



How to run PPP Forgiveness Payroll Reports for ADP Payroll

How to Create and Save the Reports*

1. Log into ADP
2. Choose **View Reports**
3. Click **Create New Custom Report** on top right corner
4. Choose **Payroll Transaction Data**, click **Start Report**
5. **Step1 – Report Title**, Name the report **PPP Data Set**
6. The report automatically populates with the **Payroll Check Date**
7. Open the **Employee** dropdown on the left side
 - a. Grab **Employee Name** and drag and drop into the report to the right. Make sure it is in the first column.
8. Open the **Payroll** dropdown on the left side
 - a. Under **Payroll Earning Info**: Payroll Earning Hours
 - b. Under **Payroll Earning Info**: drag and drop Payroll Earning Amount
9. Open the **Employee** dropdown on the left side
 - a. Grab **Pay Type** and drop in the report
10. Open the **Payroll** dropdown on the left side
 - a. Under **Payroll Detail Info**: drag and Drop **Special Payment Type**
11. Click **Filter Your Report**
12. Click **Add Filter Conditions**
13. On the **Payroll Check Date** dropdown, choose **Between**
14. Input the appropriate date range. Remember, your dates ranges are:
 - a. 1/1/20 – 3/31/20
 - b. The pay period that includes 2/15/2020
 - c. 2/15/20 – 4/26/20
 - d. Your **Covered Period** – the 56 dayperiod that began on the day your loan was funded.
 - e. **Alternative Covered Period** – only available if you pay biweekly or weekly. This is 56 days beginning on the **first** payroll **after** your loan was funded.
15. Click green **Apply Changes** button at the bottom right
16. Select green **Save Report** button

**You will need to create a separate report for each date range to complete the tables in the Forgiveness Application.*

How to Run the Report

From Login

1. Go to **View Reports**
2. Click the last tab at the top named **Custom**
3. Choose the report named **PPP Data Set**
4. The report populates on the left.
5. Select **Export as xlxs**


From the Point where you saved the report:

1. Click **Run Report**
2. Choose **Export as xlxs**

How to Find the Last 4 Digits of Social Security Numbers

1. Choose **Reports**
2. Under **Misc** select **W-2 Preview**
3. The last 4 of the social security number is to the right of the name in the gray strip.

This information may also be accessed through the **Employee Summary Report**, but we believe it is easier to read on the **W-2 Preview report**.



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