

Dear Valued Client,

Paycor is committed to keeping our clients informed and help manage developments related to the COVID- 19 emergency. Reporting is now available on the homepage to assist in retrieving data to apply for your Paycheck Protection Program loan. This report will provide clients with the data needed to determine average monthly payroll costs for the loan application. Average payroll costs under the program are limited to \$100,000 per employee.

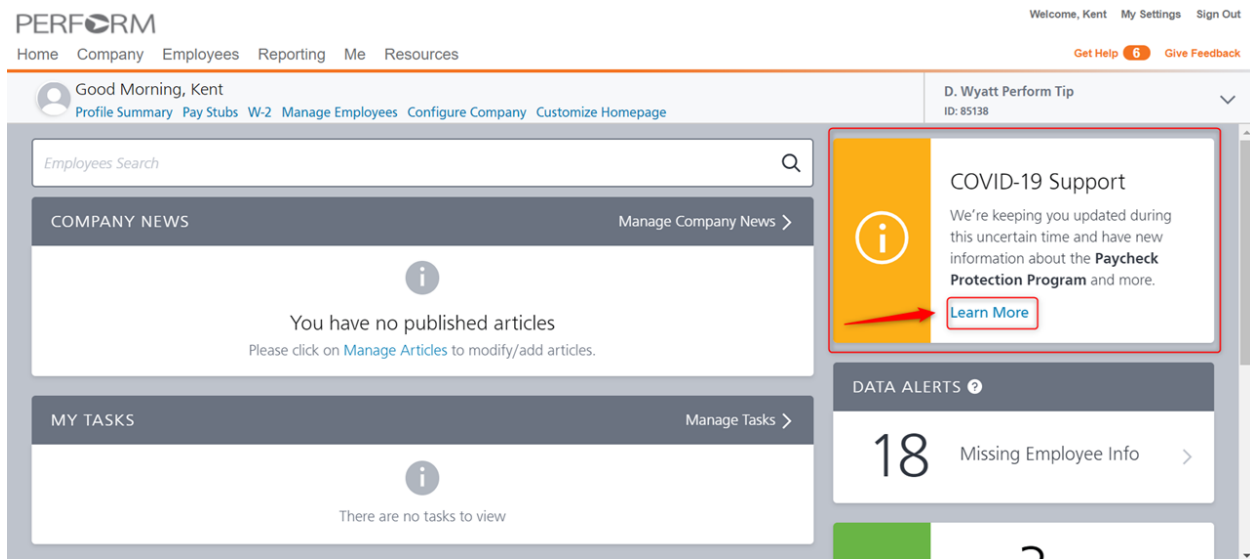
Note that lenders may require additional documentation throughout the loan process. Paycor clients can utilize online reports to access previous payroll journals, earnings, and tax reports (such as the quarterly 941) for more details, if needed. Please be sure you consult with your CPA to determine the best course of action for your company.

For more program information, [download the Treasury.gov fact sheet](#).

Below are the steps to access the reports:

**Users will need to have full access to run these reports:**

- 1) Log in to Paycor.com as and see the new COVID-19 PPP Widget shown below. Click Learn More to go to the report download page.



The screenshot displays the Paycor PERFORM dashboard. At the top, the 'PERFORM' logo is on the left, and 'Welcome, Kent My Settings Sign Out' is on the right. Below the logo is a navigation bar with 'Home Company Employees Reporting Me Resources'. On the right side of the dashboard, there is a 'COVID-19 Support' widget with an information icon and a 'Learn More' button. Below this widget is a 'DATA ALERTS' section showing '18 Missing Employee Info'. The main content area on the left has sections for 'COMPANY NEWS' (with 'You have no published articles') and 'MY TASKS' (with 'There are no tasks to view').

- 2) After you click Learn More, you will see the following page below. Here you will be able to download the appropriate .CSV report whether they had 2019 payroll costs, were a new

business or new to Paycor in 2020 or are a seasonal business with 2019 wages. **If you have access to more than one client in a company and have the appropriate roles to view/download this report , you will see each client you have access to on this page and this will show in ascending order by client ID. So in this example below, the user has access to three clients.** If you do not have access to more than one client, you will only see the one client ID.

PERFORM

Welcome, Kent My Settings Sign Out

Home Company Employees Reporting Me Resources

Get Help 6 Give Feedback

Good Morning, Kent  
Profile Summary Pay Stubs W-2 Manage Employees Configure Company Customize Homepage

D. Wyatt Perform Tip  
ID: 85138

85138 - D. Wyatt Perform Tip

I have 2019 payroll costs  
My business has used Paycor since 2019 or earlier and I have full or part-time employees. [Download .csv report](#)

I have a new business in 2020  
My business is new to Paycor this year. [Download .csv report](#)

My 2019 payroll costs were seasonal  
My business pays employees seasonally and I need to report on specific dates. [Download .csv report](#)

207002 - Shariff Payroll Protection Loan Application Test Clients

I have 2019 payroll costs [Download .csv report](#)

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207003 - Shariff Payroll Protection Loan Application New BusinessTest Clients

- 3) Select the Download .CSV report, you will get a Progress Indicator appear on the screen until the report downloads successfully.

Thank you for trusting Paycor and your continued partnership!