





How to run PPP Forgiveness Payroll Reports for PayChex Payroll

To Run the Reports*

1. Log into PayChex
2. Choose **Analytics & Reports** on the left side
3. Under **Live Reports** select **Payroll Labor Costs**
4. Select **Standard Payroll Labor Costs** from the dropdown menu on the right
5. Using the **Date Range** dropdown, select **Custom Date Range**
6. 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-day period 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.
7. Click **Apply**
8. Scroll down to **Details**
9. On the right side, using the **Groups** dropdown, select **Check Date**.  select **Group By** and
10. On the left side, click the **Download Symbol**  then select **XLSX Report Details**
11. Open the downloaded report
12. Click **Enable Editing** in the yellow box at the top of the document
13. Highlight all data and sort by Employee Name
14. In the **Employee Number** column (Column C) replace the **Employee ID** number with the last 4 digits of the **employee's social security number**. Be sure to do this for EVERY entry.

***You will need to run a separate report for every date range to complete the tables in the application.**

How to Find the Last 4 Digits of Social Security Numbers

1. Choose **Analytics & Reports** on the left side
2. Under **Live Reports** select **Employee Listing**
3. On dropdown menu, choose **Employee Demographic Data**
4. The last 4 digits of employee's social security number are shown.

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