

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)
 - o Employers with fewer than 500 FTEs paid all employees' wages
 - o 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 Ŀ Ð Management Portal Onboarding Update Employee Information Approve I-9 Inform Approve Pavroll Edit Onboarding Process Manage Benefits Monitor New Hire Progres Go to PrismHR Go to Onboarding

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

			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			Last Day Worked	
Employer Start Date		09/16/2017	Provider Notified On	
Hire Report Date		10/04/2017		
Worksite Location Division	Future Date Future Date	-		Reports To Hierarchy Tier
	Future Date			
Department				
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Work Shift Project Work Group Benefit Group	Future Date	1 1		
Work Shift Eroject Work Group Benefit Group Retirement Benefit Grou	Future Date	1 1		





c) Select "ERTC-Active" from the list and save the employee's profile.

Work Group with User Security		HR / Change / Employee	e Work			Longong (1980) MICCOM
	Work Group Name ERTC-Active	The second second			Name Personal	Address Work Pay
	ERTC-Inactive/MaxCredit	Status Dates Last line Date Original Him Date Leave Return Date Employer Start Date Hime Report Date		06/16/2016 06/16/2016 09/16/2017 10/06/2017	Semonty Date Bonoths Thru Date Last Day Worked Provider NotBed On	06/15/2016 T 04/23/2021 R
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Select Row Page 1 of 1 Previous Select Page	Next Go to Page	Miscellaneous Business Owner Tamily Nember Company Officer Save	Cancel	Close	Company W/C Officer lax Credit Eligible 1999 Contractor	

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.

← Timeshe	et Edit				() SAVE	SUBMIT APPROVE
*TEST *EN	IPLOYEE 🤰 🛅 📢 N	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	ERTC OVERTIME		ERTC PTO	ERTC REGULAR
		(Counter)	(Counter)		(Counter)	(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.

			Name Personal		
-	-		Name Personal	Address V	/ork Pa
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			Last Day Worked		
Employer Start Date		09/16/2017	Provider Notified On		
Hire Report Date		10/04/2017			
Division Department	Future Date Future Date				Hierarchy Ti
Work Shift					
Project Work Group		ERTC-Active	ERTC-Active		
Benefit Group	Future Date	1	PRIMARY		
Retirement Benefit Group		1	PRIMARY		
Employee Number					
Labor Union Affiliation					
Labor Union Start Date					





c) Select "ERTC-Inactive/MaxCredit" from the list and save the employee's profile.

		HR / Change / Employee	Work			Company (1988) MILL
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Select Row Page 1 of 1 Previous Select Page	Next Go to Page	Miscellaneous Business Owner Fanity Member Company Officer	Cancel	Close	Company W/C Officer Tax Credit Eligible 1099 Contractor	

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.

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Time Entry	Calc Detail Counters S	ummary By Day				
			122.00 hrs Raw Total	122.00 hrs Calc. Total		
Date	Calc Total	HOLIDAY WORKED		OVERTIME	РТО	REGULAR
		(Counter)		(Counter)	(Counter)	(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	1	0.00		2.00		8.00





Cost Centers

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

- Management Portal
 Doboarding

 Update Employee Information
 Approve 1-9 Information

 Approve Payroll
 Edit Onboarding Processes

 Manage Benefits
 Monitor New Hire Progress

 Go to PrismHR
 Go to Onboarding
- 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."

The second s			Name Personal	Address Work
Status Dates				
Driginal Hire Date		12/02/2019	Seniority Date Benefits Thru Date	12/02/2019
Leave Return Date		12/02/2019	Last Day Worked	04/23/2021
Employer Start Date		12/02/2019	Provider Notified On	
Hire Report Date			Provider Notified Off	
hire Report Date		12/04/2019		
Assignments				
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Division	Future Date			Hierarch
Department	Future Date			
Work Shift				
Project				
Work Group			7	
Benefit Group	Future Date	1	PRIMARY	
Retirement Benefit Group		1	PRIMARY	
Employee Number				
Labor Union Affiliation				
Labor Union Start Date				
Miscellaneous				
Business Owner		п	Company W/C Officer	п
amily Member			Tax Credit Eligible	
Company Officer			1099 Contractor	





c) Select "ERTC-Active" from the list and save the employee's profile.

oject Work Codes Search		HR / Change / Employe	e Work			Company (1987)
Project Code Description	Obsolete N	William / Broad			Name Personal	Address Work
2 ERTC-Inactive/MaxCredit	N					
		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		The second second second second	Repor
		Division	Future Date			Hierar
Select Row		Department	Future Date			
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age 1 of 1 Previous Next		Project		ERTC-Active	ERTC-Active	
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Description		Labor_Union_Affiliation				
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bsolete						
Refine Reset		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.

← Timeshe	et Edit				(j) SAVE	SUBMIT APPROVE	
*TEST *EI	MPLOYEE 🧞 🛅 📢	May 22, 2021 - June 04, 2021 🕨 Open 🛛	🖡 💌 💽 New Look				
Time Entry	Calc Detail Counters	Summary By Day					
			122.00 hrs 122.00 Raw Total Calo. Total	hrs			
Date	Calc Total	ERTC HOLIDAY WORKED	ERTC OVERTIM		ERTC PTO	ERTC REGULAR	
		(Counter)	(Counter)		(Counter)	(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





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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.

-			Name Personal	Address Work F
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		12/02/2019	Last Day Worked	04/23/2021
Employer Start Date		12/02/2019	Provider Notified On	
Hire Report Date		12/02/2019	Provider Wodned On	
nire Report Date		12/04/2019		
Assignments				
Worksite Location	Future Date			Reports To
Division	Future Date			Hierarchy 1
Department	Future Date			
Work Shift				
Project		ERTC-Active	ERTC-Active	
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			Company W/C Officer	
Family Member			Tax Credit Eligible	
Company Officer			1099 Contractor	
		-		





c) Select "ERTC-Inactive/MaxCredit" from the list and save the employee's profile.

Project Work Codes Search		HR / Chan	ge / Employee	Work			-	
Project Code Description 1 ERTC-Active ERTC-Active 2 ERTC-Inactive/Ma ERTC-Inactive/MaxCredit	Obsolete N N					Name Personal	Address V	Vork
		Status Da Last Hire I Original Hi Leave Ret Employer Hire Report	Date re Date urn Date Start Date		12/02/2019 12/02/2019 12/02/2019 12/02/2019 12/04/2019	Seniority Date Benefits Thru Date Last Day Worked Provider Notified On	12/02/2019 04/23/2021	
Select Row Page 1 of 1 Previous Next Select Page Go to Page Refine Search Project Code Description Obsolete		Employee Labor Unit	Location At L L DUP t Benefit Group	Future Date Future Date Future Date	ERTC=Inscrive/MaxCrce 1 1 1 1 1 1 1 1 1	ERTC-Inactive/NaxCredit PRIMARY PRIMARY		Reports T Hierarchy
Refine Reset		Miscellar Business Family Mer Company Save	Dwner nber	Cancel	Close	Company W/C Officer Tax Credit Eligible 1099 Contractor		

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.

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			122.00 hrs 122.00 Raw Total Cale. Total	hrs				
Date	Calc Total	HOLIDAY WORKED	OVERTIME		РТО		REGULAR	
		(Counter)	(Counter)		(Counter)		(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