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Canada Emergency Wage Subsidy (CEWS) Client Data Guide

This guide will walk you through the steps needed to compile the data required for your business to apply for the CEWS wage subsidy (the 75% subsidy). Your payroll reports will be required to update the CEWS data spreadsheet.   This data will be used to establish your baseline wages and entitlement under the CEWS guidelines.

There are two ways to input the data, manual input and electronic input. If you are able to obtain the required data in excel or as a text file, please email this data to WMKL and we will complete the data update process.

Manual Input:

Using your payroll reports input the data in each column of the included spreadsheet "CEWS Data Template.xlsx". Make sure to keep the data consistent and accurate. Data fields are as follows:

- Column A – Code – Enter the employee code
- Column B – Employee Name – Enter the employee name, and be sure to avoid spelling errors
- Column C – Gross Pay – Enter the gross pay for the current pay period
- Column D – PayPrd – Enter the pay period, and be consistent (i.e. PP01, PP02). Please do not change spacing or naming convention (i.e. PP##). This needs to be added to every line in the data.
- Column E and F – Pay Period From-To – Enter the start date for the pay period From in the format DD-MMM-YY. Ensure that excel recognizes the date as a date. Enter the To as the end of the pay period, using the same date format DD-MMM-YY
- Column G – Date Paid – Enter the date the employees are paid using the same date format DD-MMM-YY

Below is a screen shot from the excel template to provide a reference for the columns and data entry fields.

	A	B	C	D	E	F	G
1	(###)	(Avoid misspelling name)	(gross no deductions)	(PPxx)	(DD-MMM-YY)	(DD-MMM-YY)	(DD-MMM-YY)
2	123	Sample, Name	1,234.56	PP01	22-Dec-19	4-Jan-20	10-Jan-20
3					**Pay Period**		
4	Code	Employee Name	Gross Pay	PayPrd	From	To	Date Paid
5							
6							
7							

Once the data is manually entered for all pay periods, the data will be used to determine the average weekly or bi-weekly pre-Covid - baseline pay. WMKL staff will complete the baseline calculation and summarize the data required to update the CRA subsidy online application. Please email your completed excel spreadsheet to the appropriate Partner or Manager.

Electronic Input:

Depending on the payroll software used by your business, there may be different methods required to update your spreadsheet "CEWS Data Template.xlsx". Regardless of the software or output format, the columns noted above in the "manual" process are the required data fields. If you are not comfortable summarizing the electronic data and combining it in excel, please forward each pay week, in electronic format (text or excel only), to your Partner/Manager and WMKL staff will complete the compilation process.

Once all the pay periods are combined into one worksheet WMKL staff will complete the baseline calculation and summarize the data required to update the CRA subsidy online application.