



Minute Men HR Management Services

HOW TO Gather Your Payroll Information for SBA PPP Loan Applications (Evolution version, revised 4/3/20)

1.) Run the CARES SBA PPP Census (B792) report for the requested date range.

Reports > Run Reports > Select CARES report

- In Parameters, select desired date range (be sure to only select check dates with status of "processed.")
- In Earnings/Other Selection tab, choose "Gross Wages" ED_GROUP in the left column.
- In the right column choose any "Deduction" that you would like to include in your report as an expense total. Examples are 401k ER Match and Total Insurance Premium (memo 12DD).

Payroll Earnings/Other Selection

Select ED GROUP for Earnings

- ED_GROUP
- Multiple Child Supports & Garnishments
- Disposable Earnings
- Ohio BWC Taxable Wages
- 401k EE Contribution
- 401k ER Match
- Gross Wages

Select Codes for "ER/Other" Column

- DEDUCTION
- Medical (post-tax)
- 401k
- 401k ER Match
- Total Insurance Premium (memo 12DD)
- Roth 401k
- Dental Ins. (post-tax)

Please note ED Group for Earnings description may vary by company. Descriptions such as Gross Wages or ACA Gross Wages can be used, but we recommend cross-referencing wages with a Payroll Register (S109).

PERIOD DATES:	01/03/2019	12/19/2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	PERIOD TOTALS	PERIOD TOTALS W/CAP	Position Status
	Jan	February	March	April	May	June	July	August	September	October	November	December						
6620 Smith Mary	EARNINGS:			273.61											273.61	273.61	N/A	
1809 Jones Michael	EARNINGS:	164.59	38.05												202.64	202.64	N/A	
1782 Last Name First Name	EARNINGS:	509.78													509.78	509.78	N/A	
1777 Last Name First Name	EARNINGS:	1122.39	736.85	950.45	900.38	355.95									4065.80	4065.80	N/A	
5629 Last Name First Name	EARNINGS:	1873.21	1329.7												3202.91	3202.91	N/A	
1855 Last Name First Name	EARNINGS:										108.06	178.24			288.30	288.30	N/A	
5635 Last Name First Name	EARNINGS:						418.68	394.92							813.60	813.60	N/A	
5409 Last Name First Name	EARNINGS:	655.2													655.20	655.20	N/A	
6006 Last Name First Name	EARNINGS:	643.99	273.6	430.66	611.24	629.73	993.60	1024.83		431.10	473.40	415.53			5927.68	5927.68	N/A	
1851 Last Name First Name	EARNINGS:						188.74								188.74	188.74	N/A	
5619 Last Name First Name	EARNINGS:														195.12	195.12	N/A	
5428 Last Name First Name	EARNINGS:	1622.88	79.44	65.29	195.67	1082.41	1065.76	78.75							4170.20	4170.20	N/A	
5633 Last Name First Name	EARNINGS:					139.68	146.43								286.11	286.11	N/A	
5565 Last Name First Name	EARNINGS:	1207.35	673	717.30	858.78	898.20	777.06	758.43	1080.83	817.70	1095.11	826.67	957.24		10867.47	10867.47	N/A	
<p>237 6071 Last Name First Name EARNINGS: 1549.88 1322.41 786.25 1233.85 767.43 351.27 1070.54 583.49 1568.82 603.55</p> <p>225 1814 Last Name First Name EARNINGS: 2758.52 1982.4 1878.96 536.70 862.88 526.86</p> <p>226 5624 Last Name First Name EARNINGS: 1549.88 1322.41 786.25 1233.85 767.43 351.27 1070.54 583.49 1568.82 603.55</p> <p>229 1812 Last Name First Name EARNINGS: 339.78 257.36 333.02 507.44 488.54 974.70 1037.32 1578.05 661.56 601.71</p> <p>230 5612 Last Name First Name EARNINGS: 339.78 257.36 333.02 507.44 488.54 974.70 1037.32 1578.05 661.56 601.71</p> <p>231 1841 Last Name First Name EARNINGS: 339.78 257.36 333.02 507.44 488.54 974.70 1037.32 1578.05 661.56 601.71</p> <p>232 5626 Last Name First Name EARNINGS: 339.78 257.36 333.02 507.44 488.54 974.70 1037.32 1578.05 661.56 601.71</p> <p>233 5620 Last Name First Name EARNINGS: 1054.89 441.99 588.79 738.20 744.50 1431.50 1288.50 1672.70 175.18 570.83 362.95 369.42 1278.38 1278.38</p> <p>234 2714 Last Name First Name EARNINGS: 1224.63 189.45 596.20 75.50 1431.50 1288.50 1672.70 175.18 570.83 362.95 369.42 1278.38 1278.38</p> <p>235 1845 Last Name First Name EARNINGS: 1054.89 441.99 588.79 738.20 744.50 1431.50 1288.50 1672.70 175.18 570.83 362.95 369.42 1278.38 1278.38</p> <p>236 TOTALS 188399.84 28158.51 129596.85 135666.11 141488.54 155297.60 148668.58 214164.06 138518.42 138272.10 139937.37 146467.13 1802635.10 171467.19</p> <p>237 EE COURTS: 122 113 114 112 116 122 125 131 125 119 121</p> <p>238</p> <p>239 TOTAL FEDERAL INCOME TAX: 15692.17 10952.49 11282.05 12395.62 14871.80 13322.58 12833.42 18274.80 11847.84 11854.38 12290.53 11992.54 15690.28</p> <p>240 TOTAL FUTA TAX: 1046.65 571.26 525.85 435.69 540.28 586.59 565.59 464.89 253.40 242.84 221.38 178.13 5072.62</p> <p>241 TOTAL ER SS/MEDICARE TAX: 14412.82 9804.209999999999 9914.23 10378.42 10823.98 11880.20 11220.13 16383.66 10443.90 9784.32 9911.48 9358.97 134316.12</p> <p>242 TOTAL ER SUILOCAL TAX: 336.00 319.43 279.67 257.45 238.97 223.57 220.80 296.69 163.26 151.54 144.13 131.93 2963.83</p> <p>243 TOTAL ER MATCH: 2881.23 1770.14 1747.48 2006.68 1717.59 1715.48 1714.10 2565.68 1723.85 1772.50 2028.08 1678.31 23117.08</p> <p>244 ER MEDICAL: 32155.15 21419.42 21398.74 21655.99 21368.67 21364.79 21363.38 30339.58 21375.13 21421.78 21675.36 59902.17 517034.30</p>																		

2.) Collect 941 forms and copies of other tax returns as requested by your bank.

Please allow up to two business days to turn around copies of tax returns.

First quarter 2020 quarterly reports will be distributed via email beginning mid-April.

ASO Clients (standard payroll, not part of the Minute Men Select PEO)

- Copies of 941 and Unemployment returns are found in sets of quarterly reports previously distributed.
- If you do not have saved copies and they are not available from your company's accountant, your assigned Client Payroll Representative can send you a copy.



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PEO Clients (*Minute Men Select customers*)

- All tax returns, with the exception of Ohio Unemployment returns, are filed under Minute Men Select Inc. and were not previously distributed to clients.
- PEO clients will find copies of Ohio Unemployment returns that were previously emailed in quarterly “Company Packages”. Client Payroll Representatives can send copies of the Ohio Unemployment returns upon request.
- PEO clients can request a copy of a 941 Schedule R (or 943 and 940 Schedule Rs) from your assigned Client Relations Manager.

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Continuation Sheet for Schedule R (Form 941)

(Rev. January 2018)

Employer identification number (EIN)	26-i
Name as shown on Form 941	Minute Men Select Inc
Type of filer (check one):	<input type="checkbox"/> Section 3504 Agent <input checked="" type="checkbox"/> Certified Professional Employer Organization (CPEO)

Report for calendar year:
2019
Check the quarter (same as Form 941):
<input checked="" type="checkbox"/> 1: January, February, March
<input type="checkbox"/> 2: April, May, June
<input type="checkbox"/> 3: July, August, September
<input type="checkbox"/> 4: October, November, December

950417

(a) Client's Employer identification number (EIN)	(b) Type of wages, tips, and other compensation (CPEO Use Only)	(c) Wages, tips, and other compensation allocated to the listed client EIN from Form 941, line 2	(d) Federal income tax withheld from wages, tips, and other compensation allocated to the listed client EIN from Form 941, line 3	(e) Total social security and Medicare taxes allocated to the listed client EIN from Form 941, line 5e	(f) Section 3121(q) Notice and Demand-Tax due on unreported tips allocated to the listed client EIN from Form 941, line 5f	(g) Qualified small business payroll tax credit for increasing research activities allocated to the listed client EIN from Form 941, line 11	(h) Total taxes after adjustments and credits allocated to the listed client EIN from Form 941, line 12	(i) Total deposits from Form 941, line 13, plus any payments made with the return allocated to the listed client EIN
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Divide By 2 to get
Employer Portion of
FICA taxes

9	46-	A	9558.18	12361.61	29479.08	.00	.00	41640.69	41640.55
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3.) Alternate FTE Count: ACA clients can run the Affordable Care Act (ACA) FTE Report (S2711)

- Reports > Click Affordable Care Act (ACA) FTE Report (S2711)





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- Click Report Parameters, select the year and time period

Override default parameters as
Affordable Care Act (ACA) FTE Report (S271) [Restore Defaults](#)

Payrolls | Misc

Check Date Period

Year: 2019

1st Quarter 3rd Quarter
 2nd Quarter 4th Quarter

From: 1/ 1/2019 To: 12/31/2019

Select Payrolls for

1st Quarter 3rd Quarter
 2nd Quarter 4th Quarter
 Year

Show Processed Only

?	Check Date	Run #	Processed	Status	Type
<input type="checkbox"/>	12/6/2019	1	12/6/2019 10:28:30 ...	P	D
<input type="checkbox"/>	11/29/2019	1	11/25/2019 9:48:40 ...	P	R
<input type="checkbox"/>	11/15/2019	1	11/11/2019 2:33:51 ...	P	R

- Select all by clicking the box next to Check Date

?	Check Date	Run #	Processed	Status	Type
>	<input checked="" type="checkbox"/> 12/31/2019	4	2/14/2020 3:21:05 PM	P	A
•	<input checked="" type="checkbox"/> 12/31/2019	3	1/30/2020 3:41:59 PM	P	S
•	<input checked="" type="checkbox"/> 12/31/2019	2	12/31/2019 9:58:56 ...	P	T
•	<input checked="" type="checkbox"/> 12/27/2019	3	12/26/2019 4:54:25 ...	P	S
•	<input checked="" type="checkbox"/> 12/27/2019	2	12/26/2019 1:44:43 ...	P	S
•	<input checked="" type="checkbox"/> 12/27/2019	1	12/26/2019 9:52:41 ...	P	R
•	<input checked="" type="checkbox"/> 12/20/2019	1	12/19/2019 12:41:1...	P	R
•	<input checked="" type="checkbox"/> 12/13/2019	1	12/12/2019 2:01:25 ...	P	R
•	<input checked="" type="checkbox"/> 12/6/2019	1	12/5/2019 3:07:48 PM	P	R
•	<input checked="" type="checkbox"/> 11/29/2019	1	11/27/2019 12:15:1...	P	R
•	<input checked="" type="checkbox"/> 11/22/2019	1	11/21/2019 1:35:54 ...	P	R
•	<input checked="" type="checkbox"/> 11/15/2019	1	11/14/2019 1:28:54 ...	P	R
•	<input checked="" type="checkbox"/> 11/13/2019	1	11/12/2019 1:46:30 ...	P	M
•	<input checked="" type="checkbox"/> 11/8/2019	1	11/7/2019 3:53:02 PM	P	R
•	<input checked="" type="checkbox"/> 11/1/2019	1	10/31/2019 5:33:44 ...	P	R

- Click the Misc. tab

Override default parameters as
Affordable Care Act (ACA) FTE Report (S271) [Restore Defaults](#)

Payrolls | Misc

Report Mode

Detail Summary Calculate Hours



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- Click Summary and Use Monthly Average

Override default parameters as
Affordable Care Act (ACA) FTE Report (S27) Restore Defaults

Payrolls Misc

Report Mode
 Detail Summary

Detail Sort
 EE Code EE Last Name

Additional E/D Group Earnings
[Dropdown]

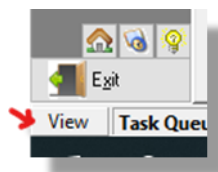
Additional Output Options
 CSV
 Excel

Calculate Hours
 Use Monthly Average
 Round FTE To Two Decimals
 Use E/D Group Only
 Include Only M1 ACA Hours with Line Item Date for Setup(E) and Import(I) Payroll Types

- (Top Right) Change to Print then click Run Reports

Run through the Queue
Print Run Report(s)

- (Bottom Left) Click View to review report



- Results: Full Time Employee Count + Full Time Equivalent Ee Count

Full Time Employee Count: 12	Full Time Equivalent Employee Count: 22
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Disclaimer: Clients are responsible for verifying the accuracy of their own wages used in the application process. Minute Men HR Management Services and Minute Men Select do not provide tax advice and encourage clients to consult with their CPA for guidance.