

> Employee Retention Tax Credit – Prism Employee Assignment

How to allocate employees and sign up for the Employee Retention Tax Credit in SaaShr.

Please note: By using the Employee Retention Tax Credit (ERTC) pay codes at any time, you are effectively opting into those tax credits and are confirming your 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 on the G&A Partners Client Resources page for additional information related to your responsibilities as a client employer of G&A Partners. **To determine your eligibility for the ERTC based on your employee count, please use your average full-time employee count in 2019 while factoring in all controlled groups, including those belonging to 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
 - Credit is capped at \$7,000 per employee per quarter (maximum of \$14,000 per employee for both Q1 and Q2 2021)
- Qualified Wages:
 - Employers with more than 500 full-time employees (FTEs) paid wages to employees not performing services due to COVID-19-related circumstances (either suspension of operations or reduction in gross receipts)
 - Employers with fewer than 500 FTEs paid all employees' wages
 - Includes employer's "properly allocable" qualified health-plan expenses
 - Excludes wages taken into account under paid sick/family leave for those employers who received a 100% credit under the Families First Coronavirus Response Act (FFCRA)

- Expands availability of ERTC until June 30, 2021 (originally set to end on Dec 31, 2020)
- Consolidated Appropriations Act (CAA) removed the restriction preventing employers with Paycheck Protection Plan (PPP) loans from claiming retention credits; employers may now claim the ERTC on any eligible wages not used to support PPP loan forgiveness
- Any wages that could not count toward both provisions (PPP or ERTC) can be applied to either, but not both, at the employer's election

Pay Codes

- The time-off code below should be used for employers with greater than 100 FTEs
 - COVID NO WORK = COVID19ERTCNOWK
- Employers with fewer than 100 FTEs should use the instructions below to begin assigning employee wages to COVID pay codes.

Assign Employee ERTC Eligibility

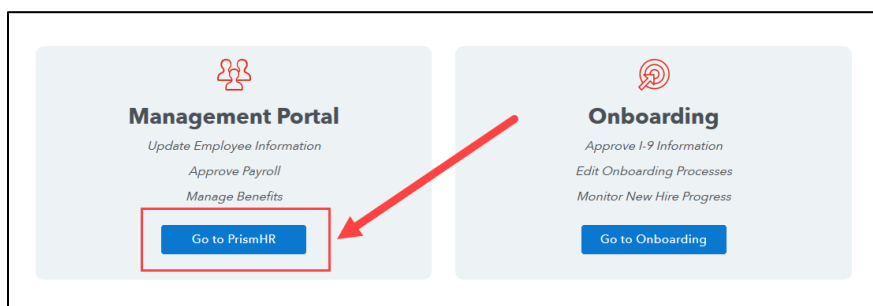
In order to calculate and receive the correct Employee Retention Tax Credit, a COVID pay code must be used to record employee hours. To ensure the correct pay codes are used, we have developed two options to support your business needs. Your Client Advocate or Payroll Admin will assist with defining the option that best fits your business practices.

- Option 1: Work Groups (Preferred) – Please follow the steps on pages 2-5.
- Option 2: Cost Centers – Please follow the steps on pages 6-9.

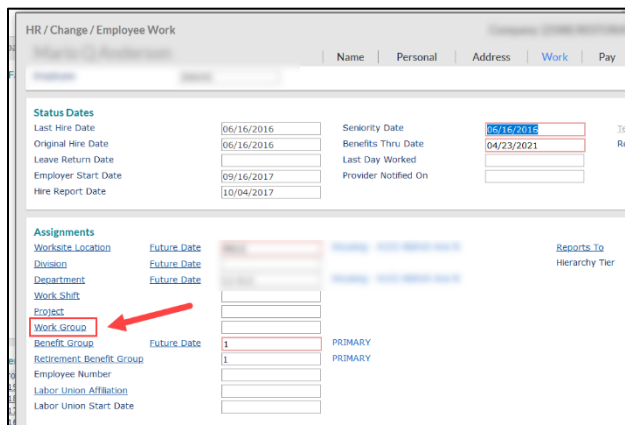
Work Groups

If your company is using Work Groups, follow the steps below:

- a) Access your “Management Portal” via WorkSight 2.0



- b) Select the employee record from your home screen. Under the “Work” tab, and then select the “Work Group” hyperlink.



HR / Change / Employee Work		Name		Personal		Address		Work		Pay	
Status Dates Last Hire Date: 06/16/2016 Original Hire Date: 06/16/2016 Leave Return Date: Employer Start Date: 09/16/2017 Hire Report Date: 10/04/2017 Seniority Date: 06/16/2016 Benefits Thru Date: 04/23/2021 Last Day Worked: Provider Notified On: 											
Assignments Worksite Location: Future Date: Division: Future Date: Department: Future Date: Work Shift: Project: Work Group: Benefit Group: Future Date: 1 Retirement Benefit Group: 1 Employee Number: Labor Union Affiliation: Labor Union Start Date: 											

c) Select “ERTC-Active” from the list and save the employee’s profile.

Work Group with User Security

Group Code	Work Group Name
1 ERTC-Active	ERTC-Active
2 ERTC-Inactive/MaxCredit	ERTC-Inactive/MaxCredit

Select Row:

Page 1 of 1

Select Page:

Previous Next

Go to Page:

HR / Change / Employee Work

Name: Personal: Address: Work: Pay:

Status Dates

Last Hire Date: 05/16/2015 Separation Date: 06/16/2016
Original Hire Date: 08/16/2016 Rehire Date: 04/23/2021
Leave Return Date: Last Day Worked:
Employer Start Date: 09/16/2017 Provider Number:
Hire Report Date: 10/04/2017

Assignments

Worksite / Location: Future Date: Reports To: Hierarchy Tier:
Division: Future Date:
Department: Future Date:
Work Unit:
Assign: ERTC-Active
Work Group: ERTC-Active
Assign Code: Assign Date:
Assignment Detail / Location: Assign Date:
Employee Number: Assign Date:
Labor Union Affiliation:
Labor Union Start Date:

Miscellaneous

Business Owner: ☐ Company WIC Officer: ☐
Family Member: ☐ Tax Credit Uplift: ☐
Company Officer: ☐ 1099 Contractor: ☐

Save Cancel Close

d) Once the Work Group is assigned as “ERTC-Active” within Prism, the employee’s time and time-off entries will automatically be assigned to ERTC pay codes within SaaShr. The ERTC pay codes will be visible on all tabs of the timesheet as shown below.

← Timesheet Edit

•• *TEST *EMPLOYEE •• | May 22, 2021 - June 04, 2021 | Open | New Look

Time Entry Calc Detail Counters Summary By Day

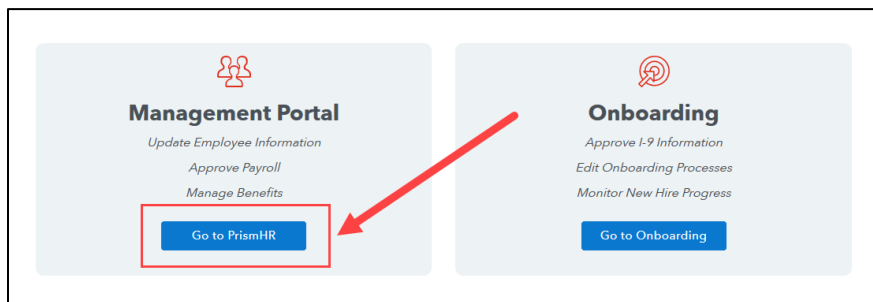
122.00 hrs 122.00 hrs
Raw Total Calc. Total

Date	Calc. Total	ERTC HOLIDAY WORKED (Counter)	ERTC OVERTIME (Counter)	ERTC PTO (Counter)	ERTC REGULAR (Counter)
SAT May 22	8.00	-	-	8.00	-
SUN May 23	8.00	-	-	8.00	-
MON May 24	8.00	-	-	-	8.00
TUE May 25	8.00	-	-	-	8.00
WED May 26	8.00	-	-	-	8.00
THU May 27	8.00	-	-	-	8.00
FRI May 28	10.00	-	2.00	-	8.00

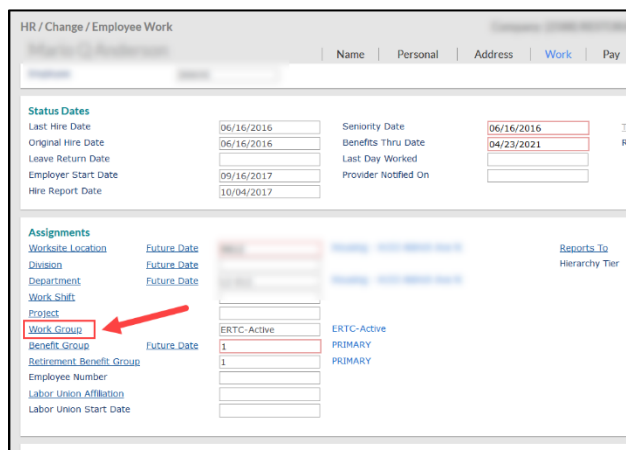
Inactive Eligibility when Employee Hits Maximum Credit for the Quarter – Work Groups

Once an employee has met the maximum retention credit for the quarter, your Payroll Specialist will notify you. At that time, you will need to update the employee's profile in Prism to revert their Retention Eligibility status to "ERTC-Inactive/MaxCredit." Follow the steps below to make this change:

- a) Access your "Management Portal" via WorkSight 2.0



- b) Select the employee record from your home screen. Under the "Work" tab, select the "Work Group" hyperlink.



HR / Change / Employee Work		Name	Personal	Address	Work	Pay
Status Dates Last Hire Date: 06/16/2016 Original Hire Date: 06/16/2016 Leave Return Date: Employer Start Date: 09/16/2017 Hire Report Date: 10/04/2017 Seniority Date: 06/16/2016 Benefits Thru Date: 04/23/2021 Last Day Worked: Provider Notified On: 						
Assignments Worksite Location: Future Date Division: Future Date Department: Future Date Work Shift: Project: Work Group: Benefit Group: Future Date Retirement Benefit Group: Employee Number: Labor Union Affiliation: Labor Union Start Date: 						

c) Select “ERTC-Inactive/MaxCredit” from the list and save the employee’s profile.

Work Group with User Security

	Group Code	Work Group Name
1	ERTC-Active	ERTC-Active
2	ERTC-Inactive/MaxCredit	ERTC-Inactive/MaxCredit

Select Row:

Page 1 of 1

Select Page:

Previous Next Go to Page

HR / Change / Employee Work

Name Personal Address Work Pay

Status Dates

Last Hire Date: 06/16/2016 Seniority Date: 06/16/2016

Original Hire Date: 06/16/2016 Benefits Thru Date: 04/23/2021

Leave Return Date: Employer Start Date: 09/16/2017 Provider Notified On: Hire Report Date: 10/04/2017

Assignments

Worksite Location: Division: Department: Work Shift: Project: Work Group: ERTC-Inactive/MaxCredit ERTC-Inactive/MaxCredit

Benefit Group: 1 PRIMARY Retirement benefit group: 1 Employee Number: Labor Union Affiliation: Labor Union Start Date:

Miscellaneous

Business Owner: ☐ Company W/C Officer: ☐

Family Member: ☐ Tax Credit Eligible: ☐

Company Officer: ☐ 1099 Contractor: ☐

Save Cancel Close

d) Once the Work Group is assigned as “ERTC-Inactive/MaxCredit” within Prism, the employee’s time and time-off entries will automatically be reverted to non-ERTC pay codes.

← Timesheet Edit

*TEST *EMPLOYEE | May 22, 2021 - June 04, 2021 | Open | New Look

Time Entry Calc Detail Counters Summary By Day

122.00 hrs 122.00 hrs

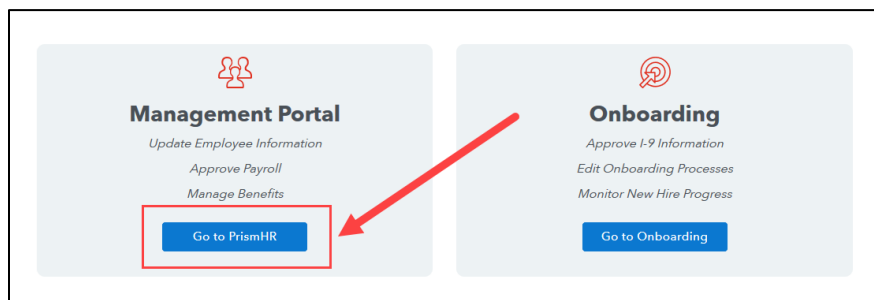
Raw Total Calc. Total

Date	Calc Total	HOLIDAY WORKED (Counter)	OVERTIME (Counter)	PTO (Counter)	REGULAR (Counter)
SAT May 22	8.00	-	-	8.00	-
SUN May 23	8.00	-	-	8.00	-
MON May 24	8.00	-	-	-	8.00
TUE May 25	8.00	-	-	-	8.00
WED May 26	8.00	-	-	-	8.00
THU May 27	8.00	-	-	-	8.00
FRI May 28	10.00	-	2.00	-	8.00

Cost Centers

If your company is using Cost Centers for ERTC eligibility, follow the steps below:

- a) Access your “Management Portal” via WorkSight 2.0



- b) Select the employee record from your home screen. Under the “Work” tab, select the designated Cost Center hyperlink. This will be shared with you by your G&A team. If you have questions about which Cost Center you should be using, contact your G&A Client Advocate/HR Generalist or Payroll Specialist. For this example, we are using “Projects.”

HR / Change / Employee Work

Name | Personal | Address | **Work** | Pa

Status Dates

Last Hire Date	12/02/2019	Seniority Date	12/02/2019
Original Hire Date	12/02/2019	Benefits Thru Date	04/23/2021
Leave Return Date		Last Day Worked	
Employer Start Date	12/02/2019	Provider Notified On	
Hire Report Date	12/04/2019		

Assignments

Worksite Location	Future Date		Reports To
Division	Future Date		Hierarchy Tie
Department	Future Date		
Work Shift			
Project			
Work Group			
Benefit Group	Future Date	1	PRIMARY
Retirement Benefit Group		1	PRIMARY
Employee Number			
Labor Union Affiliation			
Labor Union Start Date			

Miscellaneous

Business Owner	<input type="checkbox"/>	Company W/C Officer	<input type="checkbox"/>
Family Member	<input type="checkbox"/>	Tax Credit Eligible	<input type="checkbox"/>
Company Officer	<input type="checkbox"/>	1099 Contractor	<input type="checkbox"/>

Save Cancel Close

c) Select “ERTC-Active” from the list and save the employee’s profile.

Project Work Codes Search

Project Code	Description	Obsolete
1	ERTC-Active	N
2	ERTC-Inactive/Me ERTC-Inactive/MaxCredit	N

Select Row:

Page 1 of 1

Select Page:

Refine Search

Project Code:

Description:

Obsolete:

Refine Reset

HR / Change / Employee Work

Name | Personal | Address | **Work** | P

Status Dates

Last Hire Date: 12/02/2019 | Seniority Date: 12/02/2019

Original Hire Date: 12/02/2019 | Benefits Thru Date: 04/23/2021

Leave Return Date: | Last Day Worked: |

Employer Start Date: 12/02/2019 | Provider Notified On: |

Hire Report Date: 12/04/2019

Assignments

Worksite Location: | Future Date: | Reports To: |

Division: | Future Date: | Hierarchy T: |

Department: | Future Date: |

Work Shift: |

Project: **ERTC-Active** | ERTC-Active

Work Group: |

Benefit Group: | Future Date: | PRIMARY

Retirement Benefit Group: | PRIMARY

Employee Number: |

Labor Union Affiliation: |

Labor Union Start Date: |

Miscellaneous

Business Owner: ☐ | Company W/C Officer: ☐

Family Member: ☐ | Tax Credit Eligible: ☐

Company Officer: ☐ | 1099 Contractor: ☐

Save Cancel Close

d) Once the Cost Center is assigned as “ERTC-Active” within Prism, the employee’s time and time-off entries will automatically be assigned to ERTC pay codes within SaaShr. The ERTC pay codes will be visible on all tabs of the timesheet as shown below.

← Timesheet Edit

SAVE
SUBMIT
APPROVE
...

•• *TEST *EMPLOYEE
May 22, 2021 - June 04, 2021
Open
New Look

Time Entry
Calc Detail
Counters
Summary By Day

122.00 hrs
122.00 hrs

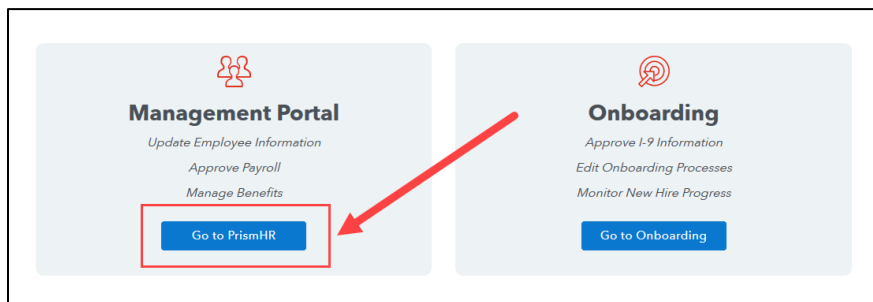
Raw Total
Calc. Total

Date	Calc Total	ERTC HOLIDAY WORKED (Counter)	ERTC OVERTIME (Counter)	ERTC PTO (Counter)	ERTC REGULAR (Counter)
SAT May 22	8.00	-	-	8.00	-
SUN May 23	8.00	-	-	8.00	-
MON May 24	8.00	-	-	-	8.00
TUE May 25	8.00	-	-	-	8.00
WED May 26	8.00	-	-	-	8.00
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FRI May 28	10.00	-	2.00	-	8.00

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HR / Change / Employee Work

Name | Personal | Address | **Work** | Pay

Status Dates

Last Hire Date	12/02/2019	Seniority Date	12/02/2019
Original Hire Date	12/02/2019	Benefits Thru Date	04/23/2021
Leave Return Date		Last Day Worked	
Employer Start Date	12/02/2019	Provider Notified On	
Hire Report Date	12/04/2019		

Assignments

Worksite Location	Future Date	Reports To
Division	Future Date	Hierarchy Tier
Department	Future Date	
Work Shift		
Project		
Work Group		
Benefit Group	Future Date	
Retirement Benefit Group		
Employee Number		
Labor Union Affiliation		
Labor Union Start Date		

Miscellaneous

Business Owner	<input type="checkbox"/>	Company W/C Officer	<input type="checkbox"/>
Family Member	<input type="checkbox"/>	Tax Credit Eligible	<input type="checkbox"/>
Company Officer	<input type="checkbox"/>	1099 Contractor	<input type="checkbox"/>

Save Cancel Close

c) Select “ERTC-Inactive/MaxCredit” from the list and save the employee’s profile.

Project Work Codes Search

Project Code	Description	Obsolete
1	ERTC-Active	N
2	ERTC-Inactive/MaxCredit	N

Select Row:

Page 1 of 1

Select Page:

Refine Search

Project Code:

Description:

Obsolete:

Refine Reset

HR / Change / Employee Work

Name: Personal: Address: Work:

Status Dates

Last Hire Date: 12/02/2019 Seniority Date: 12/02/2019

Original Hire Date: 12/02/2019 Benefits Thru Date: 04/23/2021

Leave Return Date: Last Day Worked:

Employer Start Date: 12/02/2019 Provider Notified On:

Hire Report Date: 12/04/2019

Assignments

Worksite Location: Future Date: Reports To:

Department: Future Date: Hierarchy To:

Work Shift:

Project: **ERTC-Inactive/MaxCredit** ERTC-Inactive/MaxCredit

Work Group:

Benefit Group: Future Date: PRIMARY

Retirement Benefit Group: PRIMARY

Employee Number:

Labor Union Affiliation:

Labor Union Start Date:

Miscellaneous

Business Owner: ☐ Company W/C Officer: ☐

Family Member: ☐ Tax Credit Eligible: ☐

Company Officer: ☐ 1099 Contractor: ☐

Save Cancel Close

d) Once the Work Group is assigned as “ERTC-Inactive/MaxCredit” within Prism, the employee’s time and time-off entries will automatically be reverted to non-ERTC pay codes.

← Timesheet Edit SAVE SUBMIT APPROVE ...

***TEST *EMPLOYEE** May 22, 2021 - June 04, 2021 Open New Look

Time Entry Calc Detail Counters **Summary By Day**

Date	Calc Total	HOLIDAY WORKED (Counter)	OVERTIME (Counter)	PTO (Counter)	REGULAR (Counter)
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SUN May 23	8.00	-	-	8.00	-
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TUE May 25	8.00	-	-	-	8.00
WED May 26	8.00	-	-	-	8.00
THU May 27	8.00	-	-	-	8.00
FRI May 28	10.00	-	2.00	-	8.00

122.00 hrs Raw Total 122.00 hrs Calc. Total