

# The Paycheck Protect Program

How to count your employees when determining...

...Do you have less than the maximum 500 employees to qualify?



Count ALL employees — both full and part-time.



...Do you have less than the maximum 500 employees to qualify?



**Example:** You have 200 full-time employees and 50 part-time employees (each working 20 hours per week)



$200\text{FT} + 50\text{PT} =$   
**250 EMPLOYEES**

...How much of the loan can be forgiven?



Count ONLY full time equivalents (FTEs).



...How much of the loan can be forgiven?



$200\text{FT} + 50\text{PT}@20\text{ hrs/}$   
 $\text{wk} =$  **225 FTEs**