

Paycheck Protection Program

Below you will find instructions on how to run a custom G&A Partners report, which provides the data necessary to complete your Paycheck Protection Program (PPP) loan application.

Please note, the information contained within the report only provides data for the duration you have been a G&A client and for the requested time period, as well as, only representing payroll and/or benefits processed within our system.

To complete your PPP loan application, you will also need a PEO relationship letter that acknowledges your relationship with G&A Partners as well as a letter from NAPEO that further supports your PEO relationship. These files can be found on G&A Partners' client resources COVID-19 page: <https://go.gnapartners.com/covid19-client-support>.

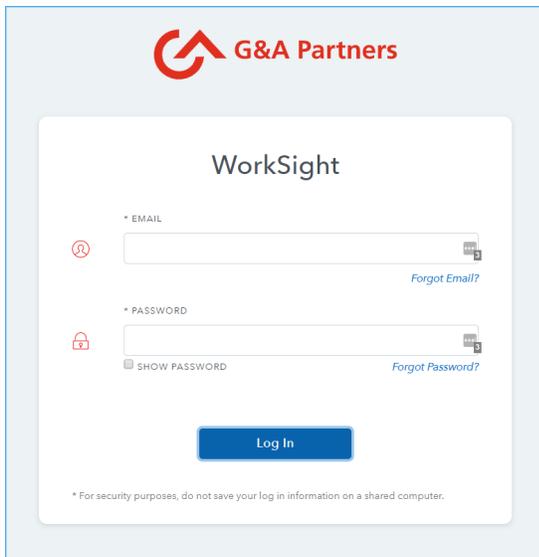
With the report obtained from the instructions below and the two PEO relationship letters from the G&A client resources COVID-19 page, you will have sufficient information from G&A Partners to complete your PPP loan application.

SBA Loan Application Payroll Data Report

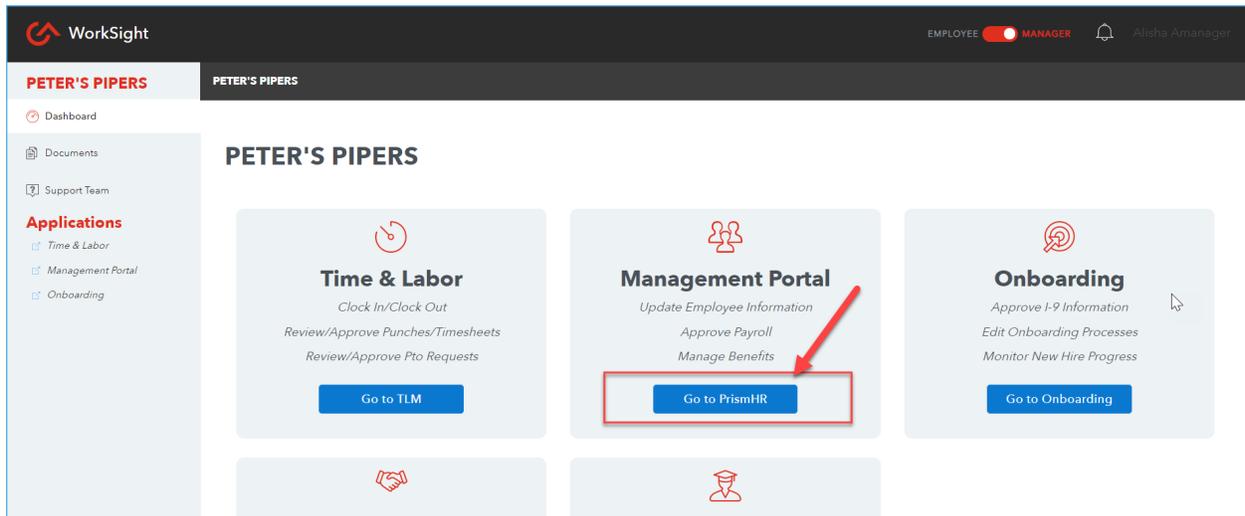
How to Process the Report in Informer

Follow the instructions below to process the SBA Loan Application Payroll Data report.

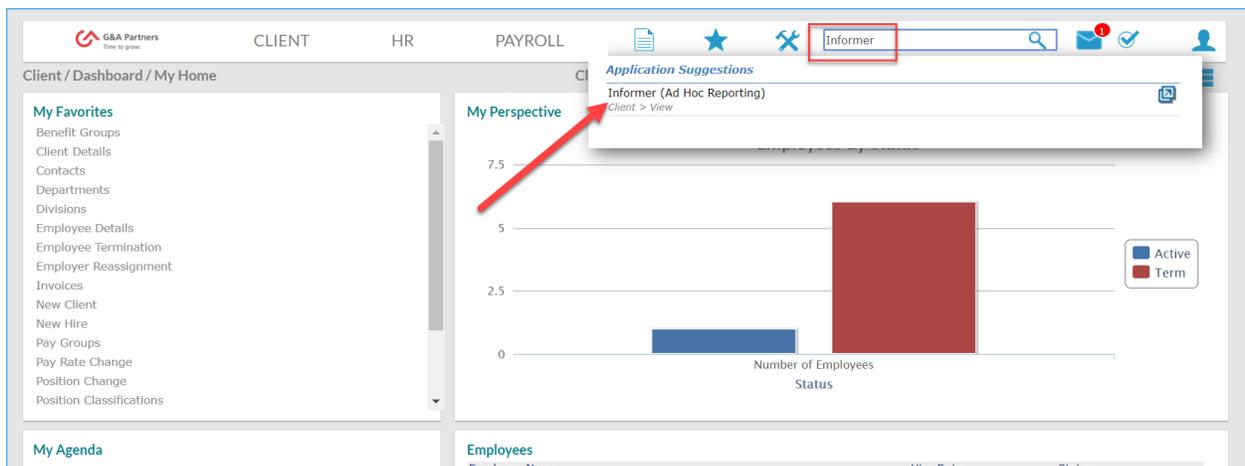
Log in to WorkSight



From your homepage, click on Go to PrismHR on the Management Portal tile.

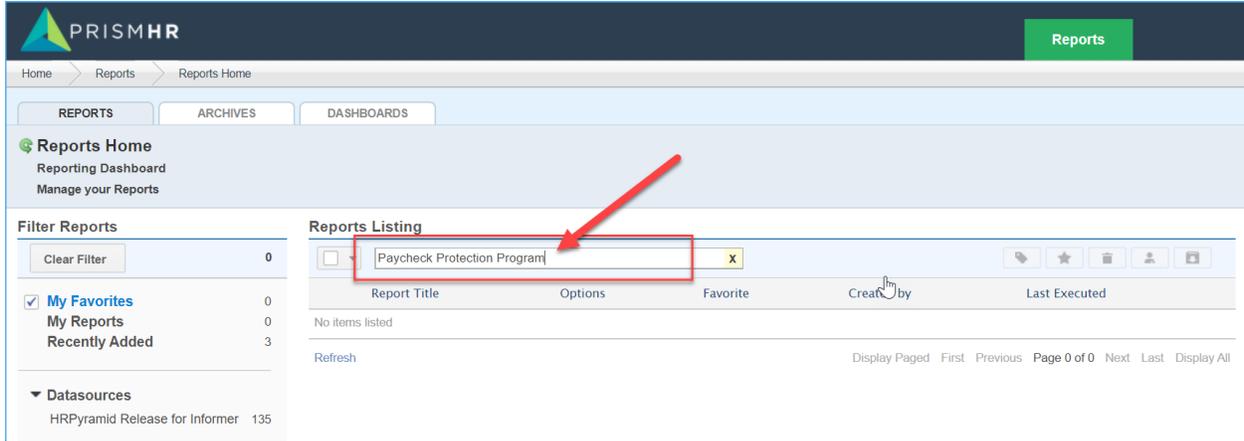


Type "Informer" in the PrismHR search bar and click on Informer (Ad Hoc Reporting) to access the Informer Reporting Tool.



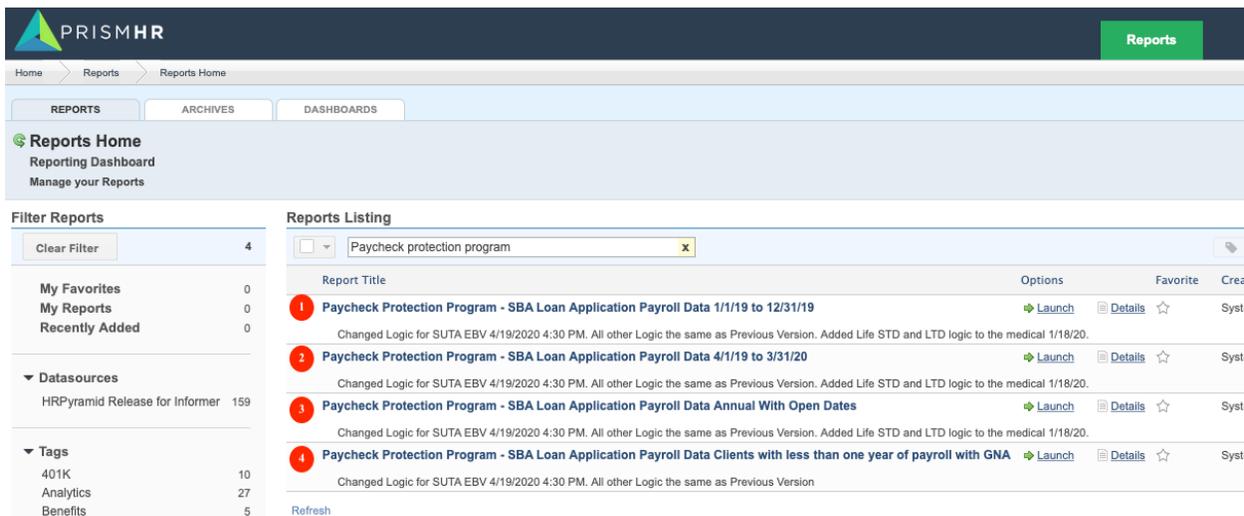
Informer will open in a separate window.

Enter the report name “Paycheck Protection Program” in the search bar under Reports Listing and click enter.



Four reports with the report name beginning with “Paycheck Protection Program” will come up.

1. **Paycheck Protection Program - SBA Loan Application Payroll Data 1/1/19 to 12/31/19**
2. **Paycheck Protection Program - SBA Loan Application Payroll Data 4/1/19 to 3/31/20**
3. **Paycheck Protection Program - SBA Loan Application Payroll Data Annual Open Dates**
4. **Paycheck Protection Program - SBA Loan Application Payroll Data Clients with less than one year of payroll with GNA**



Select the report that applies to your company by double clicking on the report name.

If needed, your Company ID can be found on the PrismHR home page, in parenthesis to the right of your client company name.

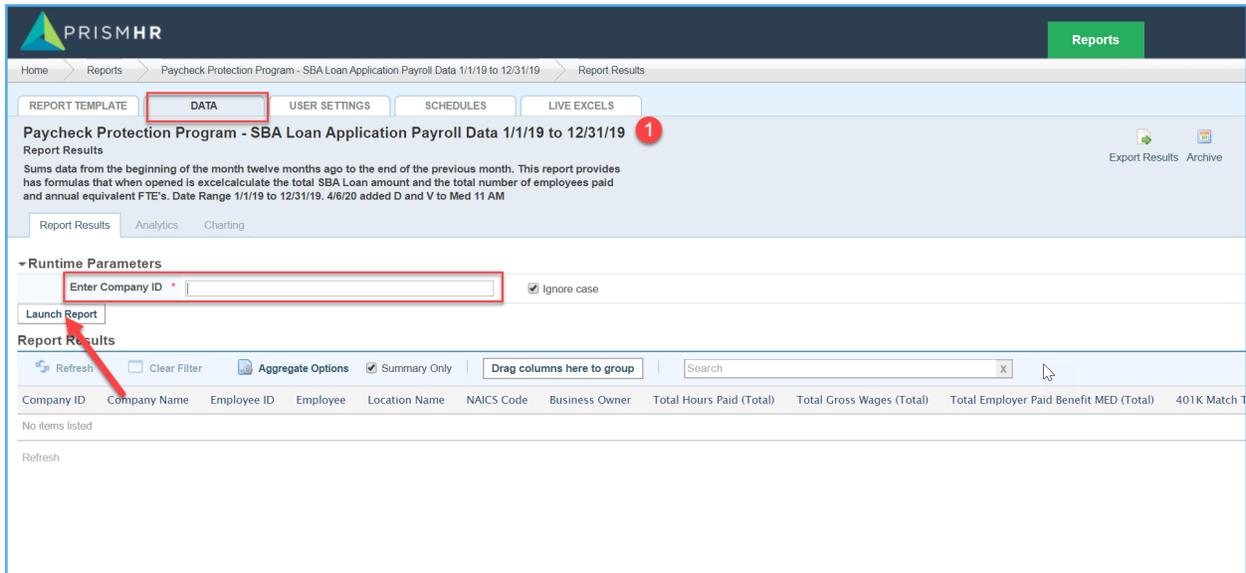
1. Paycheck Protection Program - SBA Loan Application Payroll Data 1/1/19 to 12/31/19

Click on the DATA tab

Enter your G&A Company ID and click Launch Report

The report will automatically be generated to reflect data for a date range of 1/1/2019 to 12/31/2019

Click Launch Report



The screenshot shows the PrismHR interface for generating a report. The breadcrumb trail is: Home > Reports > Paycheck Protection Program - SBA Loan Application Payroll Data 1/1/19 to 12/31/19 > Report Results. The 'DATA' tab is active. A red box highlights the 'Enter Company ID' field in the 'Runtime Parameters' section, with a red arrow pointing to the 'Launch Report' button. The report title is 'Paycheck Protection Program - SBA Loan Application Payroll Data 1/1/19 to 12/31/19'. Below the title, there is a description: 'Sums data from the beginning of the month twelve months ago to the end of the previous month. This report provides has formulas that when opened is excelcalculate the total SBA Loan amount and the total number of employees paid and annual equivalent FTE's. Date Range 1/1/19 to 12/31/19. 4/6/20 added D and V to Med 11 AM'. There are 'Export Results' and 'Archive' buttons. The 'Report Results' section shows a table with columns: Company ID, Company Name, Employee ID, Employee, Location Name, NAICS Code, Business Owner, Total Hours Paid (Total), Total Gross Wages (Total), Total Employer Paid Benefit MED (Total), and 401K Match T. The table currently shows 'No items listed'.

2. Paycheck Protection Program - SBA Loan Application Payroll Data 4/1/19 to 3/31/20

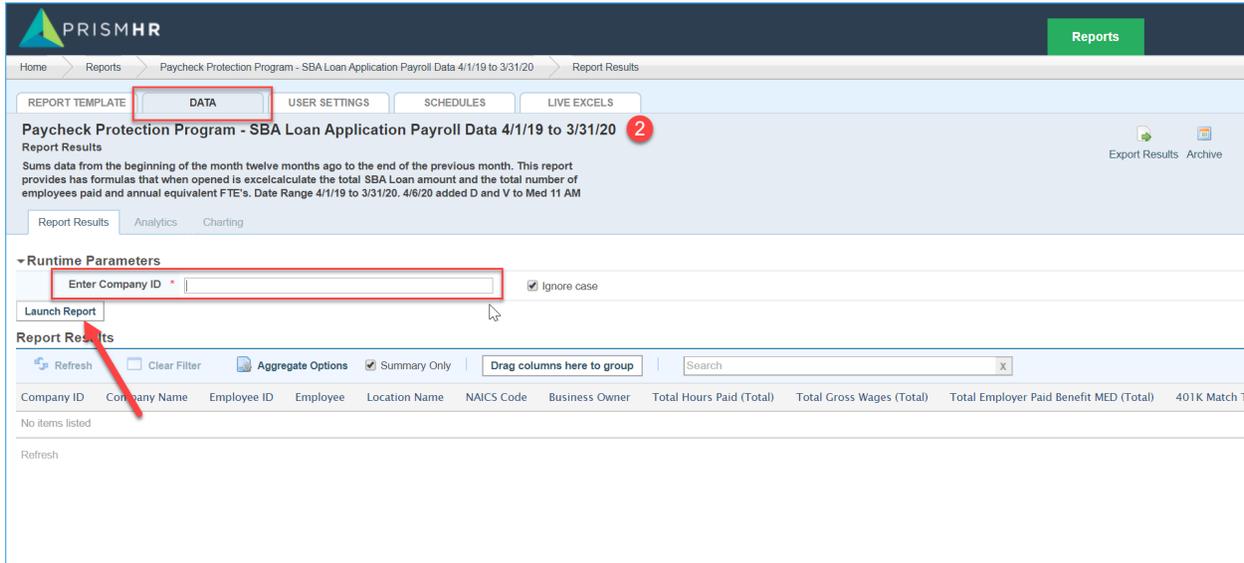
Click on the DATA tab

Enter your G&A Company ID and click Launch Report

The report will automatically be generated to reflect data for the preceding 12 months

- Example:
 - A report requested in April 2020 will reflect data for 4/1/2019 to 3/31/2020

Click Launch Report



PRISMHR Reports

Home > Reports > Paycheck Protection Program - SBA Loan Application Payroll Data 4/1/19 to 3/31/20 > Report Results

REPORT TEMPLATE **DATA** USER SETTINGS SCHEDULES LIVE EXCELS

Paycheck Protection Program - SBA Loan Application Payroll Data 4/1/19 to 3/31/20 2

Report Results

Sums data from the beginning of the month twelve months ago to the end of the previous month. This report provides formulas that when opened is excelcalculate the total SBA Loan amount and the total number of employees paid and annual equivalent FTE's. Date Range 4/1/19 to 3/31/20. 4/6/20 added D and V to Med 11 AM

Report Results Analytics Charting

▼ Runtime Parameters

Enter Company ID * Ignore case

Launch Report

Report Results

Refresh Clear Filter Aggregate Options Summary Only Drag columns here to group Search

Company ID	Company Name	Employee ID	Employee	Location Name	NAICS Code	Business Owner	Total Hours Paid (Total)	Total Gross Wages (Total)	Total Employer Paid Benefit MED (Total)	401K Match T
No items listed										

Refresh

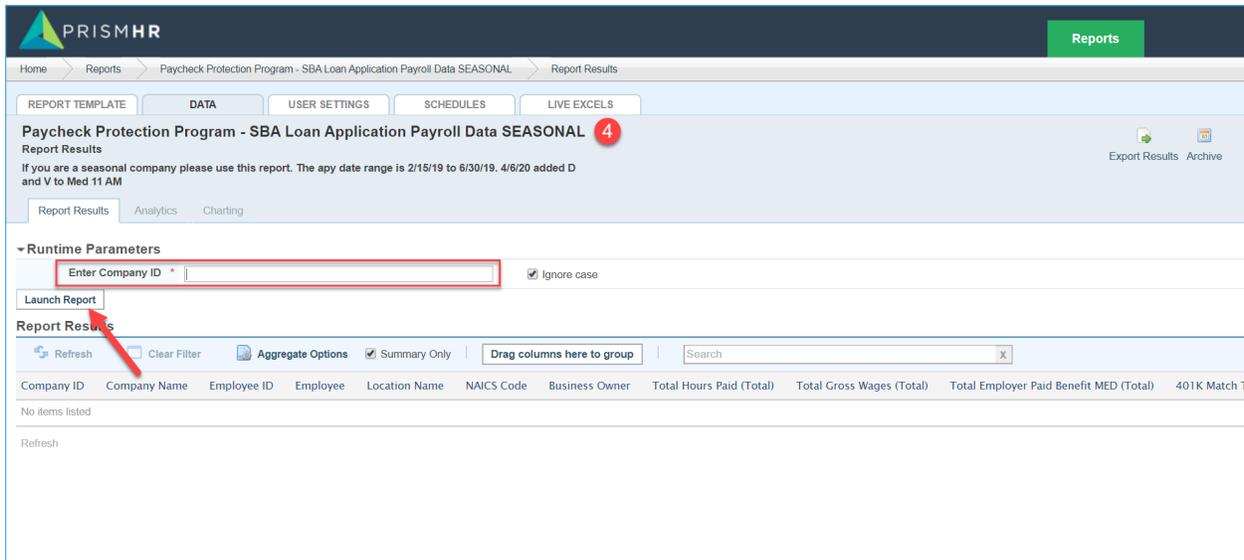
3. Paycheck Protection Program - SBA Loan Application Payroll Data Annual With Open Dates

Click on the DATA tab

Enter your G&A Company ID

Enter the date range for the data needed

Click Launch Report



PRISMHR Reports

Home > Reports > Paycheck Protection Program - SBA Loan Application Payroll Data SEASONAL > Report Results

REPORT TEMPLATE **DATA** USER SETTINGS SCHEDULES LIVE EXCELS

Paycheck Protection Program - SBA Loan Application Payroll Data SEASONAL 4

Report Results

If you are a seasonal company please use this report. The apy date range is 2/15/19 to 6/30/19. 4/6/20 added D and V to Med 11 AM

Report Results Analytics Charting

▼ Runtime Parameters

Enter Company ID * Ignore case

Launch Report

Report Results

Refresh Clear Filter Aggregate Options Summary Only Drag columns here to group Search

Company ID	Company Name	Employee ID	Employee	Location Name	NAICS Code	Business Owner	Total Hours Paid (Total)	Total Gross Wages (Total)	Total Employer Paid Benefit MED (Total)	401K Match T
No items listed										

Refresh

4. Paycheck Protection Program - SBA Loan Application Payroll Data Clients with less than one year of payroll with GNA

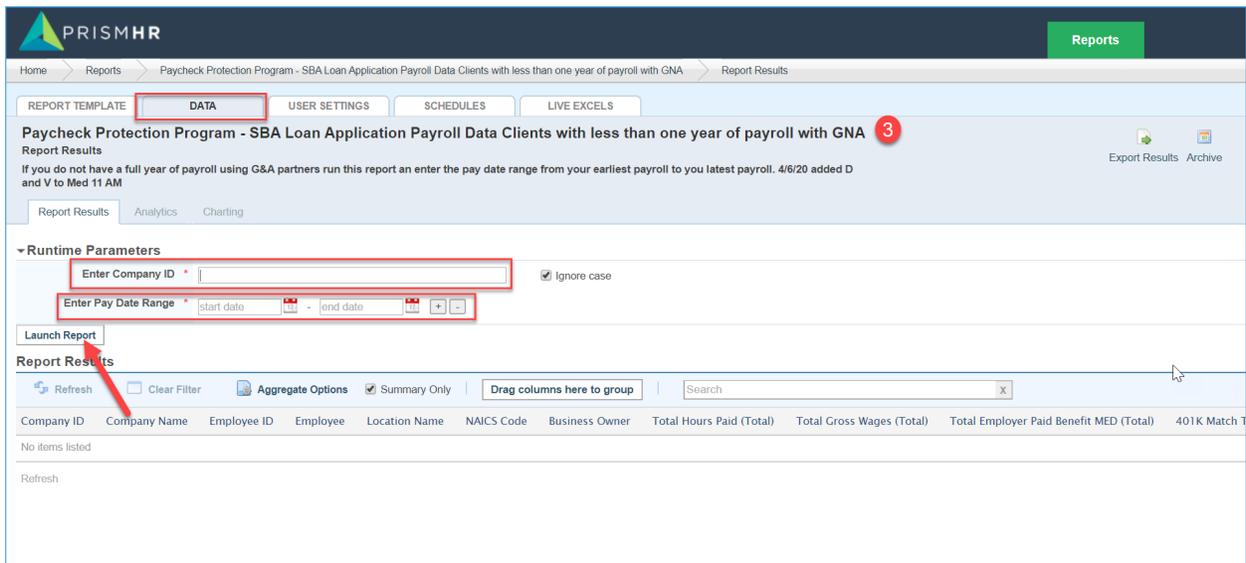
Click on the DATA tab

Enter your G&A Company ID

Enter the date range for the data needed

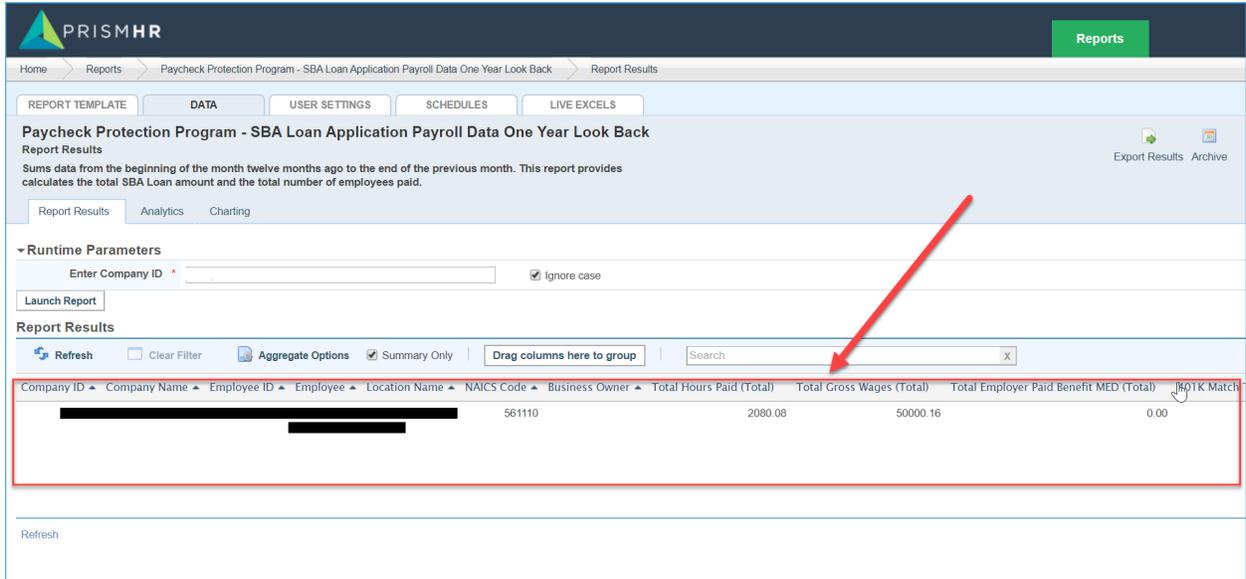
- Example: If you joined G&A in June 2019, enter a date range of 6/1/2019 to 3/31/2020

Click Launch Report



The screenshot displays the PRISMHR web application interface. The top navigation bar includes the PRISMHR logo and a 'Reports' button. The breadcrumb trail shows: Home > Reports > Paycheck Protection Program - SBA Loan Application Payroll Data Clients with less than one year of payroll with GNA > Report Results. The main content area is titled 'Paycheck Protection Program - SBA Loan Application Payroll Data Clients with less than one year of payroll with GNA' and includes a red circled '3' icon. Below the title, there are tabs for 'REPORT TEMPLATE', 'DATA', 'USER SETTINGS', 'SCHEDULES', and 'LIVE EXCELS'. A note states: 'If you do not have a full year of payroll using G&A partners run this report an enter the pay date range from your earliest payroll to you latest payroll. 4/6/20 added D and V to Med 11 AM'. There are 'Export Results' and 'Archive' buttons. The 'Runtime Parameters' section contains two input fields: 'Enter Company ID' and 'Enter Pay Date Range' (with 'start date' and 'end date' sub-labels and calendar icons). A 'Launch Report' button is located below these fields. The 'Report Results' section shows a table with columns: Company ID, Company Name, Employee ID, Employee, Location Name, NAICS Code, Business Owner, Total Hours Paid (Total), Total Gross Wages (Total), Total Employer Paid Benefit MED (Total), and 401K Match T. The table currently displays 'No items listed' and a 'Refresh' button.

When the report is complete, you will see your report data in the Report Results fields.

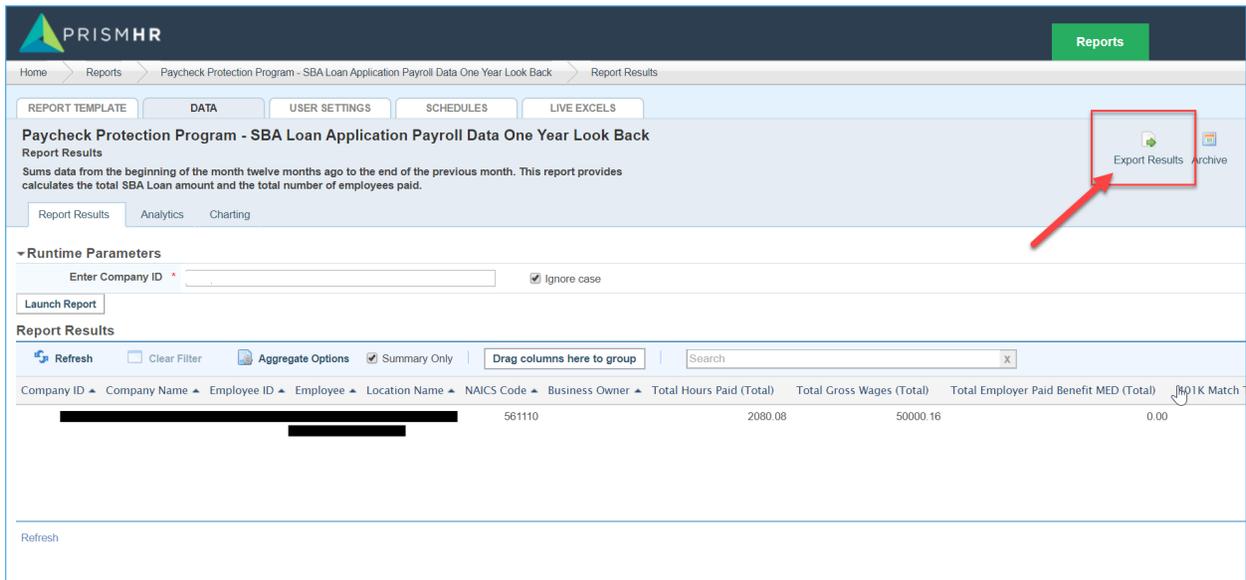


The screenshot shows the PRISMHR interface for the 'Paycheck Protection Program - SBA Loan Application Payroll Data One Year Look Back' report. The 'Report Results' section is active, displaying a table with the following data:

Company ID	Company Name	Employee ID	Employee	Location Name	NAICS Code	Business Owner	Total Hours Paid (Total)	Total Gross Wages (Total)	Total Employer Paid Benefit MED (Total)	1099-TK Match
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	561110	[REDACTED]	2080.08	50000.16	0.00	[REDACTED]

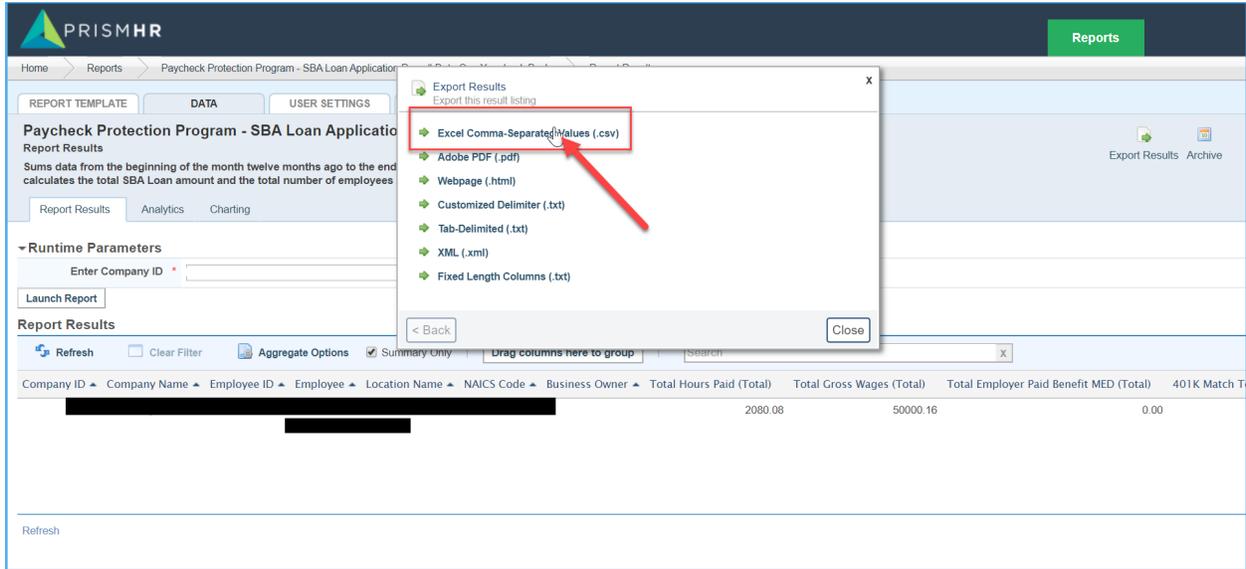
A red arrow points to the search bar in the 'Report Results' section.

Click on Export Results to export the report to Excel.



The screenshot shows the same PRISMHR interface as above, but with a red arrow pointing to the 'Export Results' button in the top right corner of the report results area.

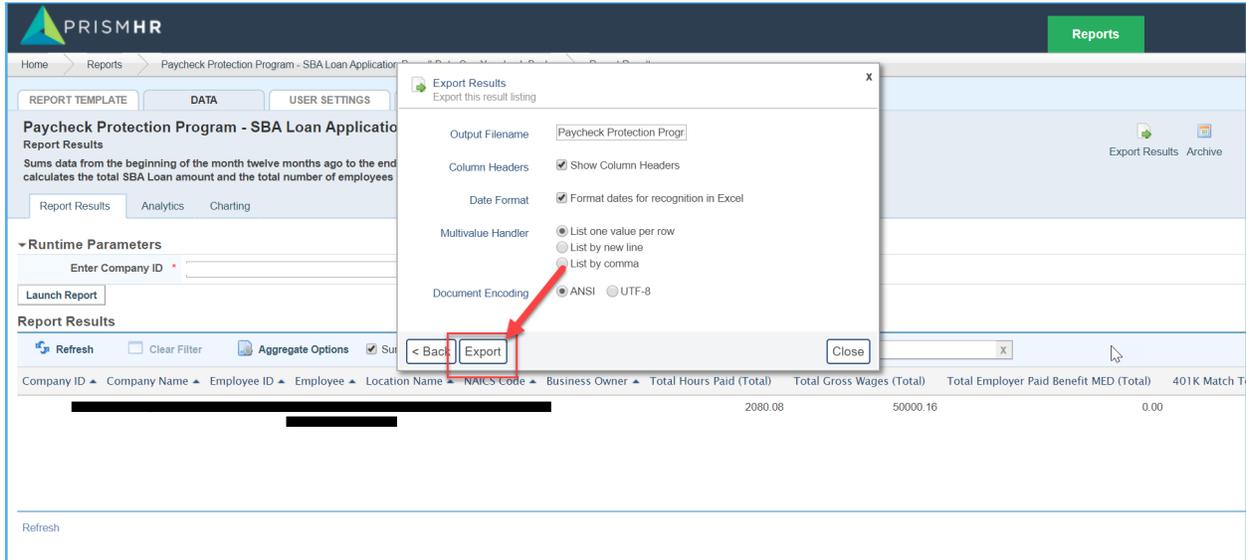
Click on Excel Comma-Separated Values (CSV).



The screenshot shows the PRISMHR interface with the 'Export Results' dialog box open. The dialog box lists several export options: Excel Comma-Separated Values (.csv), Adobe PDF (.pdf), Webpage (.html), Customized Delimiter (.txt), Tab-Delimited (.txt), XML (.xml), and Fixed Length Columns (.txt). A red arrow points to the 'Excel Comma-Separated Values (.csv)' option, which is highlighted with a red box. The background shows a report titled 'Paycheck Protection Program - SBA Loan Application' with a table of data.

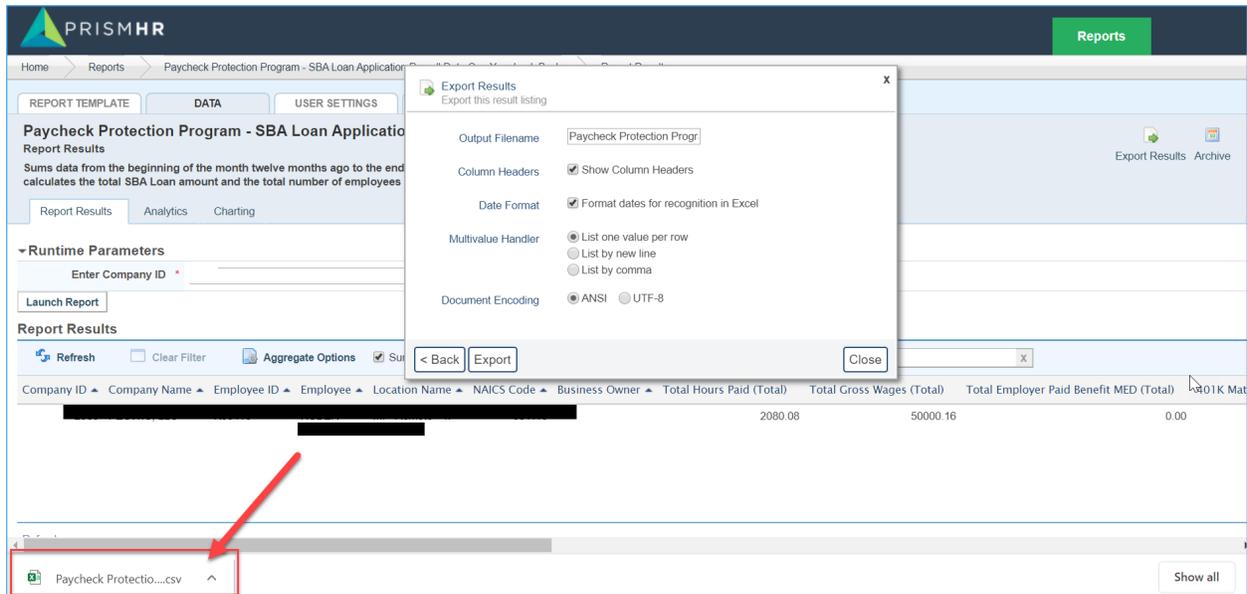
Company ID	Company Name	Employee ID	Employee	Location Name	NAICS Code	Business Owner	Total Hours Paid (Total)	Total Gross Wages (Total)	Total Employer Paid Benefit MED (Total)	401K Match T
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	2080.08	50000.16	0.00	

Click on Export.



The screenshot shows the PRISMHR interface with the 'Export Results' dialog box open. The dialog box displays configuration options for the export: Output Filename (Paycheck Protection Progr), Column Headers (checked), Date Format (checked), Multivalue Handler (List one value per row selected), and Document Encoding (ANSI selected). A red arrow points to the 'Export' button at the bottom of the dialog box, which is highlighted with a red box. The background shows the same report as the previous screenshot.

Your report will then be downloaded and appear at bottom left corner of your screen.



The screenshot shows the PRISMHR interface. A modal dialog titled "Export Results" is open, allowing the user to configure the export. The dialog includes fields for "Output Filename" (set to "Paycheck Protection Progr"), "Column Headers" (checked), "Date Format" (checked), "Multivalue Handler" (set to "List one value per row"), and "Document Encoding" (set to "ANSI"). Buttons for "< Back", "Export", and "Close" are visible at the bottom of the dialog. In the background, the "Paycheck Protection Program - SBA Loan Application" report is displayed with a table of data. A red arrow points from the "Export" button in the dialog to a file download notification in the bottom left corner of the screen, which shows a file named "Paycheck Protectio....csv".

Company ID	Company Name	Employee ID	Employee	Location Name	NAICS Code	Business Owner	Total Hours Paid (Total)	Total Gross Wages (Total)	Total Employer Paid Benefit MED (Total)	201K Mat
							2080.08	50000.16	0.00	