

## Template Instructions

### \*Important Information\*

An eligible employee is defined as a person hired to/transferred from out-of-state to the BEIP project location after board approval. *Eligible employees must have been hired to work in a full-time, permanent position at the BEIP-eligible project location and work at the project location at least 80% of each week.*

*If you are copying data from another program, please ensure that the data you are copying and pasting does not contain any formulas that will overwrite the embedded formulas in the template. This will result in your template not being read by the iDMS portal. To determine if your annual report was accepted, view the Validation Report. If there is data on the Validation Report, your annual report was accepted. If the Validation Report is blank, iDMS was unable to read the data on your template. You will need to complete a blank template with clean data.*

Save your completed excel template with the “xlsx” extension.

### Project Tab

**BEIP Project Number (P#)** – Enter the EDA Project Number (P#) assigned to your grant. This number can be found in the subject line of the Annual Report Instructions e-mail. **Only use numbers - do not enter the letter P** (example - P#12345, just enter 12345).

**Aggregate Wages for All NJ Employees** - Enter the total payroll of all employees of the grantee company(ies) and affiliates in NJ. (This includes NJ State wages and Stock Options exercised as applicable).

**Aggregate Withholdings for All NJ Employees** - Enter the total withholdings of all employees of the grantee company(ies) and affiliates in NJ. (This includes NJ State wage withholdings and withholdings for Stock Options exercised as applicable).

**Total Number of All NJ Employees on 12/31** - Enter the total number of employees the grantee company(ies) and affiliates had at any location in NJ as of December 31<sup>st</sup> of the reporting year. *For grants approved after October 12, 2004 this number may be a factor in determining whether the company is eligible to receive award proceeds (see definition of “Base Employment” in the Grant Agreement). It is very important that this number is accurate.*

**Company Name** - Provide the full legal name(s) for each Company that paid withholdings tax to the State of New Jersey for the eligible BEIP employees.

**Federal Employer Identification Number (FEIN)** – Provide the Federal Employer Identification Number(s) (FEIN) next to each company name.

Do not enter data into the other columns (wages/withholdings/eligible and terminated employees), as these automatically populate once the Annual and PA reports are completed.

**NOTE:**

*A “NJ employee” is any employee who works in NJ, regardless of their state of residence.*

*“Total NJ employees” means the number of people employed by the grantee and any affiliates at all locations in NJ to include **BEIP AND non-BEIP** locations/employees.*

**Annual Report & PA Tabs**

**Company Name:** Choose the entity/company name by clicking the dropdown arrow to the right of the company name column.

**Site:** Enter the address of the BEIP Project Location(s) for each Company as appropriate, to include the street address and name of the municipality/town where the Project is located.

**Last Name:** Enter employee Last Name.

**First Name:** Enter employee First Name.

**Social Security:** Enter employee’s Social Security Number as text (not numbers). **Do not include hyphens.**

**City:** Enter employee’s city of residence.

**State:** Enter employee's state of residence. See footnote <sup>1</sup> – **VERY IMPORTANT:** Read this footnote to determine if you should complete only the Annual Report workbook or the Annual Report workbook AND the PA Report workbooks.

**Title:** Enter employee’s Job Title. See footnote <sup>2</sup>

**Original Hire:** Enter date employee was hired by the taxpaying entity. If the individual was previously employed with the company (e.g. terminated/separated and returned), **ONLY** include their most recent hire date. **Please Note:** If the employee’s position was transferred to the BEIP Project Location from out-of-state, or the employee was transferred from an existing, non BEIP-eligible NJ position, the Original Hire date will be prior to their “Project Site” date.

**Project Site:** Enter date employee was hired at / transferred to the Project Location. This date will be the same as the "Original Hire" date if the employee was hired directly to the Project Location in an eligible position. If the employee was transferred from an out-of-state location or from a pre-existing NJ position into a newly created BEIP-eligible position, this date will be different than the "Original Hire" date.

**Termination:** Enter date the employee terminated with the company **OR** was transferred to a non-BEIP position and/or away from the Project Location

**\*PA Report Workbook ONLY**

**Filing Status:** Enter the number from the employee's W-4 for the applicable filing status of the employee (*1-Single, 2-Married filing joint, 3-Married filing separate, 4-Head of Household, 5-Qualifying Widow(er) and 6-Domestic Partner*).

**Annual Salary:** Enter employee's base yearly salary or their hourly rate converted to an estimated yearly salary, as of 12/31 of the reporting year. Example: If an employee is hired at a base compensation rate of \$40,000 per year, you would enter "\$40,000" in this column.

**Wages:** *Annual Report Workbook:* Enter employee's actual earnings (Box 16, NJ W-2) for the reporting year. This is the amount actually earned by the employee and should include base earnings **PLUS** any type of additional *eligible* earnings and should be adjusted to remove any ineligible earnings. See footnote<sup>3</sup>

*PA Report Workbook:* Enter employee's actual eligible earnings for the reporting year. **You must use the Wages reported in Box 1 of employee's PA W-2.** This should include base earnings **PLUS** any type of additional *eligible* earnings and less any ineligible earnings. See footnote<sup>3</sup>

**Withholdings:** *Annual Report Workbook:* Enter NJ State withholdings (Box 17, NJ W-2), less any amounts associated with ineligible wages. See footnotes.<sup>3,4</sup>

*PA Report Workbook:* **DO NOT ENTER INFORMATION IN THIS COLUMN;** the estimated NJ State withholdings will be automatically calculated by the worksheet based on the information entered in the "Filing Status" and "Wages" columns.

**Overtime, Bonuses and Stock Options:** Enter "Y" if the employee **actually earned** any of those types of additional eligible compensation during the reporting year. Enter "N" if employee did not earn any of these types of additional eligible compensation during the reporting year.

**Grantee Comments about Row/Employee:** Enter any comments/details regarding a particular employee/row in this cell but note that iDMS does not extract information from this cell. **Also, the comments column does not take the place of the validation process. You are required to provide detailed explanations in the validation error explanation tab. You cannot obtain a confirmation number until you complete the validation process. See the Portal User Instructions for instructions on how to complete the validation process.**

**Footnotes:**

<sup>1</sup> If an individual was a resident of PA and another state while employed in an eligible position during the reporting year, they should be included on BOTH the Annual Report worksheet and the PA Report worksheet, with their Actual Wage & Withholding information accurately reflecting the period of time they lived in each state. A termination date should be provided for the state they moved FROM. The Annual Salary amount should remain the same on both reports.

<sup>2</sup> Please refer to the Grant Agreement for the definitions of “Full-Time”, “New Employee” and “Eligible Position” to determine which employees should be included in this report.

<sup>3</sup> If the employee did not work the full calendar year at the Project Location and/or in an eligible position, their **Actual Wages and Actual Withholdings** must be pro-rated to reflect ONLY the amount earned while in an eligible position at the Project Location.

<sup>4</sup> The following “**Withholdings**” with respect to each eligible employee;

**ARE allowable:**

- ✓ The amount withheld by a business from the wages of an eligible employee;
- ✓ The amounts withheld by a business from stock options, money or other payments given to an eligible employee pursuant to a bonus from commencing employment or for services rendered by that employee.

**ARE NOT allowable:**

- ✓ Withholdings for severance pay (including stock options given as a contract termination);
- ✓ Withholdings such as, but not limited to, those associated with tuition reimbursement, vehicle allowance, relocation compensation and payment of unused accrued time (sick/vacation).