



Roman Catholic Archdiocese of Boston

MEMORANDUM

TO: Business Managers and Finance and Operations Managers

**CC: FinPAX / Parish Accounting Team
Parish Financial Services Team**

FROM: Yitao Ward , Senior Manager – RCAB Finance

DATE: February 18, 2021

RE: UPDATED: PrimePay Reports for SBA Forgiveness documentation loans OVER \$150k

PURPOSE:

The purpose of this memo is to provide instruction on how to run the proper PrimePay payroll reports to support your SBA Loan Forgiveness applications.

BACKGROUND:

The SBA requires supporting documentation that shows the SBA Loan proceeds were used for eligible costs (Payroll Costs and Non-Payroll Costs). Borrowers are generally eligible for forgiveness for the payroll costs paid and payroll costs incurred during the 24-week (168 day) or 8-week (56 day) Covered Period. By utilizing the longer 24-week covered period, your parish or school will most likely be able use the loan proceeds entirely on payroll. Doing so will simplify the application process, since the inclusion and documentation of health insurance and occupancy costs will not be necessary in order to maximize forgiveness. We have worked with Prime Pay to generate the appropriate reports for you and this memo will walk you through the instructions on how to properly run these reports.

PRIME PAY REPORTS

There are several different reports you will need out of Prime Pay to support your SBA Forgiveness Application:

1. Quarterly Package Reports for Q1-Q4 for calendar year 2020
2. Payroll Register for period that includes 2/15/2020; this should be check date 2/21/2020
3. Payroll Forgiveness Reports:
 - a. Payroll Costs
 - b. Reduction – Salary and Wages – NEW***
4. Payroll registers for the covered period
5. Payroll Invoice Reports (077) for each of the payrolls in the covered period **NEW**
6. Payroll Invoice Report (077) for Headcount At Time of Forgiveness Application**NEW**

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Quarterly Package Reports for Q1-Q4

1. In the main PrimePay screen select the Payroll radio button
2. Enter in your division number
3. On the left-hand side there is a tool bar, select Reports
4. Select Quarterly Tax Reports
5. Select the Year - 2020
6. Download all 4 quarter reports
7. Save as PDFs

AB190 SAINT JOSEPH PARI screen pick

Reports Report Archive Check Browse

General Reports

Report Archive

Check Browse

Check History

Quarterly Tax Reports

Quarterly Tax Reports

Select the Year from the pull down to view link(s) to a particular year's quarter

Click on the link(s) to view or print the reports in PDF format.

If no quarterly reports exist for this division for the year selected, then the text

Year

2020

[First Quarter Report](#)
[Second Quarter Report](#)
[Third Quarter Report](#)

Adobe Acrobat is required to view the post-production reports online. See the instructions below.

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Payroll Register for check date 2/21/20

1. Go to Reports
2. Report Archives
 - a. Year 2020
 - b. Payroll – school down until you see the 2/21/20 check date
 - c. Reports
 - i. Select 051 for the Payroll Register → run
 - d. Save this PDF

Reports Report Archive Check Browse

Report Archive

Year: 2020 Archives (Year, Payroll #, Run #): 2020 - 004 - 01 : Check Date 02/21/2020

Reports: 051 - Payroll Register w/ Taxable

Run Report

Adobe Acrobat is required to view the post-production reports online. If you do not have Adobe Acrobat, Adobe Acrobat Reader, or you have a version older than 5.0, please click on the icon below:



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Payroll Forgiveness Reports

A listing of the following important dates will be sent via the BA email system for all entities in the following format:

EXAMPLE ONLY:

Primepay Division	Date Disbursed	Loan Period End date (24 weeks)	Check Date Start	Check date end
ABXXX	5/5/2020	10/19/2020	8/15/2020	10/16/2020

You will use the "Date Disbursed" to run your PPP Loan Forgiveness Report when it asks for the **START DATE**

This is the "Loan Period End date" to run your PPP Loan Forgiveness Report when it asks for the **End Date**

Running the Payroll Forgiveness Reports

1. Log into PrimePay
2. Click on the Payroll radio button
3. Enter Division number
4. Select Reports → Payroll Reports
5. PPP Loan Forgiveness Application Report

Payroll Reports

Employee Maintenance Report
Hours and Dollars Proof Listing
ACH Deposits Report
Deduction Activation Report
Employee Deduction Report
Employee PTO Listing Report
Employee Rate Change Report
Company CARES SBA PPP Report
PPP Loan Forgiveness Application Report



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6. Loan period: 24 weeks from 1st pay period start date after the PPP loan disbursement date
7. Enter your Loan Period **"Start Date"** (From Email noted above)
8. Enter your Loan Period **"End Date"** (From Email noted above)
9. Calculation Method for FTE → Alternative (Avg hrs. per week)
10. Look back period:
 1. Parishes 1/1/2020 – 2/29/2020
 2. Schools 2/15/2019 – 6/30/2019
11. Date plan to submit App: Enter the date you are submitting your application
12. Click Run Report
13. Drop down – View Report Output
 1. Payroll Cost - Forgiveness
 - 2. Reduction – Salary and Wages – NEW*****
14. Save as PDF

SBA PPP Loan Forgiveness Report

Full standard Loan Period
24 Weeks from Loan Disbursement Date

Loan Period Start Date: 05/06/2020
Loan Period End Date: 10/20/2020

Safe Harbor Date: 12/31/2020

Calculation Method for Avg. FTE
Alternative (Avg hrs per week >= 40 use 1.0, < 40 use 0.5. Max 1.0)

Look Back Period
Between 1/1/2020 and 2/29/2020

Date plan to submit App
02/18/2021

Run Report

Run Report

View report outputs

- Payroll Costs - Forgiveness
- Reduction - Employee Count
- Reduction - Salary and Wages**
- Reduction count CSV file

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Reduction – Salary and Wages : Once you have run this report, please ensure you review the report to make sure that there were not any employees that had more than a 25% reduction in their salary or wage amount. You will need to look at the “LoanPrd Q12020” column and look for any individuals with .75 or less next to their identification. **IF YOU IDENTIFY ANY INDIVIDUALS WHO HAVE LESS THAN .75 IN THIS COLUMN,**

PLEASE CONTACT THE SBA@RCAB.ORG MAILBOX ASAP BY SENDING AN EMAIL AND ATTACHING THIS REPORT.

EXAMPLE:

Q1Avg Sal/Wage	Q1Avg Hours	LoanPrd Av. S/W /Q1 2020	LoanPrd
20737.60		20763.83	1.00
47874.84		47927.36	1.00
64062.96		64062.96	1.00
	66.66		
38975.04		39027.51	1.00
40875.12		40875.12	1.00
	37976.25		
1999.92		1999.92	1.00
53241.58		38127.44	.71

Supporting payroll REGISTERS for the covered period

Primepay Division	Date Disbursed	Loan Period End date (24 weeks)	Check Date Start	Check date end
ABXXX	5/5/2020	10/19/2020	5/15/2020	10/16/2020

1. Go to Reports
2. Report Archives
 - a. Year 2020
 - b. Payroll – scroll down until you see the date highlighted in green per the above.
 - c. Reports
 - i. 051 Payroll Register reports for all check dates between your Check Start Date and your Check End Date.
 - ii. This should generate approx. 12 - 13 separate PDF reports
 - d. Save these PDFs



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Supporting payroll INVOICES for the covered period

Primepay Division	Date Disbursed	Loan Period End date (24 weeks)	Check Date Start	Check date end
ABXXX	5/5/2020	10/19/2020	5/15/2020	10/16/2020

1. Go to Reports
2. Report Archives
 - a. Year 2020
 - b. Payroll – scroll down until you see the date highlighted in green per the above.
 - c. Reports
 - i. 077 – Payroll Invoice reports for all check dates between your Check Start Date and your Check End Date.
 - ii. This should generate approx. 12- 13 separate PDF reports
 - d. Save these PDFs

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Reports Report Archive Check Browse

Report Archive

Year: 2020

Reports: [Dropdown]

Run Report

Adobe Acrobat is required to view the post-production reports online. If you do not have Adobe Acrobat, you can download it from the link below.

Archives (Year, Payroll #, Run #)

2020 - 026 - 01	Check Date 12/24/2020
2020 - 025 - 02	Check Date 12/18/2020
2020 - 025 - 01	Check Date 12/11/2020
2020 - 024 - 01	Check Date 11/27/2020
2020 - 023 - 01	Check Date 11/13/2020
2020 - 022 - 01	Check Date 10/30/2020
2020 - 021 - 01	Check Date 10/16/2020
2020 - 020 - 01	Check Date 10/02/2020
2020 - 019 - 01	Check Date 09/18/2020
2020 - 018 - 01	Check Date 09/04/2020
2020 - 017 - 01	Check Date 08/21/2020
2020 - 016 - 01	Check Date 08/07/2020
2020 - 015 - 01	Check Date 07/24/2020
2020 - 014 - 01	Check Date 07/10/2020
2020 - 013 - 01	Check Date 06/26/2020
2020 - 012 - 01	Check Date 06/12/2020
2020 - 011 - 01	Check Date 05/29/2020
2020 - 010 - 01	Check Date 05/15/2020
2020 - 009 - 01	Check Date 05/01/2020

Reports Report Archive Check Browse

Report Archive

Year: 2020

Reports: [Dropdown]

Run Report

Adobe Acrobat, Adobe Acrobat Reader, or you have a version of Adobe Acrobat Reader.

Archives (Year, Payroll #, Run #)

2020 - 012 - 01	Check Date 06/12/2020
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008 - Recon Summary
011 - Fax Cover/Next Bal/Adj Form
025 - Check Stub (Formatted)
027 - Employee Exception Rpt
033 - Current Check List
034 - Vendor Check List
035 - General Ledger Rpt
036 - GL Summary
040 - Combined Register
041 - Employee ACH Transactions
042 - Vendor ACH Rpt
051 - Payroll Register w/ Taxable
054 - Monthly Deduction Register
065 - Quarterly Deduction Register
077 - Payroll Invoice
095 - Employee Changes Report
900 - Banner Page (Co Name & Address Only)
C01 - Reconciliation Detail (CSV)
C02 - Reconciliation Summary (CSV)
C03 - Payroll Register with Taxable (CSV)

Supporting payroll INVOICE for HEADCOUNT AT TIME OF FORGIVENESS APP:

1. Go to Reports
2. Report Archives
 - a. Year 2020
 - i. Payroll - scroll down until for the check date before your loan forgiveness application date (this should be your latest check run)
 - b. Reports
 - i. 077 - Payroll Invoice reports

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