



N.C. COMMERCE | COMMERCE FINANCE CENTER | JDIG TEAM

JDIG GAR Employment Profile Webinar

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JDIG Webinar Agenda

Agenda for JDIG Grantee Annual Report (GAR) Webinar:

1. The GAR Employment Profile
2. Red Flag Fields
3. Questions and Answers



GAR Contents

The GAR is an Excel workbook containing 9 worksheets:

1. General Information
 2. Project Location Employment Profile
 3. Project Location Remote Workers (if applicable)
 4. Non-Project Employment Profile (if applicable)
 5. Reporting Notice
 6. Grantee Certification
 7. Guarantor Certification (if applicable)
 8. Guarantor and Related Member Certification (if applicable)
 9. Related Member Certification (if applicable)
- 2-4 will be discussed during today's Webinar.



Project Locations vs Non-Project Locations

- The Project is defined in Section 1.33 of the CEDA.
- Project Locations are site(s) at the Facility as defined in Section 1.19 of the CEDA.
- Non-Project Locations are locations with NC jobs included in the retention requirement, but **not** included in the definition of the Project or the Facility as defined in Sections 1.19 and 1.33 of the CEDA.
- Contact the JDIG team if you have any questions regarding Non-Project locations as they relate to your CEDA.



Project Location Employment Profile

- The Project Location Employment Profile(s) is a detailed listing of EVERY person that occupied a permanent full-time position **subject to** NC withholding with the Grantee and/or Related Member(s) at the project location **anytime** during the grant year.
- The Project Location Employment Profile(s) is a snapshot of every full-time employee at the project location(s) during the grant year, **including** employees terminated during the year.
- If the CEDA includes Related Member(s), a **separate** Project Location Employment Profile must be completed for **each entity** at the project location.
- Use a **separate** Project Location Employment Profile for **each** Project Location **site** reporting.
- **Only** 2024 terminations should be included if applicable.




Project Location Employment Profile

- The yellow box at the top of the Employment Profile (cell D1) **MUST** be completed with the legal name of the entity reporting.

**Project Location
Employment Profile**

Enter the name of the CEDA Entity (Grantee or Related Member) here
A separate employment profile must be provided for each entity.



Please **DO NOT** type directly into spreadsheet - use Copy/Paste Special Values to input data (see GAR Instructions) -

A	B	C	D	E	F	G	H	I	J	K	L
Position Number	Eligible or Non-Eligible Position	Name <i>(Duplicates highlighted in Red - please explain)</i>	Social Security Number <i>(Duplicates - highlighted in Green) please explain</i>	Job Title <i>(Intern - highlighted in Tan)</i>	Hire Date at Entity	Hire Date in Current Position	Termination Date in Current Position	Termination Date at Entity (if applicable)	Gross Wages <i>(Medicare wages and tips)</i>	NC State Taxable Wages <i>(NC State wages, tips, etc.)</i>	NC Withholdings Paid <i>(NC State income tax)</i>
<i>Unique Number</i>	<i>(E or N)</i>	<i>(Last Name, First Name)</i>	<i>9 digits (do not include dashes)</i>	<i>Interns should NOT be included on this report</i>	<i>(mm/dd/yy)</i>	<i>(mm/dd/yy)</i>	<i>(mm/dd/yy)</i>	<i>(mm/dd/yy)</i>	<i>W-2 Box 5</i>	<i>W-2 Box 16</i>	<i>W-2 Box 17</i>



Project Location Remote Worker Employment Profile

Commerce has adopted standardized treatment for **remote workers** under the Job Development Investment Grant (JDIG) Program.

“New Employee” means a Full-Time Employee hired for the Project and employed at the Facility and reporting there **at least four days a month**, who represents a net increase in the number of the Company’s employees in North Carolina [over the Retained Employment] and who is not a worker with an H-1B visa or with H-1B status.

“New **Remote** Employee” means a Full-Time Employee hired for the Project, assigned to the Facility and working from a home-office **within the State** or a satellite location within the State, who represents a net increase in the number of the Company’s employees in North Carolina [over the Retained Employment] and who is not a worker with an H-1B visa or with H-1B status.



Project Location Remote Worker Employment Profile

- If the CEDA does **NOT** allow for New Remote Employees, a **CEDA amendment** must be executed.
- Contact the JDIG Team to request an Application to add Remote Workers to the CEDA.
- More information on Remote Workers can be found on the Commerce website:
<https://www.commerce.nc.gov/documents/compliance-grantee-annual-report-materials-job-development-investment-grant-jdig>.




Project Location Remote Worker Employment Profile

- The Project Location Remote Worker Employment Profile(s) is a detailed listing of EVERY person that occupied a permanent full-time position **subject to** NC withholding with the Grantee and/or Related Member(s) assigned to the project location(s), but working at a remote location **in North Carolina anytime** during the grant year.
- The Project Location Remote Worker Employment Profile(s) is a snapshot of every full-time employee assigned to the project location(s), but working remotely **in North Carolina** during the grant year, **including** employees terminated during the year.
- If the CEDA includes Related Member(s), a **separate** Project Location Remote Worker Employment Profile must be completed for **each entity** with Remote Workers.
- **Only** 2024 terminations should be included if applicable.



Project Location Remote Worker Employment Profile

- The yellow box at the top of the Employment Profile (cell D1) **MUST** be completed with the legal name of the entity reporting.

PROJECT LOCATION REMOTE WORKER EMPLOYMENT PROFILE		Enter the name of the CEDA Entity (Grantee or Related Member) here A separate employment profile must be provided for each entity.									
Please DO NOT type directly into spreadsheet - use Copy/Paste Special Values to input data (see GAR Instructions) - Data should be sorted by Position Number (Column A)											
A	B	C	D	E	F	G	H	I	J	K	L
Position Number	Eligible or Non-Eligible Position	Name <i>(Duplicates highlighted in Red - please explain)</i>	Social Security Number <i>(Duplicates - highlighted in Green) please explain</i>	Job Title <i>(Intern - highlighted in Tan)</i>	Hire Date at Entity	Hire Date in Current Position	Termination Date in Current Position	Termination Date at Entity (if applicable)	Gross Wages <i>(Medicare wages and tips)</i>	NC State Taxable Wages <i>(NC State wages, tips, etc.)</i>	NC Withholdings Paid <i>(NC State income tax)</i>
<i>Unique Number</i> ▼	<i>(E or N)</i> ▼	<i>(Last Name, First Name)</i> ▼	<i>9 digits (do not include dashes)</i> ▼	<i>Interns should NOT be included on this report</i> ▼	<i>(mm/dd/yy)</i> ▼	<i>(mm/dd/yy)</i> ▼	<i>(mm/dd/yy)</i> ▼	<i>(mm/dd/yy)</i> ▼	<i>W-2 Box 5</i> ▼	<i>W-2 Box 16</i> ▼	<i>W-2 Box 17</i> ▼




Non-Project Employment Profile

- The Non-Project Employment Profile(s) is a detailed listing of EVERY person that occupied a permanent full-time position subject to NC withholding with a CEDA entity at a Non-Project location **anytime** during the grant year.
- The Non-Project Employment Profile(s) is a snapshot of every full-time employee at a Non-Project location(s) during the grant year, **including** employees terminated **during** the year.
- The Grantee, Related Member(s), and/or Affiliate(s), must complete a **separate** Non-Project Employment Profile for **each entity** reporting.
- Use a **separate** Non-Project Employment Profile for **each** Non-Project location **site** reporting.
- **Only** 2024 terminations should be included, if applicable.



Non-Project Employment Profile

- The yellow boxes at the top of the Employment Profile (cells D1 & D2) **MUST** be completed with the legal name of the entity reporting and the address and county of the Non-Project location.

NON-PROJECT Location Employment Profile		<p style="text-align: center;">Enter the name of the CEDA Entity Grantee, Related Member, or Affiliate paying the NC Withholdings</p>										
		<p style="text-align: center;">Enter the Address and County of the Non-Project Location</p>										
<p>A separate employment profile must be provided for each location and each entity. All employees included on this profile must be in Non-Eligible Positions ("N") Profile must be sorted by Column A - Position number</p>												
A	B	C	D	E	F	G	H	I	J	K	L	
Position Number	Non-Eligible Position	Name <i>(Duplicates highlighted in Red - please explain)</i>	Social Security Number <i>(Duplicates - highlighted in Green) please explain</i>	Job Title <i>(Intern - highlighted in Tan)</i>	Hire Date at Entity	Hire Date in Current Position	Termination Date in Current Position	Termination Date at Entity <i>(if applicable)</i>	Gross Wages <i>(Medicare wages and tips)</i> W-2 Box 5	NC State Taxable Wages <i>(NC State wages, tips, etc.)</i> W-2 Box 16	NC Withholdings Paid <i>(NC State income tax)</i> W-2 Box 17	
<input type="text"/>	(N) <input type="text"/>	(Last Name, First Name) <input type="text"/>	<i>9 digits (do not include dashes)</i> <input type="text"/>	<i>Interns should NOT be included on this report</i> <input type="text"/>	(mm/dd/yyyy) <input type="text"/>	(mm/dd/yyyy) <input type="text"/>	(mm/dd/yyyy) <input type="text"/>	(mm/dd/yyyy) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	



Employment Profile(s)

- The JDIG Team uses the Project Location, Remote Worker, and Non-Project Employment Profile(s) (the “Employment Profile(s)”) to calculate job retention, job growth, average annual wages, and the annual grant payment.
- Many aspects of these calculations are automated, so it is necessary that the Employment Profile(s) be completed as prescribed in the GAR instructions.
- If the CEDA includes Related Member(s) or Affiliate(s), a **separate** Employment Profile must be completed for **each** entity at the project location or non-project location with cell(s) D1 (and D2 if applicable) completed.
- A **separate** Employment Profile must be completed for **each** Project Location or Non-Project location **site** reporting with cell(s) D1 (and D2 if applicable) completed.



Employment Profile – Red Flag Fields

- Columns M through AA identify red flags with the data provided in columns A through L.
- Prior to submission, all red flags should be cleared (no numbers should appear under column headings) for columns M through V.

M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
Duplicate Position Numbers (A), and neither position is terminated (H)	Duplicate Position number labeled both E and N	Eligible or Non-Eligible (B) is NOT "E" or "N"	Position is "E" but hired in Current Position prior to effective date of CEDA	Hire date in Current Position prior to Entity	Terminated at Entity (I) but not Terminated in Current Position (H)	Terminated in Current Position (H) PRIOR to the Current Grant Year	Terminated in Current Position (H) AFTER the Current Grant Year	Terminated in Current Position (H) prior to being hired in Current Position (G)	Terminated at Entity (I) prior to being hired at Entity (F)	Gross Wages < NC Taxable Wages <i>(Please explain)</i>	Withholdings (L) GREATER THAN NC Taxable Wages (K) or Gross Wages (J) <i>(Please explain)</i>	Employee has \$0 Gross Wages (J) <i>(Please explain)</i>	Employee has \$0 NC Taxable Wages (K) <i>(Please explain)</i>	Employee has \$0 NC Withholdings (L) <i>(Please explain)</i>
▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼



Employment Profile – Red Flag Fields

- Columns M through AA are designed to alert the user of potential Red Flags on the Employment Profile.
- Data must be sorted by column A (sort by values, order smallest to largest), prior to “dropping” data into the GAR form.
- The numbers under headings in Columns M thru AA identify the number of entries with errors.
(Correct errors prior to submission.)
- If Columns W, Y, Z or AA have numbers, provide an **explanation document**, identifying both the position number (A) and employee name (C).
- Explanation documents should be **Excel** worksheets uploaded **separately** from the GAR Form.



Tips on Completing the Employment Profile(s)

- **DO NOT** complete (fill in) the Employment Profile(s) directly in the form provided.
- Instead, copy the data (presumably from an HR report(s)) into a separate Excel spreadsheet.
- Assemble the data fields in the same order as the report (columns A - L).
*Note: **Do not** hide columns in this worksheet*
- **Remove** any blank rows in the data.
- **Sort** the data by position number (column A).
- Use “**Paste special values**” to copy the data into the Employment Profile form.



Excel Tip: Paste Special Values

- **Paste Special Values** will allow you to paste the data without changing the formatting or importing formulas.
- To paste the data into the form using the **Paste Special Values** function:
 1. Select the cells containing the data fields for all employees in the worksheet you created;
 2. Choose “Copy” to copy the selected cells;
 3. Open the Employment Profile tab of the GAR;
 4. Click on the cell highlighted in yellow;
 5. Choose “Paste”, then “Paste Special” to open the paste special dialog box;
 6. Click the “Values” button under the “Paste Special” section; and
 7. Click “OK”.



Position Number (Column A)

- This field identifies a specific position number for each employee(s).
- Simply stated, the grant is based on job positions, not individual employees (although the positions must be filled by employees).
- The amount of the grant is based on the **NC Withholdings** of employees occupying net new positions created during the grant year.
- The maximum grant payment associated with each new position is capped at \$6,500, for awards prior to December 3, 2018, and \$16,000 for awards on or after December 3, 2018. (G.S. 143B-437.56(f))



Position Number

(Max cap per position calculation performed by JDIG Team)

A	B	C	F	G	H	I	J	K	L
Position Number	Eligible or Non-Eligible Position	Name <i>(Duplicates highlighted in Red - please explain)</i>	Hire Date at Entity	Hire Date in Current Position	Termination Date in Current Position	Termination Date at Entity (if applicable)	Gross Wages (Medicare wages and tips) W-2 Box 5	NC State Taxable Wages (NC State wages, tips, etc.) W-2 Box 16	NC Withholdings Paid (NC State income tax) W-2 Box 17
Unique Number	(E or N)	(Last Name, First Name)	(mm/dd/yy)	(mm/dd/yy)	(mm/dd/yy)	(mm/dd/yy)	Box 5	Box 16	Box 17
34	E	Carr, Deirdre	9/2/2019	9/2/2019	8/24/2024	8/24/2024	\$38,461.25	\$37,518.49	\$2,497.00
34	E	Lambert, Ian	10/1/2024	10/1/2024			\$70,149.21	\$69,331.91	\$5,235.00

Names used in examples are fictitious

- Withholdings of each employee in the eligible position are added together:
Example: \$2,497.00 + \$5,235.00 = \$7,732.00.
- The result is multiplied by the grant percent (i.e. 50%): **\$7,732.00 x 50% = \$3,866.00**
- The grant amount per eligible position (adjusted for grant % & withholding cap) is **the lesser** of (i) the withholdings multiplied by the grant percentage or (ii) the withholdings cap (\$6,500 or \$16,000 depending on award date)
- The grant amount for eligible position #34 = **\$3,866.00.**



Position Number (Column A)

- Provide a position number for each employee listed on the Employment Profile.
- The position number is a unique identifier (generated by the Grantee) that distinguishes each position created or retained at the project location(s). It is **NOT** an employee id number.
- If the Grantee does not currently utilize position numbers, a numbering system **must** be developed.
- Do **not** report unfilled positions.
- Do not assign the same position number for an entire job classification – position numbers must be unique to each position.

KEEP IT SIMPLE!!



Position Number (Column A)

- Due to employee turnover, it is possible (and probable) that two employees will be assigned the same position number in the same filing year.
- We expect to see duplicate position numbers every year.

A	B	C	F	G	H	I
Position Number	Eligible or Non-Eligible Position	Name <i>(Duplicates highlighted in Red - please explain)</i>	Hire Date at Entity	Hire Date in Current Position	Termination Date in Current Position	Termination Date at Entity (if applicable)
<i>Unique Number</i> ▼	<i>(E or N)</i> ▼	<i>(Last Name, First Name)</i> ▼	<i>(mm/dd/yy)</i> ▼	<i>(mm/dd/yy)</i> ▼	<i>(mm/dd/yy)</i> ▼	<i>(mm/dd/yy)</i> ▼
34	E	Carr, Deirdre	9/2/2019	9/2/2019	8/24/2024	8/24/2024
34	E	Lambert, Ian	10/1/2024	10/1/2024		

Names used in examples are fictitious



Position Number (Column A)

- If an employee occupied more than **one** position during the year, provide the position number corresponding to the **last** position the employee occupied during the year.
- Employees can be “E” or “N” depending on the **position** they are hired into.
- *Example: *Julian Lee moved from noneligible position 20 (Technician A, Facilities) to eligible position 32 (Manager, Facilities) on January 23, 2024. He is only reported in Position 32.*

A	B	C	E	F	G
Position Number	Eligible or Non-Eligible Position	Name <i>(Duplicates highlighted in Red - please explain)</i>	Job Title <i>(Intern - highlighted in Tan)</i>	Hire Date at Entity	Hire Date in Current Position
<i>Unique Number</i>	<i>(E or N)</i>	<i>(Last Name, First Name)</i>	<i>Interns should NOT be included on this report</i>	<i>(mm/dd/yyyy)</i>	<i>(mm/dd/yyyy)</i>
32	E	Lee, Julian	Manager, Facilities	10/29/2018	7/1/2024

**Names used in examples are fictitious*



Position Number (Column A)

- If your grant includes Related Member(s) or Affiliates, **each entity** must have **unique** position numbers.
- Do **not** duplicate the numbering system across entities.
- Do **not** use 1 thru 100 for the Grantee (ABC Company) and 1 thru 100 for the Related Member (XYZ LLC)
- Instead, following the example outlined above, this company could use **ABC1** thru **ABC100** for the Grantee and **XYZ1** thru **XYZ100** for the Related Member.



Position Number (Column A) – Red Flag

- Column M identifies the number of duplicate positions listed, but neither position is terminated.
- Either these positions should be renumbered, or a termination date provided for one of the positions.

A	B	C	E	F	G	H	I	J	K	L	M
Position Number	Non-Eligible Position	Name <i>(Duplicates highlighted in Red - please explain)</i>	Job Title <i>(Intern - highlighted in Tan)</i>	Hire Date at Entity	Hire Date in Current Position	Termination Date in Current Position	Termination Date at Entity (if applicable)	Gross Wages (Medicare wages and tips) W-2 Box 5	NC State Taxable Wages (NC State wages, tips, etc.) W-2 Box 16	NC Withholdings Paid (NC State income tax) W-2 Box 17	Duplicate Position Numbers (A), and neither position is terminated (H)
	(N)	(Last Name, First Name)	<i>Interns should NOT be included on this report</i>	(mm/dd/yyyy)	(mm/dd/yyyy)	(mm/dd/yyyy)	(mm/dd/yyyy)				1
1	N	Nolan, Sue	Plant Manager	1/18/2012	1/18/2012			\$108,666.94	\$90,937.66	\$6,684.00	
1	N	Turner, Joanne	Department Supervisor	10/29/2014	10/29/2014			\$64,056.53	\$62,706.35	\$3,707.00	1

Names used in examples are fictitious

Data must be sorted by Position Number (column A)



Eligible or Non-Eligible Position (Column B)

- Identify whether the employee occupied an eligible or non-eligible position during the year by entering “E” or “N”.
- Eligible “E” – A position created by a business after the effective date of the CEDA and filled by a new full-time employee in this State during the Base Period.
- Non-Eligible “N” – any full-time position that existed before the effective date of the CEDA (retained jobs), and positions that were transferred to the project location from another location within NC.
- All employees reported on the Non-Project Employment Profile must be non-eligible “N”.

Once a position is established as an “E” or “N”, it will always remain that way.



Eligible or Non-Eligible Position (Column B)

Example: Position 13 is “N”, so both *Kevin Nolan and Jennifer Wallace are designated as “N”.

A	B	C	E	F	G	H	I	J	K	L
Position Number	Eligible or Non-Eligible Position	Name <i>(Duplicates highlighted in Red - please explain)</i>	Job Title <i>(Intern - highlighted in Tan)</i>	Hire Date at Entity	Hire Date in Current Position	Termination Date in Current Position	Termination Date at Entity <i>(if applicable)</i>	Gross Wages <i>(Medicare wages and tips)</i>	NC State Taxable Wages <i>(NC State wages, tips, etc.)</i>	NC Withholdings Paid <i>(NC State income tax)</i>
<i>Unique Number</i>	<i>(E or N)</i>	<i>(Last Name, First Name)</i>	<i>Interns should NOT be included on this report</i>	<i>(mm/dd/yy)</i>	<i>(mm/dd/yy)</i>	<i>(mm/dd/yy)</i>	<i>(mm/dd/yy)</i>	<i>Box 5</i>	<i>Box 16</i>	<i>Box 17</i>
13	N	Nolan, Kevin	Technician III, Assembly	1/11/2023	1/11/2023	6/30/2023	6/30/2023	\$9,510.10	\$6,510.10	\$253.00
13	N	Wallace, Jennifer	Technician III, Assembly	7/9/2023	7/9/2023			\$9,933.78	\$9,752.07	\$372.00

*Names used in examples are fictitious

Once a position is established as an “E” or “N”, it will always remain that way.

- Unlike employees that can move from E to N or N to E, the **position number** designation of E or N **NEVER** changes

Above Example’s Effective Date of CEDA is 1/1/2023



Eligible or Non-Eligible Position (Column B)

- Per Section 3.4(d) of the CEDA, positions created **after** the end of the Base Period or Extended Base cannot **be counted as Eligible Positions**.
- If excess eligible positions are reported after the Base Period or Extended Base period, the JDIG Staff will “flip” the eligible positions with the **lowest NC Withholdings** amounts to “N”, to reflect those positions that are above the allowed eligible positions cap.
- For example: if the Grantee had 250 eligible positions at the end of the Base Period or Extended Base Period, then in the following grant years the Grantee could never have more than 250 eligible positions. Any eligible positions created above 250 will be “flipped” to non-eligible **by JDIG staff**.



Eligible or Non-Eligible Position (Column B) – Red Flags

- Columns N and O identify red flags in position number data entry.
- These items should be corrected prior to the GAR submission.

A	B	C	E	F	G	N	O
Position Number	Non-Eligible Position	Name <i>(Duplicates highlighted in Red - please explain)</i>	Job Title <i>(Intern - highlighted in Tan)</i>	Hire Date at Entity	Hire Date in Current Position	Duplicate Position number labeled both E and N	Eligible or Non-Eligible (B) is NOT "E" or "N"
<input type="text"/>	<input type="text" value="(N)"/>	<input type="text" value="(Last Name, First Name)"/>	<input type="text" value="Interns should NOT be included on this report"/>	<input type="text" value="(mm/dd/yyyy)"/>	<input type="text" value="(mm/dd/yyyy)"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
7	N	Baker, Trevor	Saw Operator	7/25/2015	7/25/2015	1	
7	E	Nash, Piers	Saw Operator	6/5/2023	6/5/2023		
8	Y	Ogden, Max	Department Supervisor	9/22/2017	9/22/2017		1

Names used in examples are fictitious



Name (Column C)

- Provide the employee's last name then first name **in that order** as one data field.
- The first and last name should be separated by comma. Last Name, First Name

i.e. Smith, Jane

Jones Jr., Samuel

Names used in examples are fictitious

****Be consistent!****



Name *(Column C)*

- An employee should only be reported once per entity (per W-2 received), in the position held on December 31 (or the termination date, if applicable).
- If an entity has multiple employment profiles and employees have changed locations (within the **same entity**), only report the employee on the employment profile where they were working and in the position they held on December 31.
- If multiple entities are reporting, an employee may be reported on multiple employment profiles (per W-2 received). We will discuss multiple entities in more detail later in the Webinar.



Social Security Number (Column D)

- SSNs are necessary for:
 - DOR to certify the amount of NC Withholdings for employees, as required by §143B-437.60;
 - Verification of individual NC Withholdings of eligible employees for the purpose of applying the **max cap per position**; and
 - Verification of NCUI taxes paid.
- SSNs are legally protected in §143B-437.58 & 105-259 and only the JDIG Team (Susan, Julie, Jacob, and Keli) have access to this information.
- The GAR is uploaded to the Department of Revenue and held in their secure site. See CitrixShareFile Security Setting-Commerce Clients.pdf found here:

[https://www.commerce.nc.gov/documents/compliance-grantee-annual-report-materials-job-development-investment-grant-jdig.](https://www.commerce.nc.gov/documents/compliance-grantee-annual-report-materials-job-development-investment-grant-jdig)



Social Security Number (Column D)

- Provide the employee's 9 digit SSN, **WITHOUT** non-numeric characters such as dashes or dots.

i.e. xxxxxxxxx **NOT** xxx-xx-xxxx

- Do not utilize ANY Excel data validation options for the data that is entered in this field.
- SSN less than 9 digits? Use an apostrophe and then leading zeros so Excel will display 9 digits.
 - i.e. '012345678 **NOT** 12345678
 - Hint: Sort your data by SSN (column D), add leading zero's (apostrophe before the 0: i.e. '0) to all numbers less than 9 digits. Then sort your data by position number (column A) PRIOR to dumping the data in the GAR Form.
- Duplicate SSNs in column D will appear in **Green Highlight and Green Font** – please correct prior to submission.



Job Title *(Column E)*

- Provide the job title of the position occupied by the employee.
- Like the position number, if the employee occupied more than one position during the year (within the same entity), provide the job title corresponding to the position the employee occupied as of December 31 of the Grant Year or on the employee's termination date.
- It is probable that you will have multiple positions with the same or similar job titles.
- Job titles with "Intern" as part of the title are highlighted in Tan. Please **remove** all intern positions prior to submitting or provide explanation confirming it is a Permanent Full-Time position and offered at least 50% company-paid insurance benefits.



Hire Date at Entity *(Column F)*

- Provide the date the employee was first hired by the entity (placed on the payroll as a permanent full-time employee), regardless of the location of their employment at the time of hire.
- Enter in mm/dd/yyyy format
i.e. 10/05/2020
- This date is used to annualize wages for the purpose of calculating the overall average wage

DO NOT leave this column blank.



Hire Date in Current Position (Column G)

- In contrast to the hire date in column F, the hire date in column G refers to the date the employee was first placed on the payroll in their current position at the project location (or non-project location) at the legal entity listed on the Employment Profile.
- In most cases, the dates in column F and column G will be the same, with the exception of existing employees that were transferred to the project location (or non-project location) or those employees that have changed positions.

DO NOT leave this column blank.



Hire Date in Current Position (Column G)

Example: *Deidre Carr was hired on 9/2/2019 in position 1 and has **NOT** changed positions.
 Dan Lambert was originally hired on March 30, 2020 and **moved** to position #2 on October 1, 2024.

A	B	C	F	G
Position Number	Eligible or Non-Eligible Position	Name <i>(Duplicates highlighted in Red - please explain)</i>	Hire Date at Entity	Hire Date in Current Position
<i>Unique Number</i> ▼	(E or N) ▼	(Last Name, First Name) ▼	(mm/dd/yy) ▼	(mm/dd/yy) ▼
1	E	Carr, Deidre	9/2/2019	9/2/2019
2	E	Lambert, Ian	3/30/2020	10/1/2024

*Names used in examples are fictitious

DO NOT leave column G blank.



Hire Date in Current Position (Column G) – Red Flags

A	B	C	F	G	H	I	J	K	L	P	Q
Position Number	Eligible or Non-Eligible Position	Name <i>(Duplicates highlighted in Red - please explain)</i>	Hire Date at Entity	Hire Date in Current Position	Termination Date in Current Position	Termination Date at Entity (if applicable)	Gross Wages <i>(Medicare wages and tips)</i> W-2 Box 5	NC State Taxable Wages <i>(NC State wages, tips, etc.)</i> W-2 Box 16	NC Withholdings Paid <i>(NC State income tax)</i> W-2 Box 17	Position is "E" but hired in Current Position prior to effective date of CEDA	Hire date in Current Position prior to Entity
Unique Number	(E or N)	(Last Name, First Name)	(mm/dd/yy)	(mm/dd/yy)	(mm/dd/yy)	(mm/dd/yy)				5	1
28	E	Bower, Peter	3/16/2008	7/23/2020	1/15/2021	1/15/2021	\$13,977.69	\$13,234.69	\$827.00	1	
30	E	Chapman, Sean	10/23/2016	10/23/2016			\$53,235.25	\$29,942.78	\$1,888.00	1	
33	E	Ross, Emma	6/1/2016	6/1/2016	1/13/2023	1/1/2023	\$60,191.27	\$56,591.73	\$3,454.00	1	
34	E	Carr, Deirdre	9/2/2019	9/2/2019	8/24/2023	8/24/2023	\$38,461.25	\$37,518.49	\$2,497.00	1	
34	E	Lambert, Ian	10/1/2023	10/1/2023			\$70,149.21	\$69,331.91	\$5,235.00		
36	N	Young, Emma	1/5/2023	1/5/2023	2/26/2021	2/26/2021	\$85,175.19	\$81,890.34	\$5,433.00		
37	N	Sharp, Olivia	3/14/2015	6/1/2023	11/13/2023	11/13/2023	\$66,130.59	\$65,498.75	\$3,947.00		
39	E	Ferguson, Colin	1/1/2023				\$24,283.73	\$23,734.81	\$1,203.00	1	1

Names used in examples are fictitious

Above Example's Effective Date of CEDA is 1/1/2023



Termination Date in Current Position (Column H)

- If applicable, provide the date that the employee was “terminated in the current position” (taken off the payroll as a permanent full-time employee at the project location (or non-project location) of the legal entity listed on the Employment Profile.)
- If the employee was not “terminated in the current position” during the grant year, simply leave the field empty (do not enter “n/a”).
- “Termination Date in Current Position” does not necessarily mean the employee was no longer employed by the entity. For instance, it could mean that employee was transferred to another location.
- The termination date in current position is used to determine the number of eligible and non-eligible positions as of December 31 of the grant year.
- Only 2024 terminations should be reported, if applicable.



Termination Date at Entity (Column I)

- If the employee is no longer receiving payroll from the reporting entity, provide the date the employee was terminated.
- If the employee was not terminated during the current grant year, simply leave the field empty (**do not** enter “n/a”).
- **Only** 2024 terminations should be reported, if applicable.

If Column I has a Termination Date, then Column H **must also** show a Termination Date.



Termination Dates (Columns H & I) - Red Flags

A	B	C	F	G	H	I	J	K	L	R	S	T	U	V
Position Number	Eligible or Non-Eligible Position	Name <i>(Duplicates highlighted in Red - please explain)</i>	Hire Date at Entity	Hire Date in Current Position	Termination Date in Current Position	Termination Date at Entity (if applicable)	Gross Wages <i>(Medicare wages and tips)</i> W-2 Box 5	NC State Taxable Wages <i>(NC State wages, tips, etc.)</i> W-2 Box 16	NC Withholdings Paid <i>(NC State income tax)</i> W-2 Box 17	Terminated at Entity (I) but not Terminated in Current Position (H)	Terminated in Current Position (H) PRIOR to the Current Grant Year	Terminated in Current Position (H) AFTER the Current Grant Year	Terminated in Current Position (H) prior to being hired in Current Position (G)	Terminated at Entity (I) prior to being hired at Entity (F)
Unique Number	(E or N)	(Last Name, First Name)	(mm/dd/yy)	(mm/dd/yy)	(mm/dd/yy)	(mm/dd/yy)	Box 5	Box 16	Box 17	1	2	1	1	1
25	E	Mills, Jane	2/1/2023	2/1/2023		11/13/2023	\$28,191.14	\$28,191.14	\$1,533.00	1				
26	E	Martin, Peter	4/30/2023	4/30/2023			\$26,914.54	\$25,363.82	\$1,739.00					
28	E	Bower, Peter	3/16/2008	7/23/2020	1/15/2021	1/15/2021	\$13,977.69	\$13,234.69	\$827.00		1			
36	N	Young, Emma	1/5/2023	1/5/2023	2/26/2021	2/26/2021	\$85,175.19	\$81,890.34	\$5,433.00		1		1	1
37	N	Sharp, Olivia	3/14/2015	6/1/2023	11/13/2023	11/13/2023	\$66,130.59	\$65,498.75	\$3,947.00					
38	E	Morgan, Ruth	5/30/2015	4/23/2023	2/2/2024	2/2/2024	\$58,755.46	\$58,755.46	\$3,710.00			1		

Names used in examples are fictitious

- Columns R thru V identify red flags with termination dates.
- These items should be corrected prior to the GAR submission.



Grants with Multiple Entities (Columns F, G, H, & I)

- If an employee moved from entity to entity during the grant year, the employee should be listed on one Employment Profile with **termination** dates in column H & I; and on the other Employment Profile with **hire** dates in column F & G corresponding to the date of the transfer.
- Wages provided in Columns J, K and L should match the employee's W-2 for the entity reporting.
- Example: *Jane Smith worked at the Grantee, ABC Company from 1/1/2024 to 6/30/2024. She transferred to the Related Member, XYZ LLC, on 7/1/2024 and remains there on 12/31/2024.

ABC Profile shows Jane with a **termination** date of 6/30/2023 in columns H & I;

XYZ Profile shows Jane with a **hire** date of 7/1/2024 in columns F & G, columns H & I are blank.

**Names used in examples are fictitious*



Grants with Multiple Entities (Columns F, G, H, & I)

Project Location Employment Profile			ABC Company				
A	B	C	E	F	G	H	I
Position Number	Eligible or Non-Eligible Position	Name <i>(Duplicates highlighted in Red - please explain)</i>	Job Title <i>(Intern - highlighted in Tan)</i>	Hire Date at Entity	Hire Date in Current Position	Termination Date in Current Position	Termination Date at Entity (if applicable)
<i>Unique Number</i>	<i>(E or N)</i>	<i>(Last Name, First Name)</i>	<i>Interns should NOT be included on this report</i>	<i>(mm/dd/yyyy)</i>	<i>(mm/dd/yyyy)</i>	<i>(mm/dd/yyyy)</i>	<i>(mm/dd/yyyy)</i>
ABC-120	N	Smith, Jane	Machinist	1/1/2024	1/1/2024	6/30/2024	6/30/2024

Project Location Employment Profile			XYZ Company				
A	B	C	E	F	G	H	I
Position Number	Eligible or Non-Eligible Position	Name <i>(Duplicates highlighted in Red - please explain)</i>	Job Title <i>(Intern - highlighted in Tan)</i>	Hire Date at Entity	Hire Date in Current Position	Termination Date in Current Position	Termination Date at Entity (if applicable)
<i>Unique Number</i>	<i>(E or N)</i>	<i>(Last Name, First Name)</i>	<i>Interns should NOT be included on this report</i>	<i>(mm/dd/yyyy)</i>	<i>(mm/dd/yyyy)</i>	<i>(mm/dd/yyyy)</i>	<i>(mm/dd/yyyy)</i>
XYZ-45	E	Smith, Jane	Machinist	7/1/2024	7/1/2024		

Names used in examples are fictitious



Gross Wages (Column J)

- Gross Wages (Column J) reported should match the employee's W-2 Line 5 (Medicare wages and tips).
- Do NOT split wages if an employee worked in multiple positions or locations.
- Gross Wages (Column J) will be used to calculate the annual average wage.
- For any position where Gross Wages (Column J) are less than NC State Taxable Wages (Column K) please send an explanation in a separate unlocked Excel document.



Gross Wages Calculations

(Column J)

- Gross wages for eligible employees that are at the project location at 12:00 noon December 31st, are used to calculate average annual wage.
- Terminated employees and non-eligible employees are not used in the calculation.
- For eligible employees hired at the entity (column F) prior to the current grant year, the total gross wages reported are used.
- If an employee was hired at the entity (column F) during the current grant year, the wages are annualized.



Gross Wages Calculations (Column J)

- For employees hired in the current grant year, wages are **annualized**.
- Formula to **annualize** wages:
 (Gross Wages (column J) / (December 31, 2023 – Hire date at Entity (column F) +1)) * 365.

A	B	C	F	G	H	I	J
Position Number	Eligible or Non-Eligible Position	Name <i>(Duplicates highlighted in Red - please explain)</i>	Hire Date at Entity	Hire Date in Current Position	Termination Date in Current Position	Termination Date at Entity (if applicable)	Gross Wages (Medicare wages and tips) W-2 Box 5
<i>Unique Number</i> ▼	(E or N) ▼	(Last Name, First Name) ▼	(mm/dd/yy) ▼	(mm/dd/yy) ▼	(mm/dd/yy) ▼	(mm/dd/yy) ▼	
49	E	Churchill, Nicholas	4/16/2023	4/16/2023			\$27,204.43

Names used in examples are fictitious

$$\begin{aligned}
 \text{Example: } & (\text{Gross Wages} / \text{Days worked}) * 365 = \\
 & (\$27,204.43 / (12/31/23 - 4/16/23 + 1)) * 365 = \\
 & (\$27,204.43 / 260) * 365 = \\
 & \$104.63 * 365 = \$38,190.83
 \end{aligned}$$



NC State Taxable Wages (Column K)

- NC State Taxable Wages (Column K) should match the employee's NC State wages, tips, etc. (W-2 Line 16).
- Do **NOT** split NC State Taxable wages if an employee worked in multiple positions or locations.
- NC State Taxable Wages (Column K) will be used with NC Withholdings (Column L) paid to determine percentage of NC income tax withheld.
- For any position where NC State Taxable Wages (Column K) is zero, please send an explanation in a **separate** unlocked **Excel** document.



NC Withholdings Paid (Column L)

- NC Withholdings Paid (Column L) should match the employee's NC State income tax (W-2 Line 17).
- Do **NOT** split withholdings if an employee worked in multiple positions or locations.
- NC Withholdings Paid (Column L) is the basis for calculating the amount of the annual grant payment.
- For any position where NC Withholdings Paid (Column L) is zero, please send an explanation on a **separate** unlocked **Excel** document.

Employees whose wages are **NOT** subject to NC Withholdings should **NOT** be included on the Employment Profile.



NC Withholdings Paid (Column L)

- DOR withholding exemptions outlined here: <https://www.ncdor.gov/taxes-forms/withholding-tax/withholding-tax-forms-and-instructions/income-tax-withholding-tables-and-instructions-employers>
- Possible instances for \$0 withholdings:
 - Military spouse
 - Wages lower than standard deduction
 - Number of allowances claimed
- Claimed “Exempt” is **not** a satisfactory explanation.



Columns J,K,L (Red Flags)

A	B	C	F	G	H	I	J	K	L	W	X	Y	Z	AA
Position Number	Eligible or Non-Eligible Position	Name <i>(Duplicates highlighted in Red - please explain)</i>	Hire Date at Entity	Hire Date in Current Position	Termination Date in Current Position	Termination Date at Entity (if applicable)	Gross Wages <i>(Medicare wages and tips)</i> W-2 Box 5	NC State Taxable Wages <i>(NC State wages, tips, etc.)</i> W-2 Box 16	NC Withholdings Paid <i>(NC State income tax)</i> W-2 Box 17	Gross Wages < NC Taxable Wages <i>(Please explain)</i>	Withholdings (L) GREATER THAN NC Taxable Wages (K) or Gross Wages (J) <i>(Please explain)</i>	Employee has \$0 Gross Wages (J) <i>(Please explain)</i>	Employee has \$0 NC Taxable Wages (K) <i>(Please explain)</i>	Employee has \$0 NC Withholdings (L) <i>(Please explain)</i>
Unique Number	(E or N)	(Last Name, First Name)	(mm/dd/yy)	(mm/dd/yy)	(mm/dd/yy)	(mm/dd/yy)	Box 5	Box 16	Box 17	2	1	2	1	1
46	E	Arnold, Sarah	9/24/2023	9/24/2023				\$10,089.33	\$621.00	1	1	1		
47	E	Hunter, Jake	6/11/2023	6/11/2023			\$26,302.42	\$23,624.28	\$1,372.00					
48	E	Parr, Dorothy	5/29/2023	5/29/2023			\$27,797.07	\$25,092.14	\$1,360.00					
49	E	Churchill, Nicholas	4/16/2023	4/16/2023			\$27,204.43	\$28,998.25	\$1,595.00	1				
50	N	Dyer, Alison	12/14/2016	12/14/2016								1	1	1

Names used in examples are fictitious

- Columns W thru AA identify red flags in wage or withholding data.
- These items should be corrected prior to the GAR submission, or a detailed explanation provided on a **separate** unlocked **Excel** document, that includes the position number and employee name (exactly how they are listed on the Employment Profile).



Default Policy

- A grant is in performance default when the compliance rating during a grant year is below 100% compliance.
- If a Grantee is in default but achieves a compliance rating of at least 80% (or 70% in a Tier 1 county) or above, a prorated grant payment may be made.
- Payments for performance below 100% may occur only twice consecutively during the Base Period.
- If a grantee that is still in its Base Period remains in the program and experiences a third year Performance Default, no grant payment is permitted for that year, or for any subsequent year of default.



Default Policy

- No payment will be made for compliance ratings below 80% (or 70% in a Tier 1 county).
- If the grantee is in default the last year of its Base Period and demonstrates that it expects to achieve compliance within the following two years, an Extended Base Period for up to 24 months, may be requested.
- If in default for 2 consecutive years after the base period or extended base period or if in default at the end of the extended base period, the grant will be terminated.



Default Policy

- The JDIG statute, §143B-437.57(10) requires the Grantee to maintain operations at the project location for at least one hundred fifty percent (150%) of the grant term. This date is found in the 1st paragraph of the CEDA.
- The statute, §143B-437.57(10) outlines a recapture policy if the business does not remain at the project site for the required 150% term length.



Compliance Rating

- When the required investment has been made, or the investment requirement has been triggered:
 - 70% job creation
 - 20% wages
 - 10% investment
- When the investment requirement has not yet been triggered, or where investment is not a component of a company's CEDA:
 - 80% job creation
 - 20% wages



Shortfall Explanation

If a Grant is in default, a **dated** shortfall explanation is **required**.

The explanation must be **dated, on company letterhead, signed by a company representative** and include:

1. The **cause of default**: i.e. Economic downturn, loss of contracts, restructure in business plan
2. If and how the Grantee plans to **remedy** the default: i.e. New contracts, revised business plan
3. The **timing** associated with the remedy: i.e. Expect to be back in compliance in 2024 or 2025.
Note: The timing to be back into compliance must be by the end of the base period or extended base period.
4. Explanations should be on a **separate** Word or Excel Document, **not** included in the body of an email.

*If the grant is in default in the last year of the base period, and a Base Period extension is requested, please **include** the request in the **dated** shortfall explanation.*

Explanatory Notes

- ✓ When providing explanatory notes, include both the position number and the employee's name **exactly** as they appear on the employment profile.
- ✓ If explanation is due to a Visa status, provide the type of Visa and confirm the employee is in a permanent full-time position and the company pays at least 50% of the employee's health insurance.
- ✓ Submit all explanations via the Upload site as a **separate** unlocked **Excel** document.
- ✓ Save the document as "Grant Number 2024 Explanations.xls"
Example: 9999-99 2024 Explanations.xls (or xlsx)
- ✓ If the grant is in default in the last year of the base period, and a Base Period extension is requested, please include the request in the **dated** shortfall explanation.
- ✓ We expect to see duplicate position numbers every year. If there are none, please explain why.



Explanatory Notes

Example Explanatory Notes:

Position Number	Name	Hire Date at Entity	Hire Date in Current Position	Termination Date in Current Position	Termination Date at Entity (if applicable)	Gross Wages (Medicare wages and tips)	NC State Taxable Wages (NC State wages, tips, etc.)	NC Withholdings Paid (NC State income tax)	Explanations
46	Arnold, Sarah	9/24/2022	9/24/2024				\$10,089.33	\$621.00	Student F1 Visa - FT (35 hrs per week) and company paid at least 50% of health insurance benefits
49	Churchill, Nicholas	4/16/2022	4/16/2024			\$27,204.43	\$28,998.25	\$1,595.00	Disqualified stock excluded from gross wages, included in State wages. No 401K deduction
50	Dyer, Alison	12/14/2016	12/14/2016						Leave of Absence for the entire year

Names used in examples are fictitious



GAR Review Process

- ✓ The JDIG Team reviews the GAR submission in random order beginning in April.
- ✓ The JDIG Team will send an email with any questions regarding the filing with a 15-day deadline to respond.
- ✓ Grantees should respond to **ALL** items, in **ONE** email on or before the deadline.
- ✓ Corrections to the GAR Form **MUST** be uploaded to the DOR Sharefile website.
- ✓ Responses such as “working on this”, “asking payroll”, “will provide” are not acceptable responses.
- ✓ Failure to respond to **ALL** items timely will delay the GAR disbursement.



DOR Review Process

- ✓ DOR Reviews all Grantee Annual Reports to verify withholdings and no overdue tax debts.
- ✓ Grantees cannot receive a payment if there are overdue tax debts.
- ✓ Reach out to your tax department or call DOR Customer Service (877-252-3052) to verify the company's tax standing.
- ✓ The total withholdings provided on the company's Employment Profile(s) cannot be greater than the withholdings reported on the company's NC-3 filed with DOR.



Key Points To Remember

- ✓ A separate Project Location Employment Profile, Remote Worker Project Location Employment Profile or Non-Project Employment Profile must be submitted for each legal entity that creates or retains jobs as required in the CEDA.
- ✓ If the CEDA does NOT allow for New Remote Employees, a CEDA amendment must be executed.
- ✓ Contact the JDIG Team to request an Application to add Remote Workers to the CEDA.
- ✓ More information on Remote Workers can be found on the Commerce website: <https://www.commerce.nc.gov/documents/compliance-grantee-annual-report-materials-job-development-investment-grant-jdig>.



Key Points To Remember

- ✓ Include eligible and non-eligible (new and retained) employees at the project location on the Project Location Employment Profile.
- ✓ Include permanent full-time employees only. Do not include interns, part-time employees, contract employees, independent contractors, or employees of a temporary service (unless otherwise stated in your CEDA).
- ✓ Awards after June 12, 2018 – Do not include H1B visa holders as eligible positions. §143B-437.51
- ✓ Include every person employed in a permanent full-time position at any time during the current grant year, not just employees on the payroll at the end of the year.

Note: Include all active and terminated employees on payroll throughout the grant year.



Questions

