

## How to use the CEWS Calculator

Step	What to do	Example
1	<p><b>Action required:</b></p> <p>Enter the pre-crisis average weekly salary or wage for eligible employees.</p> <p>Remuneration <b>paid</b> from January 1 to March 15 divided by number of weeks during which the employee worked.</p> <p>See Note 1 for a definition of eligible employee.</p> <p>See Note 2 for a definition of eligible remuneration.</p>	<p>Julia is paid a fixed weekly salary of \$1,000</p> <p>Max is paid a weekly salary of \$1,200 plus he earns commission. He was paid 10 weeks salary plus \$8,000 in commission from Jan 1 to Mar 15.</p> <p><math>(\\$1,200 \times 10) + \\$8,000 = \\$20,000</math></p> <p>Average weekly: <math>\\$20,000 \div 10 = \\$2,000</math></p> <p>Zoe is an hourly employee who was paid \$5,600 for eight weeks of work from Jan 1 and Mar 15.</p> <p>Average weekly: <math>\\$5,600 \div 8 = \\$700</math></p>
2	<p><b>No action required:</b></p> <p>The worksheet will calculate 75% of pre-crisis earnings up to a maximum of \$847 per week.</p>	<p><math>\\$1,000 \times 75\% = \\$750</math></p> <p><math>\\$2,000 \times 75\% = \\$1,500</math> capped at \$847</p> <p><math>\\$700 \times 75\% = \\$525</math></p>
3	<p><b>Action required:</b></p> <p>Enter salary or wages for hours worked by the employee.</p>	<p>Julia is working a reduced schedule and is paid \$625 for the hours worked.</p> <p>Max is not currently working.</p> <p>Zoe is working a reduced schedule and is paid \$500 for the hours worked.</p>
4	<p><b>Action required:</b></p> <p>Enter any salary continuance provided to an employee that is:</p> <ul style="list-style-type: none"> <li>▶ receiving a top-up benefit paid in addition to salary or wage for work performed</li> <li>▶ not currently working but is being paid through payroll.</li> </ul>	<p>Julia is receiving a top-up benefit bringing her to 95% of her normal weekly earnings. The additional salary continuance is \$325.</p> <p>Max is receiving a salary continuance of \$1,500 per week while he is laid off.</p> <p>Zoe is not currently receiving a top-up benefit.</p>
5	<p><b>No action required:</b></p> <p>The total remuneration paid, for hours worked or as salary continuance, will be totaled automatically.</p>	<p>Julia is paid a total of \$950</p> <p>Max is paid a total of \$1,500</p> <p>Zoe is paid a total of \$500</p>

Step	What to do	Example
6	<p><b>No action required:</b></p> <p><b>Calculation 1</b> will result in 75% of the total wages paid (result of step 5) capping that amount at a maximum of \$847</p>	<p>Julia: <math>\\$950 \times 75\% = \\$712.50</math></p> <p>Max: <math>\\$1,500 \times 75\% = \\$1,125</math> capped at \$847</p> <p>Zoe: <math>\\$500 \times 75\% = \\$375</math></p>
7	<p><b>No action required:</b></p> <p><b>Calculation 2</b> will result in the lesser of:</p> <ul style="list-style-type: none"> <li>▶ actual amount paid (result of step 5)</li> <li>▶ 75% of pre-crises earnings to a maximum of \$847 (result of Step 2)</li> </ul>	<p>Julia: result is 75% of pre-crisis wage \$750</p> <p>Max: result is maximum subsidy of \$847</p> <p>Zoe: result is actual amount paid \$500</p>
8	<p><b>No action required:</b></p> <p>The value that is the greater of the results determined in Step 6 vs. Step 7 will automatically populate.</p> <p>This is the maximum wage subsidy for the current week.</p>	<p>Julia: wage subsidy \$750</p> <p>Max: wage subsidy \$847</p> <p>Zoe: wage subsidy \$500</p>

**Note 1:** For the purpose of calculating the subsidy an eligible employee is an individual employed at arms-length in an employee-employer relationship.

A special rule applies to employees who do not deal at arms-length with the employer. The subsidy amount for such employees will be limited to the eligible remuneration paid in any pay period between March 15 and June 6, 2020, up to a maximum benefit of the lesser of \$847 per week and 75 per cent of the employee's pre-crisis weekly remuneration. The subsidy would only be available in respect of non-arm's length employees employed prior to March 15, 2020.

**Note 2:** Eligible remuneration may include salary, wages, and other remuneration like taxable benefits. These are amounts for which employers would generally be required to withhold or deduct amounts to remit to the Receiver General on account of the employee's income tax obligation. However, it does not include severance pay, or items such as stock option benefits or the personal use of a corporate vehicle.

## Total CEWS by Pay Period

In this tab the total CEWS calculation for the pay period is recorded. For employers who are eligible for both the CEWS and the 10 per cent wage subsidy for a period, any benefit from the 10 per cent wage subsidy for remuneration paid in a specific period generally reduces the amount available to be claimed under the CEWS in that same period.

The difference between the current period CEWS calculation less the 10 per cent subsidy, if previously claimed for that pay period, is the wages subsidy that may be claimed under CEWS.

If an employer is paying employees on temporary layoff through payroll, the employer portion of C/QPP contributions and EI or QPIP premiums remitted on those earnings is also refundable and will be claimed at the same time as the CEWS.