

Guidelines for bringing employees back onto payroll upon receipt of funds from the Payroll Protection Program

If you have applied and have successfully received from under the SBA's Paycheck protection Plan, we have prepared some guidelines for bringing back employees onto payroll once these funds are received.

1. Contact your employees and let them know the following:
 - Your organization has obtained funds under this program.
 - You are bringing them back onto payroll, as of an effective date.
 - Note: the intent of the PPP is to help support small businesses to retain or rehire all of your employees for an eight week period. **EVEN THOUGH YOU ARE REHIRING THEM, NOT ALL EMPLOYEES WILL BE ABLE TO RETURN TO WORK. THIS ONLY MEANS THAT YOU WILL BE PAYING THEM FROM THE PARISH PAYROLL AS OF THE EFFECTIVE DATE.**
 - Since the State is still in under a Stay At Home order, you may be paying employees who are still unable to return to work and may not be able to complete their normal responsibilities.
 - Employees will be **INELIGIBLE** to collect unemployment once they return to being paid on payroll.
 - If an employee refuses to return to work (even on payroll only), additional documentation and procedures will be necessary. You will need to contact HR.
2. This program is **ONLY** for an 8 week period, starting from the date the loan proceeds are received through 6/30/2020.
 - There is no guarantee that the employees will not be furloughed again at the end of this program.
 - However, it is our hope that as Pennsylvania moves through the stages of re-opening the economy that our churches, schools and other organizations can get back to some sense of normalcy while maintaining proper safety conditions and return our operations to the pre-pandemic levels.
3. This return-to-work may happen in stages, and certain activities may not return to normal operations until a later time.
 - If an employee who is returned to payroll is unable to complete their normal responsibilities during this time, there may be ways for these existing employees to help in different ways, help sustain the operation of a parish on special projects, etc.
 - Only assign employees to work on activities that can be completed in a safe manner.
 - This will have to be decided on an individual basis.
4. The forgiveness of the loan is based on bringing back employees, between the date of the loan and June 30, 2020, to the same level that existed pre-pandemic. There are two important criteria to receive 100% loan forgiveness:
 - (1) Bring back employees to 100% of the pre-pandemic level based on average FTE calculations during the eight week period ending 6/30/20 compared to pre-pandemic levels **AND**
 - (2) Spend the funds on eligible expenses (75% payroll and 25% mortgage interest and/or utilities)

- If you do not meet both of the above criteria, you may NOT receive 100% of forgiveness.
 - The forgiveness of your loan may be pro-rated:
 - We recommend that you repay the unforgiven portion of the loan with accrued interest for the 8 week period at 1% at the end of the program OR
 - You can continue to carry this balance for a two-year period at a rate of 1%.
Please utilize the [PPP Loan and Forgiveness spreadsheet](#) (Excel file) to help keep track of the loan proceeds.
5. It is recommended that you keep these proceeds in a separate account and only use these funds to pay for eligible expenses. At the end of the program, if you were not able to spend the loan and rehire all of your employees in a manner to achieve 100% forgiveness, you will still have the excess funds available to be repaid, if necessary.
- If you have a new account and you are going to change where your payroll is debited from, WePay will need a **voided check** for the new account.

Thank you for your diligence in managing these funds. If anyone has any questions, please do not hesitate to contact us.