

# **Comprehensive iDMS Annual Report Instructions**

**(Should be used along with the iDMS video tutorial)**

## **\*Important Information\***

- Include employees for all Companies and/or all Project Locations included under your grant on a single Annual Report and/or PA Report worksheet (see worksheet instructions below for specific guidance).
- Provide Company Name(s) and Project Location(s) in the body of the worksheet as requested.
- Provide Federal Employer Identification Number (FEIN) for each Company.
- “Grantee Comments about Row/Employee” column – Allows for entry of customer comments/details/explanations regarding a particular employee/row. **PLEASE NOTE: 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.**

## **Project Tab**

**BEIP Project Number (P#)** – Enter the EDA Project Number assigned to your grant. This number can be found in the subject line of the Annual Report Instructions e-mail. Do not enter the letter P – just input the number only (so if P12345, 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. See footnote <sup>1</sup> (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. See footnote <sup>1</sup> (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. See footnote <sup>2</sup>

### **Footnotes:**

<sup>1</sup> A “NJ employee” is any employee who works in NJ, regardless of their state of residence.

<sup>2</sup> “Total NJ employees” means the number of people employed by the grantee and any affiliates at all locations in NJ. (**BEIP AND non-BEIP locations/employees, as applicable**). 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.*

## **Annual Report & PA Report worksheets**

Please Note: Unless indicated separately by *italics*, the required information for the Annual Report and PA Report workbooks should be entered as described below.

**Company Name:** Enter Name of grantee tax-paying entity in association with the employees listed for that company. (The name(s) should be entered exactly the same as the Company Name(s) entered on the “Project” worksheet).

**Project Location:** Enter Name of Project Location(s) for each Company as appropriate. This should be the name of the municipality/town where the Project is located (e.g. “Trenton”). If there are multiple locations within the same municipality, please provide additional identifying information (e.g. “Trenton – 123 First Avenue”)

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

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

**Social Security:** Enter employee’s Social Security Number (**do not include hypens**).

**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. However, **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.**

## **Footnotes:**

### **<sup>1</sup> For Grants Approved by the EDA prior to September 1, 2003\*:**

Residents of PA should be entered on the Annual Report worksheet, and are eligible to be included for headcount purposes. Do not enter information in the “Actual Wages”, “Actual Withholdings”, or “Overtime, Bonuses and Stock Options” for these employees. **DO NOT complete the PA Report worksheet.**

### **For Grants Approved by the EDA after September 1, 2003\*:**

Withholdings for employee residents of Pennsylvania are eligible to be included in the grant calculations. Complete the PA Report worksheet for these employees. **DO NOT** enter these employees on the Annual Report worksheet. \*\*

\*Please refer to Grant Agreement for this date.

**\*\*Please Note:** 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. 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).