PETER'S PAPER | | | | | | | |
| Select Payroll for Time Sheet Entry | | | | | | | |
| Payroll | Approval Pending | Description | Payroll Type | Pay Date | Cutoff Date | Cutoff Time | Delivery Date |
| 10000 | | 02-21-20 W | Scheduled | 01/31/20 | 02/01/20 | 12:00PM | 02/18/20 |

Note: If you have more than one payroll, manual or supplemental cycle, there may be more than one time sheet listed.

Detail Time Sheet Entry Form

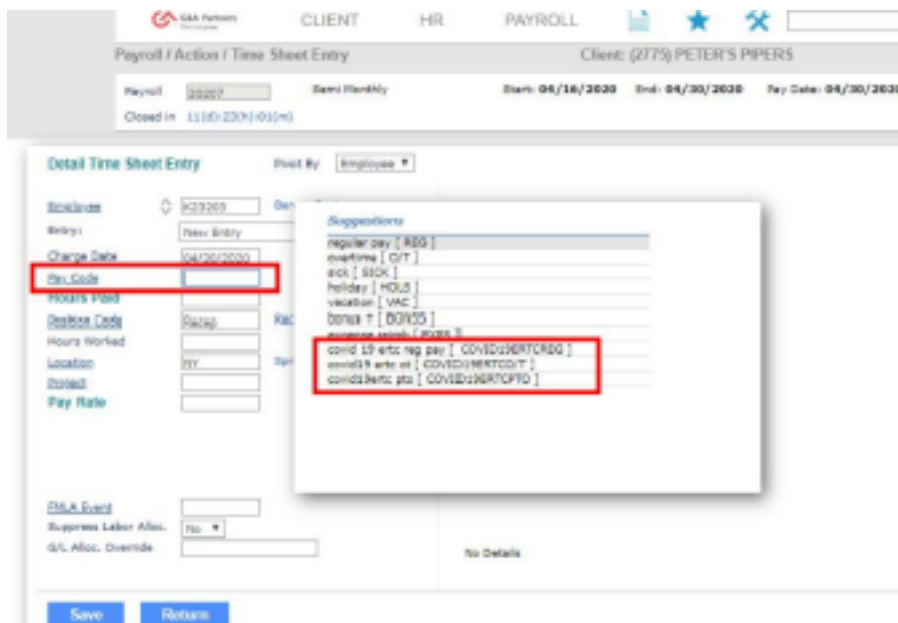
Detail Time Sheet Entry allows you to enter more information than Summary Time Sheet Entry, such as selecting pay codes not displayed in the summary form.

To navigate to the 'Detail Time Sheet Entry form' click on the employee's name.

| Payroll / Action / Time Sheet Entry | | | | | | | | | | | | | | | | | |
|--|-----------------|---------|------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Client: (2775) PETER'S PAPER | | | | | | | | | | | | | | | | | |
| Payroll: 10000 Weekly Start: 02/16/2020 End: 02/16/2020 Pay Date: 03/16/2020 | | | | | | | | | | | | | | | | | |
| Description: 7(6000)6(42)(e) | | | | | | | | | | | | | | | | | |
| Employee | NAME | REGULAR | FLSA | OT | OT | OT | OT | OT | OT | OT | OT | OT | OT | OT | OT | OT | OT |
| 100000 | Aravenes, Alvin | 38.40 | 0.00 | | | | | | | | | | | | | | |
| 100001 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100002 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100003 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100004 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100005 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100006 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100007 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100008 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100009 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100010 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100011 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100012 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100013 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100014 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100015 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100016 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100017 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100018 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100019 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100020 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100021 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100022 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100023 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100024 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100025 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100026 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100027 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100028 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100029 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100030 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100031 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100032 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100033 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100034 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100035 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100036 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100037 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100038 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100039 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100040 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100041 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100042 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100043 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100044 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100045 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100046 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100047 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100048 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100049 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100050 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100051 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100052 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100053 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100054 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100055 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100056 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100057 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100058 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100059 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100060 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100061 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100062 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100063 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100064 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100065 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100066 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100067 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100068 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100069 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100070 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100071 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100072 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100073 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100074 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100075 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100076 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100077 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100078 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100079 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100080 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100081 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100082 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100083 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100084 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100085 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100086 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100087 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100088 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100089 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100090 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100091 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100092 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100093 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100094 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100095 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100096 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100097 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100098 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100099 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |
| 100100 | Aravenes, Terry | 7.20 | 0.00 | | | | | | | | | | | | | | |

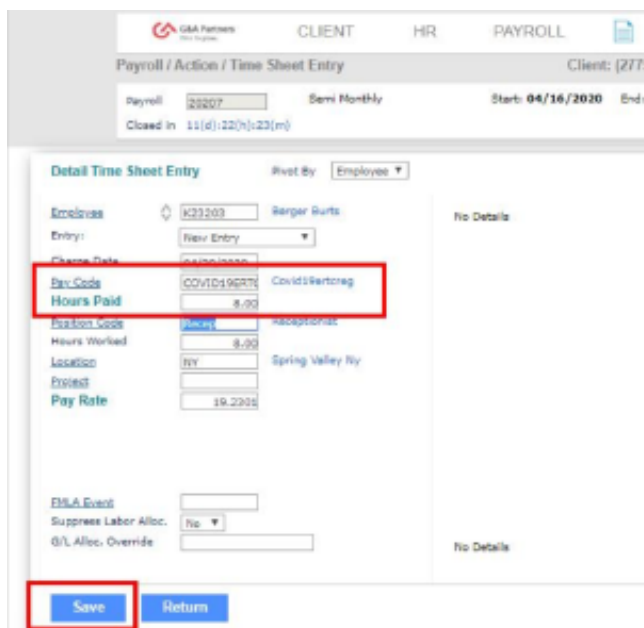
The 'Detail Time Sheet Entry form' opens, allowing you to create a new entry or edit any existing entries for that employee.

By clicking the “Pay Code” hyperlink, you will see a list of the applicable pay codes associated to your account. Here is where you will find the pay codes that are applicable to the Employee Retention Tax Credit.



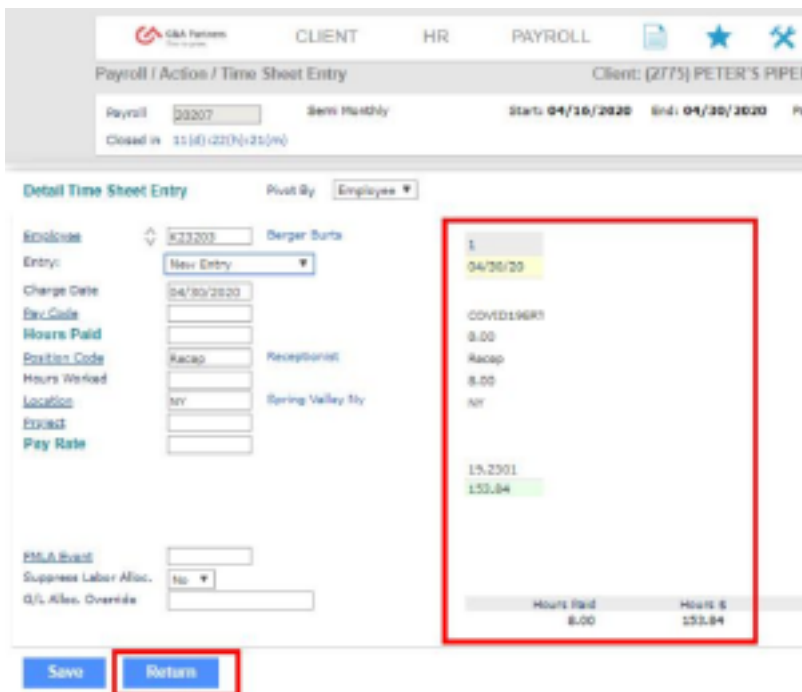
The screenshot shows the 'Detail Time Sheet Entry' form in the G&A Partners Payroll system. The 'Pay Code' field is highlighted with a red box. A dropdown menu is open, showing a list of pay codes, with 'COVID-19 RET' highlighted by a red box.

Once you select the appropriate pay code, enter the total hours/amount that needs to be paid for the current pay period and click “Save.”



The screenshot shows the 'Detail Time Sheet Entry' form in the G&A Partners Payroll system. The 'Hours Paid' field is highlighted with a red box, and the 'Save' button is also highlighted with a red box.

Once you are finished, the time sheet entries will display on the right side of the form. Click “Return” to close the ‘Detail Time Sheet Entry’ and return to the ‘Summary Time Sheet Entry’ screen, where you can proceed with the payroll process.



Payroll / Action / Time Sheet Entry Client: (2775) PETER'S PAPER

Payroll: 00207 Semi Monthly Start: 04/16/2020 End: 04/30/2020

Closed in: 15 (d) (22)(h)(25)(m)

Detail Time Sheet Entry Pivot By: Employee ▼

Employee: 00207 Berger Burke

Entry: New Entry ▼

Charge Date: 04/30/2020

Pay Code:

Hours Paid:

Position Code: Receptionist

Hours Worked:

Location: NY Spring Valley Ny

Project:

Pay Rate:

PM/A Award:

Suppress Labor Alloc: No ▼

Q/L Alloc. Override:

| Date | Description | Hours Paid | Hours Worked |
|----------|-------------|------------|--------------|
| 04/30/20 | COVID19GR | 8.00 | 8.00 |
| | Racap | 8.00 | 8.00 |
| | NY | 153.84 | 153.84 |
| | | 153.84 | 153.84 |
| | | 153.84 | 153.84 |

Hours Paid: 8.00 Hours Worked: 153.84

Save **Return**