

About the Spreadsheet

name	CB-HR-3560-M. Staffing Costs Calculation Spreadsheet
owner	HR
access & use	This document includes sensitive & confidential information. Access & use is restricted to HR.
what it is	<p>A template spreadsheet used by HR to:</p> <ul style="list-style-type: none"> ◆ Record and calculate all staff-related costs ◆ Analyze and report on costs by category – by percentages and actual \$ value ◆ Report on year-over-year comparison purposes calculate and report on total staffing costs for the company.
who uses it	<ul style="list-style-type: none"> ◆ HR completes the spreadsheet and retains the original file for future reference and audit purposes. ◆ Senior management team reviews and approves the information in the spreadsheet. ◆ Payroll uses the spreadsheet to process salary increases. ◆ Finance keeps a copy for audit purposes.

Why This Process is Important

It's important to know and track your business costs, particularly your aggregated costs for staff. Tracking your total people costs in this way enables you to:

- ◆ Give accurate guidance to Executive and management personnel on total staff costs and percentage breakdowns
- ◆ Accurately identify incremental costs to add staff
- ◆ Project annual budget requirements
- ◆ Track year-over-year comparisons of staff costs vs. sales vs. profitability that can help inform future hiring or expansion decisions

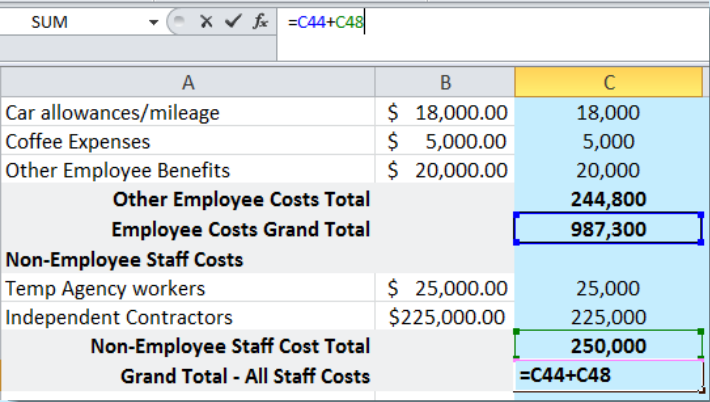
How to Use the Spreadsheet

This workbook contains a single worksheet labelled **Staffing Costs**. New worksheets can be added for each year as needed, or the spreadsheet can be saved as a new file each year.

This workbook includes formulas that automate several calculations. Cells containing formulas are shaded in blue. Do not enter data in a blue-shaded cell or the formula will be deleted and the spreadsheet won't work as intended. As you add rows to the worksheet, you'll need to copy the formulas into those rows.

The table below describes what information to add in each section and column of the worksheet.

Column	Name	How to Complete the Spreadsheet
A	Expense	<p>This column is pre-populated with a list of expenses we include in the calculation of total staff costs. Expenses are grouped by categories, such as Annual Base Wages, Benefits, Paid Time Off, etc.</p> <p>To add additional expenses to a category, insert a new row between the category heading and "Total" rows. Then copy the formula from the blue cells above that row into the new row.</p>
B	\$ Amount or % of Base Wage	<p>If the expense is a fixed cost, such as the annual budget for social activities, enter the actual dollar value of the expense.</p> <p>If the expense is calculated as a percentage of the total salary budget, such as group insurance benefits or retirement plan contributions, enter the percentage.</p> <p>Note: The formula in column C, \$ Value, differs depending on whether this column contains a dollar amount or percentage value. If you are adding new rows to the spreadsheet, make sure the correct formula is used.</p>

Column	Name	How to Complete the Spreadsheet
C	\$ Value	<p>There are four types of formulas used in this column, depending on whether column B - \$ Amount or % of Base Wage contains a dollar amount or percentage value, and whether the cell is calculating totals for a category, or a grand total.</p> <ul style="list-style-type: none"> ◆ \$ Amount: Formula just copies value from column B to column C. E.g., “=B26”, where B26 is the adjacent cell. ◆ % of Base Wage: Formula calculates dollar value of percentage entered in column B based on total dollar value of base wages. E.g., “=C4*B8”, where C4 contains total dollar value of base wages and B8 contains percentage value of the company’s expense. ◆ Category totals: Category totals are shown as bold numbers. Formula adds up total dollar value of all expenses in a category. E.g., “=SUM(C19:C23)”. ◆ Grand totals: Grand totals are shown as bold numbers outlined with a box. These cells add category totals. For example, “=C44+C48”. <p>Note: If you’re not sure which cells are included in a formula, select the formula cell and click in the cell editing window at the top of the screen. Excel displays the formula and highlights cells included in it.</p> <div style="text-align: center;">  </div>
D	% of Total Staff Costs	<p>The formula in this column uses dollar values and the Grand Total in column C to calculate percentage of overall costs each expense represents. E.g., “=C6/C49”, where C6 contains calculated \$ value for the expense and C49 contains calculated Grand Total of All Staff Costs.</p>