EMPLOYEE RETENTION WORKSHEET

Did you employ less than 20 employees as of the last day of 2009? Y/N

Did you add any qualified full time employees during 2010? Y/N

A qualified full time employee is an hourly employee who was paid no less than an average of 35 hours per week or a salaried employee who was paid for full time employment.

Please list the number of employees added who are qualifying hourly employees under this definition as well as their total hours worked for the year.

Employee #1 **Hours worked during 2010**_____

Employee #2 **Hours worked during 2010**_____

Employee #3 **Hours worked during 2010**_____

Employee #4 **Hours worked during 2010**_____

Please list the salaried employees who are qualified with their weeks working for you during 2010.

Employee #1 **Weeks worked during 2010**_____

Employee #2 **Weeks worked during 2010**_____

Employee #3 **Weeks worked during 2010**_____

Employee #4 **Weeks worked during 2010**_____