About the Spreadsheet

name	**CP-HR-3570-M. Employee Total Compensation Spreadsheet**
owner	HR
access & use	Restricted to HR
what it is	A spreadsheet used by HR to calculate the value of total compensation per employee, based on: ◆ Base salary ◆ Paid time off ◆ Statutory remittances ◆ Benefits ◆ Additional cash compensation (short-term incentive plan, bonus, etc.) ◆ Other employee costs (social activities, parking, etc.)
who uses it	This spreadsheet may be used by HR to calculate and prepare personalized statements of total compensation

Why This Process is Important

This process is important for two main reasons:

1. To budget, track and forecast the costs of total compensation.

   HR and Finance should regularly review this information as part of the budgeting, forecasting, and reporting processes.

2. To communicate the total value of compensation to each employee.

   Many employees are not fully aware of all of the components included in their compensation and benefits package, and the total costs incurred by the Company. Providing each employee with an annual statement of total compensation enables us to clearly communicate that value.

Document #: **CP-HR-3570-I-1.0**

Document Owner: HR

Last Updated: Jan 1, 2016
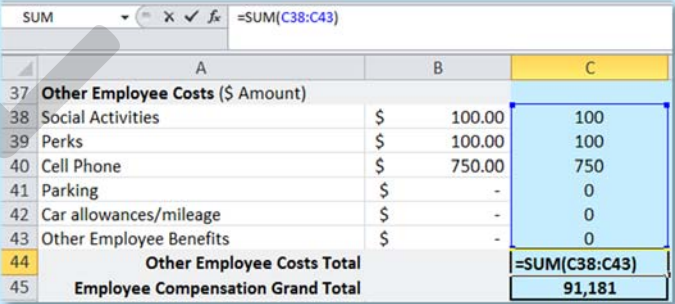
HR Toolkits for Small Business

Column	Name	How to Complete the Spreadsheet
C	$ Value	There are 5 types of formulas used in this column, depending on whether column **B - $ Amount, # Days, 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. ◆ **$ Amount**: Formula simply copies the value from column **B** to column **C**. For example, "=B33", where B33 is the adjacent cell. ◆ **% of Base Wage**: Formula calculates dollar value of the percentage entered in column B, based on the total dollar value of base wage. E.g., "=C11*B20", where C11 contains total dollar value of the base wages and B20 contains percentage value of the expense. ◆ **# Days**: Formula calculates dollar value of paid days off by multiplying number of days off by individual's calculated daily rate. E.g., "=B6*B13", where B6 is individual's equivalent daily rate and B13 is number of paid vacation days given. ◆ **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. Formula adds category totals. E.g., "=C44+C36+C31". **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.
D	**% of Total Staff Costs**	Formula in this column uses calculated dollar values and Grand Total from column **C** to calculate percentage of overall compensation each expense represents. E.g., "=C26/C45", where C26 contains calculated $ value for expense and C45 contains calculated **Employee Compensation Grand Total**.

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