WORK SHEET FOR FIGURING THE ANNUAL AND EFFECTIVE HOURLY COST OF AN EMPLOYEE

ANNUAL COSTS:

Direct Costs:
- Regular Wages ($/hour * aver. hours/week * weeks paid#) __________
- Overtime Wages ($/hour * aver. hours/week * weeks paid#) __________
- Performance Based Pay (Merit Pay, Bonus, etc) __________
- Cost of Social Security for Employers Share on Wages Paid __________
- Cost of Unemployment Insurance __________
- Workers Disability Compensation Insurance __________

Indirect Costs* (Benefits):
- Medical Insurance __________
- Other Insurance (Disability, life, etc) __________
- Pension or Retirement Program __________
- Others (Stock Option, etc) __________

Other costs:
- Additional Cost Related to Training (workshop fees, lodging, etc.);
  includes both the startup and annual training costs& __________
- Others __________

TOTAL ANNUAL COSTS __________

COST PER EFFECTIVE HOUR WORKED:

Total Hours Paid Annually (including time off) __________

Less (hours annually):
- Training Time* (startup and annually) __________
- Vacation Time __________
- Breaks __________
- Sick Leave __________
- Personal Time __________
- Holidays __________
- Other time off __________

Total Effective Hours Worked Annually __________

COST PER EFFECTIVE HOUR
( total annual costs / total effective hours worked annually) = __________

# = All weeks that the employee was paid including vacation days, holidays and other time off.
+ = Likely paid on a monthly basis, if so multiply monthly amount by 12 to get annual figure.
& = Startup training figures need to be adjusted to an annual basis. Divide the total startup amount
  by the typical length of employment in years.