Batch descriptions

You can, optionally, use the "Batches" sheet for employees who earned $1,129.33 or for those who earned less, but had no reduction in pay since march 15th.

For all other employees, including any you are unsure fit into the Batches sheet, go to step 3

Batch 1

This section is for your employees who earned $1,129.33 or more for each week of the claim period (select a claim period)

If the employee is not at arm's length, they must also have earned $1,129.33 or more between January 1 to March 15 2020

Employees included here should not be repeated in the "Weekly (52)" or "Bi-weekly (every 2 weeks)" sheets

Batch 2

This section is for your employees who earned $1,129.32 or less for each week of the claim period (select a claim period) and had no reduction in pay since March 15th.

Employees included here should not be repeated in the "Weekly (52)" or "Bi-weekly (every 2 weeks)" sheets.

B through G must be completed before this field calculates