

HUBZone Calculator-Screenshots

Payroll Information:

The screenshot shows the HUBZone Calculator interface. At the top left is the SBA U.S. Small Business Administration logo. A navigation bar contains links for Welcome, Definitions, and Support. Below this is a breadcrumb trail with a back arrow and the text 'UCP'. The main heading is 'HUBZone Calculator', followed by three buttons: 'Import' (with a download icon), 'Export' (with an upload icon), and 'Clear' (with a trash icon). A progress bar below the heading has five segments: 'Payroll Information' (highlighted in blue), 'Office Location', 'Employees', 'Eligibility', and 'What's Next'. The main content area is titled 'Payroll Information' with an 'Edit' button on the right. Below the title is a table with three columns: 'Business Name', 'Application Date', and 'Payroll Frequency'. The table is currently empty. A 'Previous' button is located below the table. The footer contains links for Documentation, Features, Getting Started, and About Us, along with contact information: (800) CALL-GOVT and info@agency.gov. The SBA logo and 'U.S. Small Business Administration' text are also present in the footer.

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Payroll Information

Edit

Business Name	Application Date	Payroll Frequency
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Payroll Information

Business Name *

Application Date *



Payroll Frequency

One or more of the applicant business' employees was obtained from a temporary employee agency, from a leasing company, or through a union agreement, or co-employed pursuant to a professional employer organization agreement.

My business does not have payroll records.

[For more information see Payroll](#)

Cancel

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Payroll Information

Business Name *

RK Roofing & Construction Inc

Application Date *

07/23/2024

Payroll Frequency

Bi-Weekly

One or more of the applicant business' employees was obtained from a temporary employee agency, from a leasing company, or through a union agreement, or co-employed pursuant to a professional employer organization agreement.

My business does not have payroll records.

[For more information, see Payroll](#)

Payroll Periods

Enter the dates of the most recently completed payroll periods that account for the four-week period immediately prior to the application date.

Most Recent Payroll Period ⓘ

Start Date

12/28/2023

End Date

01/10/2024

First Prior ⓘ

Start Date

12/14/2023

End Date

12/27/2023

Cancel

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Business Name	Application Date	Payroll Frequency
RK Roofing & Construction Inc	01/18/2024	Bi-Weekly

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Office Location:



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Office Location(s)

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Tell us about the locations where employees worked.

Location Name	UEI	Address	HUBZone

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Payroll Information

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Office Location

UEI

Location Name:

This location is a Jobsite ⓘ

Street Address 1:

Street Address 2 (optional)

City:

State, territory, or military post

Zip code:

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Office Location(s)

[Add New](#)

Tell us about the locations where employees worked.

	Location Name	UEI	Address	HUBZone	
<input checked="" type="checkbox"/>	Principal Office		33 Hegenberger Court, Oakland, CA, 94624	Yes	✎ 🗑
<input checked="" type="checkbox"/>	Other HUBZone Location		249 Estudillo Avenue, San Leandro, CA, 94577	Yes	✎ 🗑
<input checked="" type="checkbox"/>	Telework: Sheryl Woods		2320 Magnolia Street, Oakland, CA, 24607	Yes	

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Employee(s)

[Add Employee](#)

Tell us about your employees.

? Enter Employees in the order in which they appear on payroll

	First Name	Last Name	Total Hours	Most Recent Payroll Period	First Prior	Address	Counted as an employee ?	Counted as a HUBZone employee ?	Employee's Primary Workplace	
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Add Employee

- Enter Employees in the order in which they appear on payroll

First Name *

Sheryl

Last Name *

Woods

Hours Worked

- Enter the number of hours worked by each employee during each pay period. You will need to enter a job title and submit a job description for any employees that worked a total of more than 40 hours but less than 120 hours.

Total Hours: 160.00

Employee does not appear on payroll

Hours worked in Most Recent Pay Period *

Start Date: 12/28/2023, End Date: 01/10/2024

80

Hours worked in First Prior Pay Period *

Start Date: 12/14/2023, End Date: 12/27/2023

80

Hours By Location

- Allocate the hours worked by each employee to the location(s) they worked from.

Hours left to allocate: 80.00

Telework (if Applicable) *

Principal Office *

80

Other HUBZone Location *

0

Residential Information

Claim this employee as a HUBZone Employee

You are required to enter an address because you indicated that Sheryl Woods

- Has resided in a HUBZone for at least 180 days (since 07/22/2023)

Street Address 1 *

2320 Magnolia Street

Street Address 2 (optional)

City *

Oakland

State, territory, or military post

CA - California

Zip code *

24607

Supporting Document

- You may provide both a copy of the employee's prior driver's license or government-issued ID and the current one if the current one was not issued at least 180 days before the application date. Enter the issue date of the prior one and the expiration date of the current one in the fields below.

Application Date: (01/18/2024)

What supporting document do you have that proves that Sheryl Woods lived at this address 180 Days before the application date (07/22/2023)?

Driver's License / Government-issued ID (Preferred)

Issue Date *

mm/dd/yyyy

06/16/2022



Expiration Date *

mm/dd/yyyy

06/16/2025




Additional Information

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Eligibility

This appears to be your Principal Office	Principal Office requirement appears to be met	35% HUBZone Residency requirement appears to be met
Principal Office	Yes	Yes

Location

Location Name	HUBZone	Employee Count	Principal Office
Principal Office	Yes	1	Yes
Other HUBZone Location	Yes	0	No

Jobsite Employees: 0

Name
No Jobsite Employees

Telework Employees: 0

Name	Address	HUBZone
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35% HUBZone Residency Requirement

Total Employees Count

Employees Counted 	Employees Entered
1	1

HUBZone Employees

Target (35% of Employees Counted)	HUBZone Employees
1	1

Employees allocated to the Principal Office	1
Employees allocated to Other HUBZone Locations	0
Employees allocated to Other Non-HUBZone Locations	0
Employees allocated to Jobsites	0
Total Number of Employees	1
Employees Counted (including Telework)	1
Individuals NOT counted as Employees (including Telework)	0
Number of Telework Employees	0
Target (35% of Employees Counted)	1
Employees Residing in a HUBZone	1

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What's Next

i Next Steps

Export your Calculator and Log in to UCP to continue.

i Export Now

Export your changes so that you can return to them later.

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