



Enterprise Business Solutions



# Payroll Support Extension (PSP2) Recall Certification Form

System Screenshots

March 10, 2020



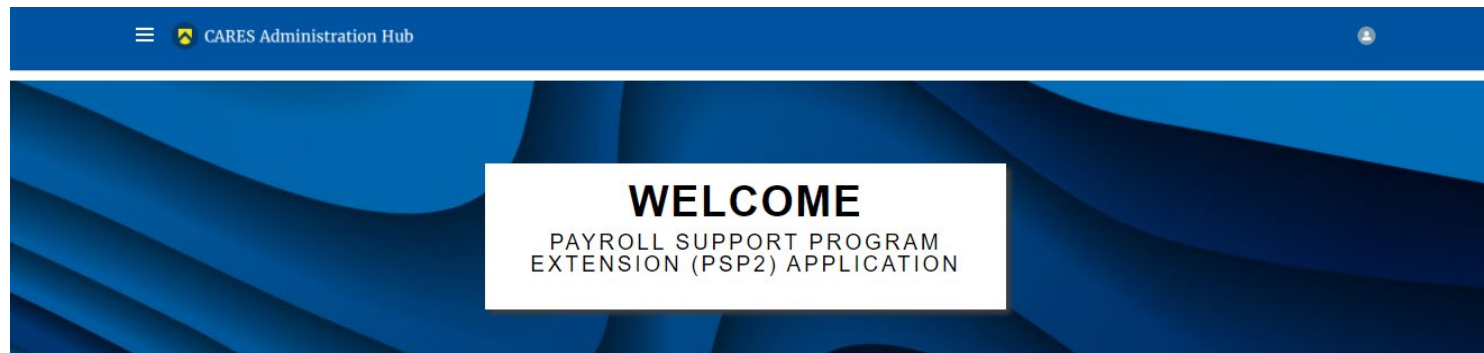
# Overview: PSP2 Recall Certification

- ❖ As a recipient that is eligible for a second payment under the PSP2, applicants are assigned the **PSP2 Recall Certification** form because they must certify compliance with the requirements under the PSP Extension Law **AND** PSP2 Agreement relating to the recall of employees who have been involuntarily terminated or furloughed.



# Step 1: Applicant logs-in to Homepage

❖ Applicants assigned this form will see the below layout.



The application deadline for PSP2 was 11:59PM ET on Monday, January 25, 2021. Because the program is over-subscribed, Treasury has taken down the portal for new applications and will not consider applications that were not submitted through the portal.

## Payroll Support Program Extension (PSP2) Documents

Applicant Name: OCIO Test  
Application Number: PSAP-2101120412  
Application Status: DRAFT

[Provide Information](#)

## PSP2 Recall Certifications

Before you can receive your second PSP2 Payment, you must complete the PSP2 Recall and Rehire certification Form. Please click on "Complete Form".

Applicant Name: Flying High Airlines  
Status: Draft

[Complete Form](#)

[APPLICATION DEADLINES](#) [Entities Eligible to Participate in PSP2](#) [Key Information You Will Need to Start an Application](#) [NOTE FOR AFFILIATED ENTITIES](#)

**APPLICATION DEADLINES.** To receive approval of your application as quickly as possible, you should submit the completed application not later than 11:59 p.m. EDT on January 14, 2021. Applications received after 11:59 p.m. EDT on January 14, 2021 will be considered, but may not receive approval as quickly. Applications received after 11:59 p.m. EDT on January 25, 2021, may not be considered, but Treasury may, in its discretion and subject to the availability of funds, consider such applications for approval.



# Step 2a: Welcome



Welcome to PSP2 Recall and Rehire Certification

User Instructions

Description of PSP2 Recall and Rehire Requirements

PSP2 Recall and Rehire Compliance

Penalties and Authorizations

## PSP2 Recall and Rehire Certification

Thank you for logging into the recall and rehire certification portal for participants in the Payroll Support Program Extension (PSP2) established under the Consolidated Appropriations Act, 2021 (PSP Extension Law). As a Recipient that has entered into a PSP2 Agreement, you received an email directing you to this portal.

The PSP Extension Law and paragraph 16 of your PSP2 Agreement require you to provide Treasury with information and certifications to validate your compliance with the terms and conditions of the PSP2 Agreement, including the RECALL and REHIRE provisions.

Before Treasury will process your second PSP2 payment, you must complete the form below to certify that (a) you have met the RECALL and REHIRE obligations, as detailed in Section 404 of the PSP Extension Law and paragraphs 4.1 and 4.2 of your PSP2 Agreement, or (b) these requirements do not apply to you because you did not involuntarily terminate or furlough any employees during the applicable period, as described in paragraphs 4.1 and 4.2 of your PSP2 Agreement. Section 2 of your PSP2 Agreement provides that the timing of your PSP2 payments will be determined by Treasury in its sole discretion.

You are completing these forms and certifications on behalf of the Recipient: Flying High Airlines and all Affiliates participating in the PSP2. All capitalized terms have the meaning set forth in the PSP2 Agreement.

dynamic



# Step 2b: User Instructions

Welcome to PSP2 Recall and Rehire Certification	OMB Control Number
User Instructions	PAPERWORK REDUCTION ACT NOTICE
Description of PSP2 Recall and Rehire Requirements	The information collected will be used for the U.S. Government to process requests for support. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB. The estimated burden associated with this collection of information is thirty minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address.
PSP2 Recall and Rehire Compliance	<b>User Instructions</b>
Penalties and Authorizations	Please complete each field and upload all required documents. The portal has several sections that are listed in the tabs to the left.
	You may save a form in progress and return to it later to complete it or change it. To save your work in progress, you must click the "Save" button in the bottom right corner of the screen.
	After the form is completed and submitted successfully, the primary contact person listed in the application will receive an automated confirmation email from the Treasury.





# Step 2c: Form Description

❖ Applicant did NOT receive financial assistance in PSP1

Welcome to PSP2 Recall and Rehire Certification	<b><u>BACKGROUND</u></b>
User Instructions	Under Section 404 of the PSP Extension Law and paragraph 4.1 of your PSP2 Agreement, any passenger carrier or contractor that (1) did not receive financial assistance under the Payroll Support Program (PSP1) under the Coronavirus, Aid, Relief, and Economic Security Act (CARES Act) and (2) conducted involuntary terminations or furloughs between March 27, 2020 and the date on which the passenger carrier or contractor entered into its PSP2 Agreement with Treasury (i.e., the date Treasury executed the agreement), must:
Description of PSP2 Recall and Rehire Requirements	1) Recall, not later than 72 hours after PSP2 Agreement has been executed, any employees who were subject to an involuntary termination or furlough between March 27, 2020, and the date that the passenger carrier or contractor entered into its PSP2 Agreement, and enable each returning employee to return to employment within 30 days after making the election to do so;
PSP2 Recall and Rehire Compliance	2) Compensate, not later than 30 days after a returning employee returns to employment, such returning employee for lost salary, wages, and benefits (offset by any amounts received by the returning employee from you or your Affiliate as a result of such returning employee's involuntary termination or furlough, including any severance pay or other benefits or furlough pay) between December 1, 2020, and the date that the passenger carrier entered into its PSP2 Agreement, or, with respect to contractors, between December 27, 2020, and the date that the contractor entered into its PSP2 Agreement; and
Penalties and Authorizations	3) Restore the rights and protections for any returning employees as if such returning employees had not been subject to an involuntary termination or furlough.
	<p>As a participant in PSP2 that did not participate in PSP1, you are subject to these recall requirements.</p> <p>If you conducted Involuntary Terminations or Furloughs after March 27, 2020 you must dispatch the recall notices via mail, courier, or e-mail, giving each Employee who was subject to an Involuntarily Termination or Furlough at least 14 days to inform you whether they elect to return to employment, as described in Section 401 of the PSP Extension Law and your PSP2 Agreement.</p> <p>In the pages that follow, you must certify whether you conducted Involuntary Terminations or Furloughs after March 27, 2020, and if you did so, you must provide information on any actions taken to issue recall notices.</p>



# Step 2c: Form-Information

- ❖ Applicant did NOT receive financial assistance in PSP1, and answered “No” for Involuntary terminations/furloughs

Welcome to PSP2 Recall and Rehire Certification	<h2>INVOLUNTARY TERMINATIONS OR FURLOUGHS</h2>
User Instructions	<p><i>Provide responses below on behalf of Flying High Airlines and all of its Affiliates that are participating in the PSP2.</i></p>
Description of PSP2 Recall and Rehire Requirements	<p>1. Did you involuntarily terminate or furlough any employees between March 27, 2020 and the date of your PSP2 Agreement? The date of the agreement can be found in your CARES Compliance Hub profile.</p> <div>No</div>
PSP2 Recall and Rehire Compliance	<p>Thank you for your answer. Since you did not involuntarily terminate or furlough employees during the applicable period, as described in paragraphs 4.1 and 4.2 of your PSP2 Agreement, you do not have to provide further information. Please proceed to the next tab to certify your answer.</p>
Penalties and Authorizations	<div>Save</div>



# Step 2c: Form-Information

- ❖ Applicant did NOT receive financial assistance in PSP1, and answered “Yes” for Involuntary terminations/furloughs

Welcome to PSP2 Recall and Rehire Certification	<h2>INVOLUNTARY TERMINATIONS OR FURLOUGHS</h2> <p><i>Provide responses below on behalf of Flying High Airlines and all of its Affiliates that are participating in the PSP2.</i></p> <p>1. Did you involuntarily terminate or furlough any employees between March 27, 2020 and the date of your PSP2 Agreement? The date of the agreement can be found in your CARES Compliance Hub profile.</p> <p>Yes</p>
User Instructions	<p>2. <i>Number of Involuntarily Terminated or Furloughed Employees.</i></p> <p>How many employees did you involuntarily terminate or furlough between March 27, 2020 and the date of your PSP2 Agreement?</p> <p></p>
Description of PSP2 Recall and Rehire Requirements	<p>3. <i>Issuance of Recall Notices.</i></p> <p>Did you, within 72 hours after your PSP2 Agreement was executed, issue recall notices via mail, courier, or e-mail to all Employees who were involuntarily terminated or furloughed between March 27, 2020 and the date of your PSP2 Agreement, giving each individual at least 14 days to inform you whether the Employee elects to return to employment, as described in Section 404 of the PSP Extension Law and enabling each Returning Employee to return to employment within 30 days after making the election to do so?</p> <p>No</p>
PSP2 Recall and Rehire Compliance (1/2)	<p>4. <i>Number of Recall Notices.</i></p> <p>To how many employees did you send the recall notices?</p> <p></p>
PSP2 Recall and Rehire Compliance (2/2)	<p>5. <i>Election to Return to Employment.</i></p> <p>How many days were your Returning Employees given to inform you that they were electing to return to employment?</p> <p></p>
Penalties and Authorizations	<p>6. <i>Examples of Recall Notices.</i></p> <p>Please upload an example of each form of recall notice that you sent.</p> <p>Upload Required Doc(s)</p> <p><a href="#">Upload Files</a> Or drop files</p>

SAVE





# Step 2c: Form-Information

❖ Applicant did NOT receive financial assistance in PSP1, and answered “Yes” for Involuntary terminations/furloughs **cont.**

Welcome to PSP2 Recall and Rehire Certification

User Instructions

Description of PSP2 Recall and Rehire Requirements

PSP2 Recall and Rehire Compliance (1/2)

PSP2 Recall and Rehire Compliance (2/2)

Penalties and Authorizations

## 7. Re-Hiring Status.

Please select one of the following three options to indicate where you are in the process of rehiring Returning Employees electing to return to employment in response to the recall notice:

a. We have rehired all Returning Employees electing to return, and all anticipated responses to the recall notices have been received.

☐

b. We have rehired or plan to rehire all Returning Employees electing to return; however, we are still awaiting responses to recall notices from some Returning Employees or are working to complete the rehire actions within 30 days of the employees' elections.

☐

c. We have or will decline re-employment to some Returning Employees within 30 days of their electing to return due to a company decision not to rehire or due to circumstances beyond our control.

☒

## 8. Number of Re-Hires.

As of the date of this certification, how many Returning Employees have been rehired?

## 9. Compensation for Lost Pay.

Please confirm that, within 30 days after a Returning Employee returns to employment, you will compensate such Returning Employee for lost Salary, Wages, and Benefits (offset by any amounts received by the Returning Employee from you or your Affiliate as a result of such Returning Employee's Involuntary Termination or Furlough, including any Severance Pay or Other Benefits or furlough pay) between December 1, 2020 and the date that you entered into your PSP2 Agreement if you are a passenger carrier, or between December 27, 2020 and the date you entered into your PSP2 Agreement if you are a contractor.

Yes



10. Please confirm that you will restore the rights and protections for any Returning Employees as if such returning employees had not been subject to an Involuntary Termination or Furlough.

Yes



Please retain documentation of all recall notices and compensation of lost pay and benefits for potential future reporting, including but not limited to a unique identifier for all terminated or furloughed employees (e.g., employee ID numbers), a list of employees receiving the recall notice, the date(s) notices were transmitted and the date employees responded, employees' responses or nonresponses, and payroll records.

SAVE



# Step 2c: Form Description

❖ Applicant received financial assistance in PSP1

## BACKGROUND

Under Section 404 of the PSP Extension Law and paragraph 4.1 of your PSP2 Agreement, any passenger carrier or contractor that (1) received financial assistance under the Payroll Support Program (PSP1) under the Coronavirus, Aid, Relief, and Economic Security Act (CARES Act) and (2) conducted involuntary terminations or furloughs between October 1, 2020 and the date on which the passenger carrier or contractor entered into its PSP2 Agreement with Treasury (i.e., the date Treasury executed the agreement), must:

- 1) Recall, not later than 72 hours after PSP2 Agreement has been executed, each Employee who was subject to an Involuntary Termination or Furlough between October 1, 2020, and the date that the passenger carrier or contractor entered into its PSP2 Agreement, and enable each returning employee to return to employment within 30 days after making the election to do so;
- 2) Compensate, not later than 30 days after a returning employee returns to employment, such returning employee for lost salary, wages, and benefits (offset by any amounts received by the returning employee from you or your Affiliate as a result of such returning employee's involuntary termination or furlough, including any severance pay or other benefits or furlough pay) between, with respect to passenger carriers, December 1, 2020, and the date that the passenger carrier entered into its PSP2 Agreement, or, with respect to contractors, between December 27, 2020, and the date that the contractor entered into its PSP2 Agreement; and
- 3) Restore the rights and protections for any returning employees as if such returning employees had not been subject to an involuntary termination or furlough.

As a participant in both PSP1 and PSP2, you are subject to these recall requirements.

If you conducted Involuntary Terminations or Furloughs after October 1, 2020, you must dispatch the recall notices via mail, courier, or e-mail, giving each Employee who was subject to an Involuntary Termination or Furlough at least 14 days to inform you whether they elect to return to employment, as described in Section 401 of the PSP Extension Law and your PSP2 Agreement.

In the pages that follow, you must certify whether you conducted Involuntary Terminations or Furloughs after October 1, 2020, and if you did so, you must provide information on any actions taken to issue recall notices.



# Step 2c: Form-Information


- ❖ Applicant did receive financial assistance in PSP1, and answered “No” for Involuntary terminations/furloughs

Welcome to PSP2 Recall and Rehire Certification	<h2>INVOLUNTARY TERMINATIONS OR FURLOUGHS</h2> <p><i>Provide responses below on behalf of Flying High Airlines and all of its Affiliates that are participating in the PSP2.</i></p> <p>1. Did you involuntarily terminate or furlough any employees between October 1, 2020 and the date of your PSP2 Agreement? The date of the agreement can be found in your CARES Compliance Hub profile.</p> <div>No ▼</div> <p>Thank you for your answer. Since you did not involuntarily terminate or furlough employees during the applicable period, as described in paragraphs 4.1 and 4.2 of your PSP2 Agreement, you do not have to provide further information. Please proceed to the next tab to certify your answer.</p> <div>Save</div>
User Instructions	
Description of PSP2 Recall and Rehire Requirements	
PSP2 Recall and Rehire Compliance	
Penalties and Authorizations	



# Step 2c: Form-Information

- ❖ Applicant did receive financial assistance in PSP1, and answered “Yes” for Involuntary terminations/furloughs

Welcome to PSP2 Recall and Rehire Certification	<h2>INVOLUNTARY TERMINATIONS OR FURLOUGHS</h2> <p><i>Provide responses below on behalf of Flying High Airlines and all of its Affiliates that are participating in the PSP2.</i></p> <p>1. Did you involuntarily terminate or furlough any employees between October 1, 2020 and the date of your PSP2 Agreement? The date of the agreement can be found in your CARES Compliance Hub profile.</p> <p>Yes</p>
User Instructions	
Description of PSP2 Recall and Rehire Requirements	
PSP2 Recall and Rehire Compliance (1/2)	<p>2. <i>Number of Involuntarily Terminated or Furloughed Employees.</i></p> <p>How many employees did you involuntarily terminate or furlough between October 1, 2020 and the date of your PSP2 Agreement?</p> <p></p>
PSP2 Recall and Rehire Compliance (2/2)	<p>3. <i>Issuance of Recall Notices.</i></p> <p>Did you, within 72 hours after your PSP2 Agreement was executed, issue recall notices via mail, courier, or e-mail to all Employees who were involuntarily terminated or furloughed between October 1, 2020 and the date of your PSP2 Agreement, giving each individual at least 14 days to inform you whether the Employee elects to return to employment, as described in Section 404 of the PSP Extension Law, and enabling each returning employee to return to employment within 30 days after making the election to do so?</p> <p>Yes</p>
Penalties and Authorizations	<p>4. <i>Number of Recall Notices.</i></p> <p>To how many employees did you send the recall notices?</p> <p></p>
	<p>5. <i>Election to Return to Employment.</i></p> <p>How many days were your Returning Employees given to inform you that they were electing to return to employment?</p> <p></p>
	<p>6. <i>Examples of Recall Notices.</i></p> <p>Please upload an example of each form of recall notice that you sent.</p> <p>Upload Required Doc(s)</p> <p> Upload Files Or drop files</p>

SAVE



# Step 2c: Form-Information

❖ Applicant did receive financial assistance in PSP1, and answered “Yes” for Involuntary terminations/furloughs **cont.**

Welcome to PSP2 Recall and Rehire Certification	
User Instructions	
Description of PSP2 Recall and Rehire Requirements	
PSP2 Recall and Rehire Compliance (1/2)	
PSP2 Recall and Rehire Compliance (2/2)	
Penalties and Authorizations	

**7. Re-Hiring Status.**  
Please select one of the following three options to indicate where you are in the process of rehiring Returning Employees electing to return to employment in response to the recall notice:

a. We have rehired all Returning Employees electing to return, and all anticipated responses to the recall notices have been received.  
☐

b. We have rehired or plan to rehire all Returning Employees electing to return; however, we are still awaiting responses to recall notices from some Returning Employees or are working to complete the rehire actions within 30 days of the employees' elections.  
☐

c. We have or will decline re-employment to some Returning Employees within 30 days of their electing to return due to a company decision not to rehire or due to circumstances beyond our control.  
☐

**8. Number of Re-Hires.**  
As of the date of this certification, how many Returning Employees have been rehired?

**9. Compensation for Lost Pay.**  
Please confirm that, within 30 days after a Returning Employee returns to employment, you will compensate such Returning Employee for lost Salary, Wages, and Benefits (offset by any amounts received by the Returning Employee from you or your Affiliate as a result of such Returning Employee's Involuntary Termination or Furlough, including any Severance Pay or Other Benefits or furlough pay) between December 1, 2020 and the date that you entered into your PSP2 Agreement if you are a passenger carrier, or between December 27, 2020 and the date you entered into your PSP2 Agreement if you are a contractor.

**10. Please confirm that you will restore the rights and protections for any Returning Employees as if such returning employees had not been subject to an Involuntary Termination or Furlough.**

*Please retain documentation of all recall notices and compensation of lost pay and benefits for potential future reporting, including but not limited to a unique identifier for all terminated or furloughed employees (e.g., employee ID numbers), a list of employees receiving the recall notice, the date(s) notices were transmitted and the date employees responded, employees' responses or nonresponses, and payroll records.*

SAVE



# Step 2d: Certification/Submission

❖ Applicant selected “No” for authorized representative

Welcome to PSP2 Recall and Rehire Certification	<b><u>FINAL SECTION: CERTIFICATION AND SIGNATURE</u></b>
User Instructions	Are you an authorized representative of the Signatory Entity with authority to make certifications on behalf of the Recipient? <div>No</div>
Description of PSP2 Recall and Rehire Requirements	Since you indicated you are not authorized to make certifications on behalf of the recipient, please download the following certification, and have it signed by an authorized representative of the Signatory Entity: <a href="#">Download Certification</a>
PSP2 Recall and Rehire Compliance (1/2)	Please upload the signed certification below in order to submit. Upload Required Doc(s) <div><div>Upload Files</div> Or drop files</div>
PSP2 Recall and Rehire Compliance (2/2)	
Penalties and Authorizations	<div>Submit Application</div>
	<p>WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil penalties. (18 U.S.C. §§ 287, 1001; 31 U.S.C. §§ 3729, 3802).</p>





# Step 2d: Certification/Submission

❖ Applicant selected “Yes” for authorized representative

❖ Yellow highlight is the applicant’s name “auto-populated”

Welcome to PSP2 Recall and Rehire Certification

User Instructions

Description of PSP2 Recall and Rehire Requirements

PSP2 Recall and Rehire Compliance (1/2)

PSP2 Recall and Rehire Compliance (2/2)

Penalties and Authorizations

## FINAL SECTION: CERTIFICATION AND SIGNATURE

Are you an authorized representative of the Signatory Entity with authority to make certifications on behalf of the Recipient?

Yes

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On behalf of **Flying High Airlines** (including all Affiliates participating in the PSP2) and its undersigned authorized representatives, I certify that the responses and information the Recipient provided in the "PSP2 Recall Compliance" section above are true and correct. I make this certification after reasonable inquiry of people, systems, and other information available to the Recipient. I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of material fact) in this submission may be the subject of criminal prosecution and also may subject the Recipient to civil penalties and/or administrative remedies for false claims or otherwise.

The undersigned are authorized representatives of the Recipient with authority to make the above certifications and representations on behalf of the Recipient.

Name of Certifying Official

Name of Second Certifying Official

Title of Certifying Official

Title of Second Certifying Official

Submission Date

Mar 10, 2021

Signature of Certifying Official

Signature of Second Certifying Official

Please sign and save only one signature per Certifying Official.

Sign Here

Save

Clear

Submit Application

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil penalties. (18 U.S.C. §§ 287, 1001; 31 U.S.C. §§ 3729, 3802).



## Step 3: Submit Confirmation




Are you sure you want to submit? Once you submit, you will not be able to edit your form.

Cancel

Submit




# Step 3: Submitted Form

 CARES Administration Hub

## WELCOME


PAYROLL SUPPORT PROGRAM  
EXTENSION (PSP2) APPLICATION

The application deadline for PSP2 was 11:59PM ET on Monday, January 25, 2021. Because the program is over-subscribed, Treasury has taken down the portal for new applications and will not consider applications that were not submitted through the portal.

 Payroll Support Program Extension (PSP2) Documents

Applicant Name: OCIO Test  
Application Number: PSAP-2101120412  
Application Status: DRAFT

[Provide Information](#)

 PSP2 Recall Certifications

Before you can receive your second PSP2 Payment, you must complete the PSP2 Recall and Rehire certification Form. Please click on "Complete Form".

Applicant Name: Flying High Airlines  
Status: Submitted

[View Form](#)

[APPLICATION DEADLINES](#) [Entities Eligible to Participate in PSP2](#) [Key Information You Will Need to Start an Application](#) [NOTE FOR AFFILIATED ENTITIES](#)

APPLICATION DEADLINES. To receive approval of your application as quickly as possible, you should submit the completed application not later than 11:59 p.m. EDT on January 14, 2021. Applications received after 11:59 p.m. EDT on January 14, 2021 will be considered, but may not receive approval as quickly. Applications received after 11:59 p.m. EDT on January 25, 2021, may not be considered, but Treasury may, in its discretion and subject to the availability of funds, consider such applications for approval.



# Emails

❖ Notification for Applicant to login and complete form

Coming...



# Emails

❖ Successfully submitted

## Submitted – PSP2 Recall Compliance Form Inbox x



**CARESActCompliance@Treasury.gov** <caresactcompliance@treasury.gov>  
to me ▾

4:27 PM (4 minutes ago) ☆ ↩ ⋮

Dear Applicant,

Thank you for submitting your recall and rehire certification form for the Payroll Support Program Extension (PSP2) the Consolidated Appropriations Act, 2021 (PSP Extension Law). This email confirms that your form was received.