The process for the employee calculator is straightforward and begins as follows:

1. Enter in the total annual compensation or add together the individual quarterly totals of all employees shown on either the payroll report, quarterly report or a combination thereof. It is important to stop here and remind everyone of a specific program rule. That is that you must limit the loan amount to each employee that makes $100,000 or more. So for instance, if any one of these employees made more than $100,000, I would simply see that in the column to the right and then limit that number.
2. Also, as you go through based on salary or hours worked you should note out either a full time employee or a part time employee.
3. From here, enter in additional insurances or payment of vacation, parental, family medical or sick leave by employee.
4. Total it all up
5. Divide by twelve to calculate your average monthly payroll
6. And then multiple by 2.5 times for your total loan amount. You will then take both the average monthly and the total loan amount and list those totals on your loan application.