

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



Preview for this page is not available

Download the free editable version of this document
PLUS download a free zip file of popular templates!

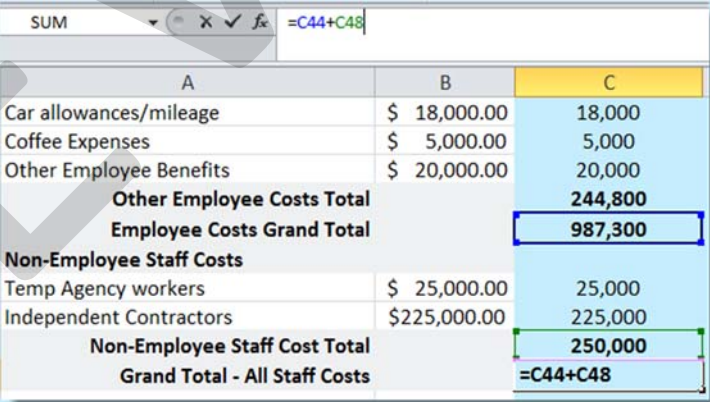
[FIND OUT MORE](#)

- OR -

Unlock features for all templates & kits.
Get ConnectsUs HR™ now!

**FOR
SMALL BUSINESS**

**FOR
HR CONSULTANTS**

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>  <table border="1" data-bbox="641 1113 1347 1512"> <thead> <tr> <th>A</th> <th>B</th> <th>C</th> </tr> </thead> <tbody> <tr> <td>Car allowances/mileage</td> <td>\$ 18,000.00</td> <td>18,000</td> </tr> <tr> <td>Coffee Expenses</td> <td>\$ 5,000.00</td> <td>5,000</td> </tr> <tr> <td>Other Employee Benefits</td> <td>\$ 20,000.00</td> <td>20,000</td> </tr> <tr> <td>Other Employee Costs Total</td> <td></td> <td>244,800</td> </tr> <tr> <td>Employee Costs Grand Total</td> <td></td> <td>987,300</td> </tr> <tr> <td colspan="3">Non-Employee Staff Costs</td> </tr> <tr> <td>Temp Agency workers</td> <td>\$ 25,000.00</td> <td>25,000</td> </tr> <tr> <td>Independent Contractors</td> <td>\$225,000.00</td> <td>225,000</td> </tr> <tr> <td>Non-Employee Staff Cost Total</td> <td></td> <td>250,000</td> </tr> <tr> <td>Grand Total - All Staff Costs</td> <td></td> <td>=C44+C48</td> </tr> </tbody> </table>	A	B	C	Car allowances/mileage	\$ 18,000.00	18,000	Coffee Expenses	\$ 5,000.00	5,000	Other Employee Benefits	\$ 20,000.00	20,000	Other Employee Costs Total		244,800	Employee Costs Grand Total		987,300	Non-Employee Staff Costs			Temp Agency workers	\$ 25,000.00	25,000	Independent Contractors	\$225,000.00	225,000	Non-Employee Staff Cost Total		250,000	Grand Total - All Staff Costs		=C44+C48
A	B	C																																	
Car allowances/mileage	\$ 18,000.00	18,000																																	
Coffee Expenses	\$ 5,000.00	5,000																																	
Other Employee Benefits	\$ 20,000.00	20,000																																	
Other Employee Costs Total		244,800																																	
Employee Costs Grand Total		987,300																																	
Non-Employee Staff Costs																																			
Temp Agency workers	\$ 25,000.00	25,000																																	
Independent Contractors	\$225,000.00	225,000																																	
Non-Employee Staff Cost Total		250,000																																	
Grand Total - All Staff Costs		=C44+C48																																	
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>																																	