Headcount Budgeting

Review and client stories

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XLERANT

Goals

- Reacquaint yourself with the various headcount budgeting pages
- Reacquaint yourself with the configuration menu items that related to headcount
- Reacquaint yourself with the many different headcount budgeting features
- See how other organizations are using headcount and hear from them directly

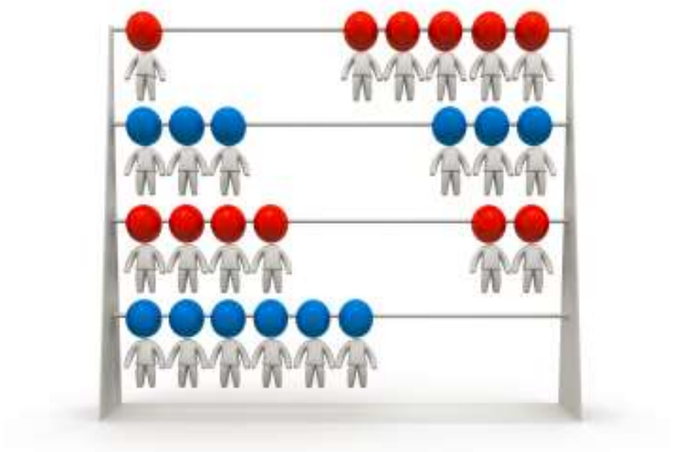
Topics

- Review of headcount sections (budget holder perspective)
- Overview of headcount-related configuration menu items
- Recap of employee data elements
- Recap of major headcount features

Review headcount sections

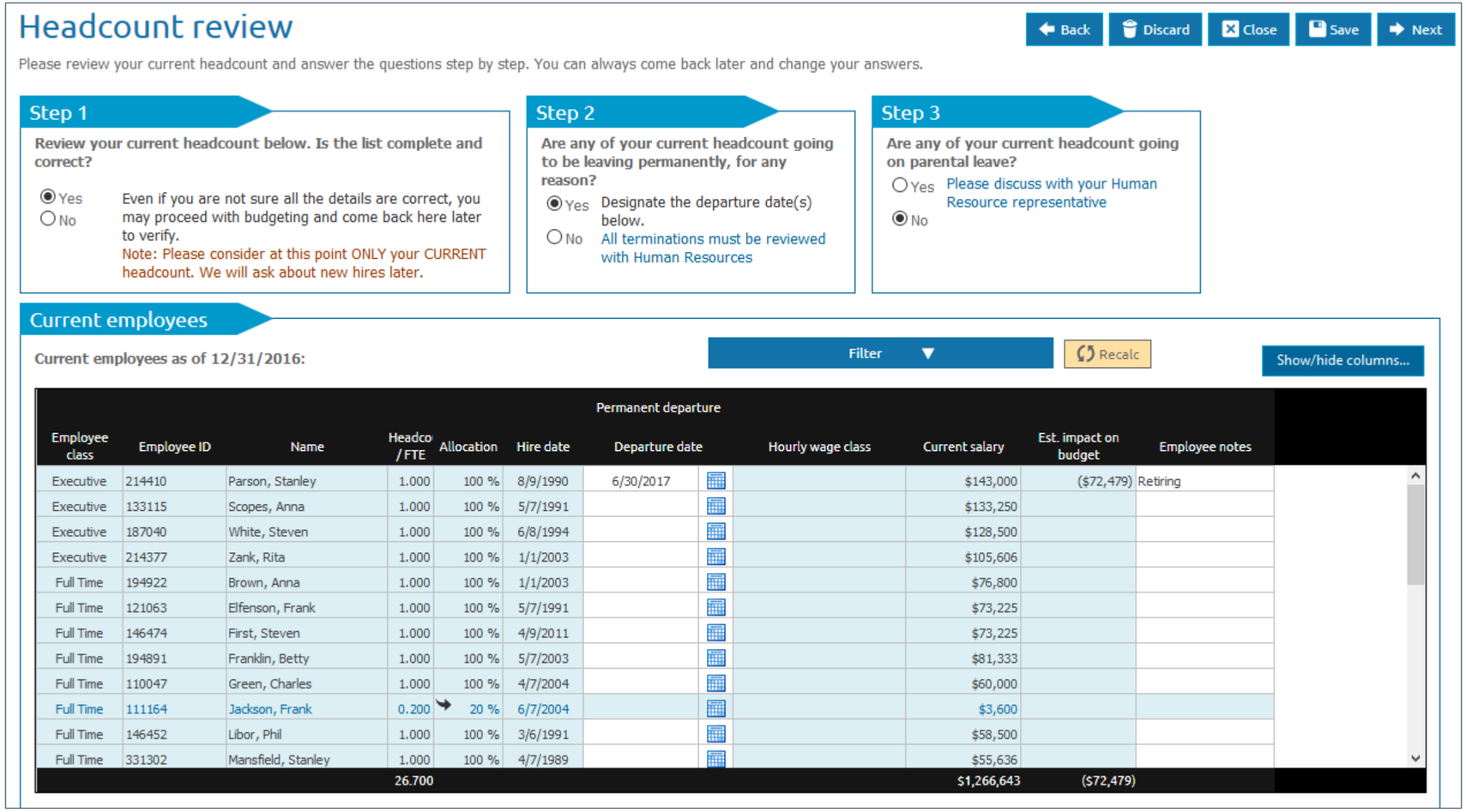
Headcount sections

- Defined in “Stacks & Sections” in configuration
- Appear only in units with headcount



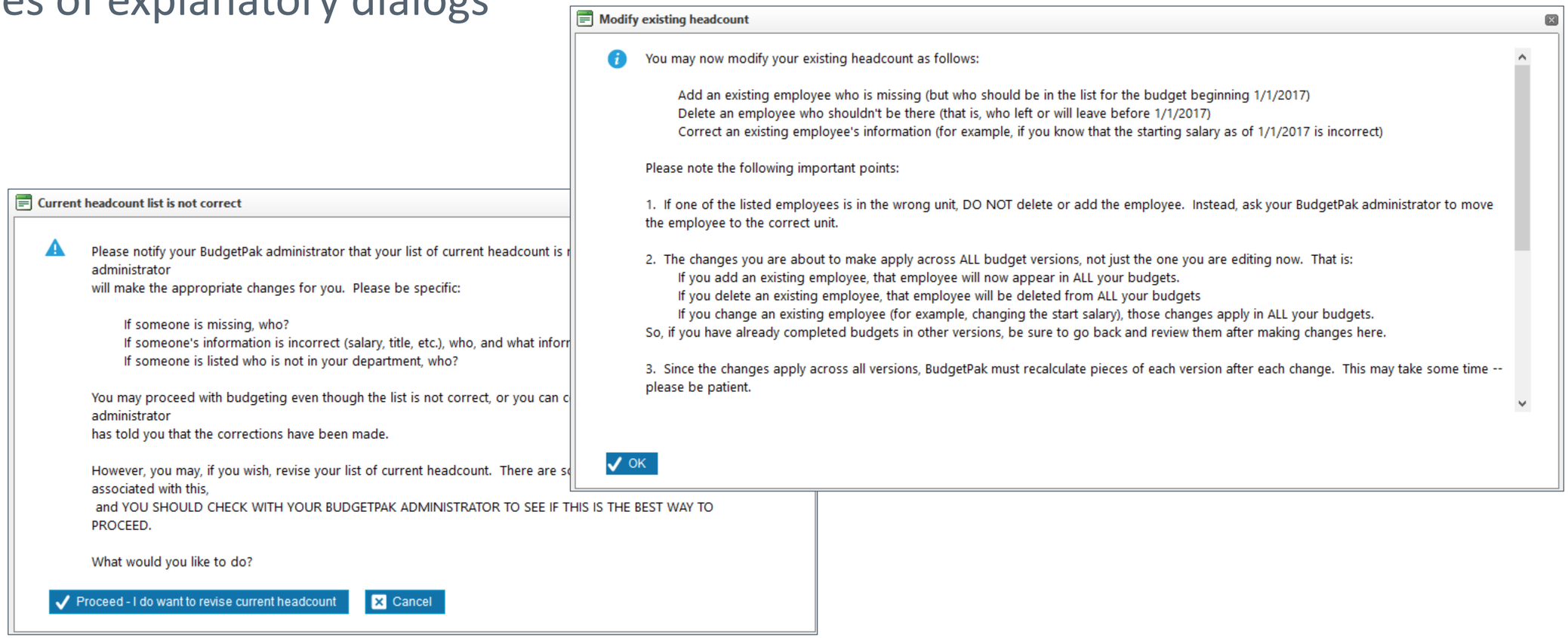
Headcount sections: Headcount review

- Budget holder enters dates for terminations and leave



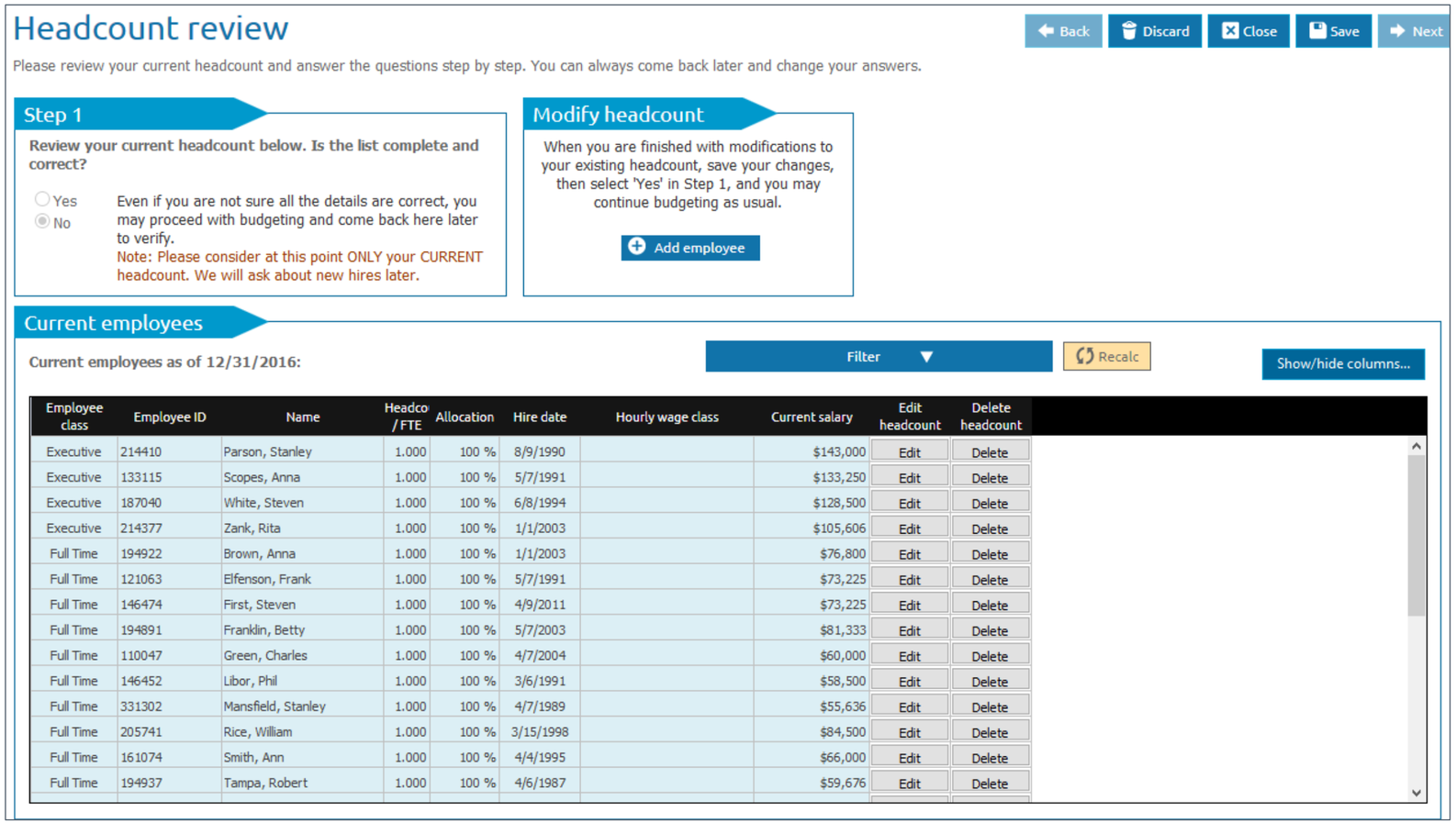
Headcount sections: Headcount review – revise existing

- If configured: Budget holder can revise existing headcount
- Series of explanatory dialogs



Headcount sections: Headcount review – revise existing

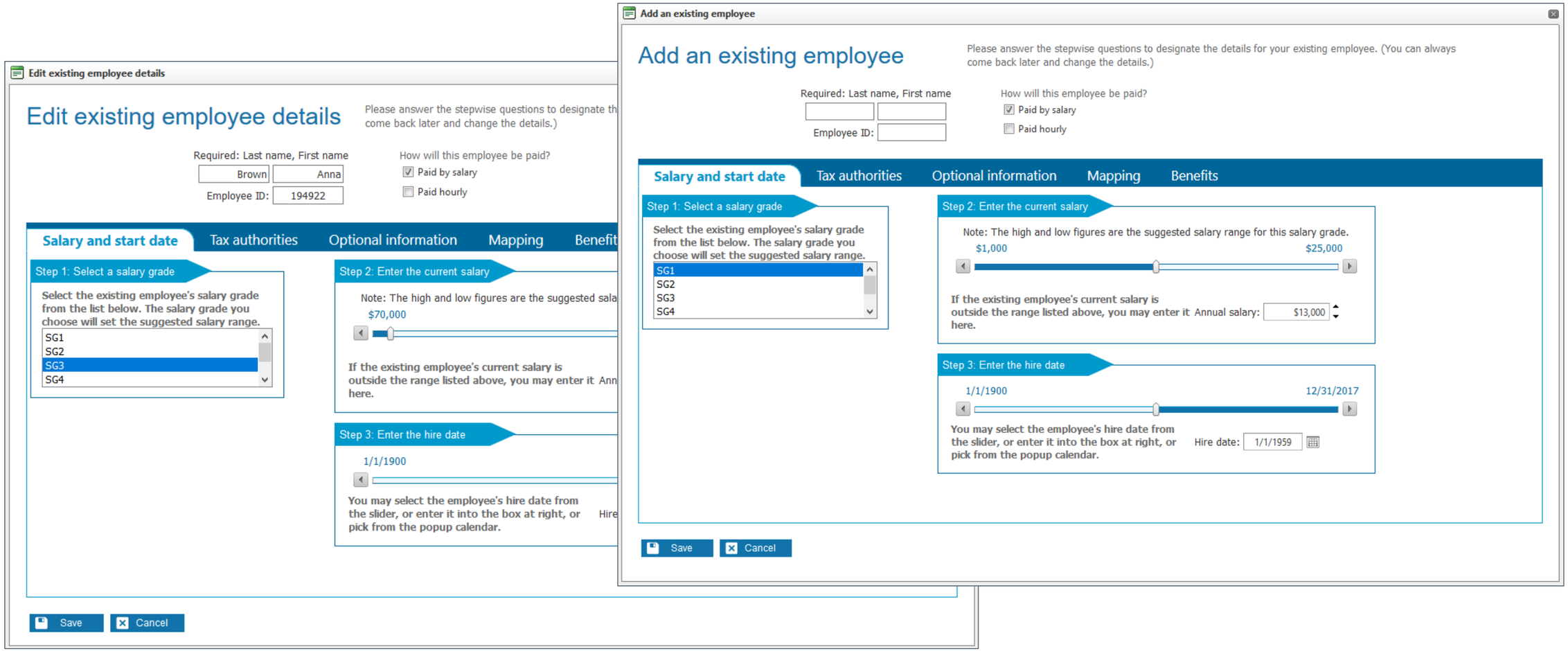
- Budget holder can edit/delete/add new existing employee
- Updates the starting set – affects all versions tethered to that set



Employee class	Employee ID	Name	Headco / FTE	Allocation	Hire date	Hourly wage class	Current salary	Edit headcount	Delete headcount
Executive	214410	Parson, Stanley	1.000	100 %	8/9/1990		$143,000	Edit	Delete
Executive	133115	Scopes, Anna	1.000	100 %	5/7/1991		$133,250	Edit	Delete
Executive	187040	White, Steven	1.000	100 %	6/8/1994		$128,500	Edit	Delete
Executive	214377	Zank, Rita	1.000	100 %	1/1/2003		$105,606	Edit	Delete
Full Time	194922	Brown, Anna	1.000	100 %	1/1/2003		$76,800	Edit	Delete
Full Time	121063	Elfenson, Frank	1.000	100 %	5/7/1991		$73,225	Edit	Delete
Full Time	146474	First, Steven	1.000	100 %	4/9/2011		$73,225	Edit	Delete
Full Time	194891	Franklin, Betty	1.000	100 %	5/7/2003		$81,333	Edit	Delete
Full Time	110047	Green, Charles	1.000	100 %	4/7/2004		$60,000	Edit	Delete
Full Time	146452	Libor, Phil	1.000	100 %	3/6/1991		$58,500	Edit	Delete
Full Time	331302	Mansfield, Stanley	1.000	100 %	4/7/1989		$55,636	Edit	Delete
Full Time	205741	Rice, William	1.000	100 %	3/15/1998		$84,500	Edit	Delete
Full Time	161074	Smith, Ann	1.000	100 %	4/4/1995		$66,000	Edit	Delete
Full Time	194937	Tampa, Robert	1.000	100 %	4/6/1987		$59,676	Edit	Delete

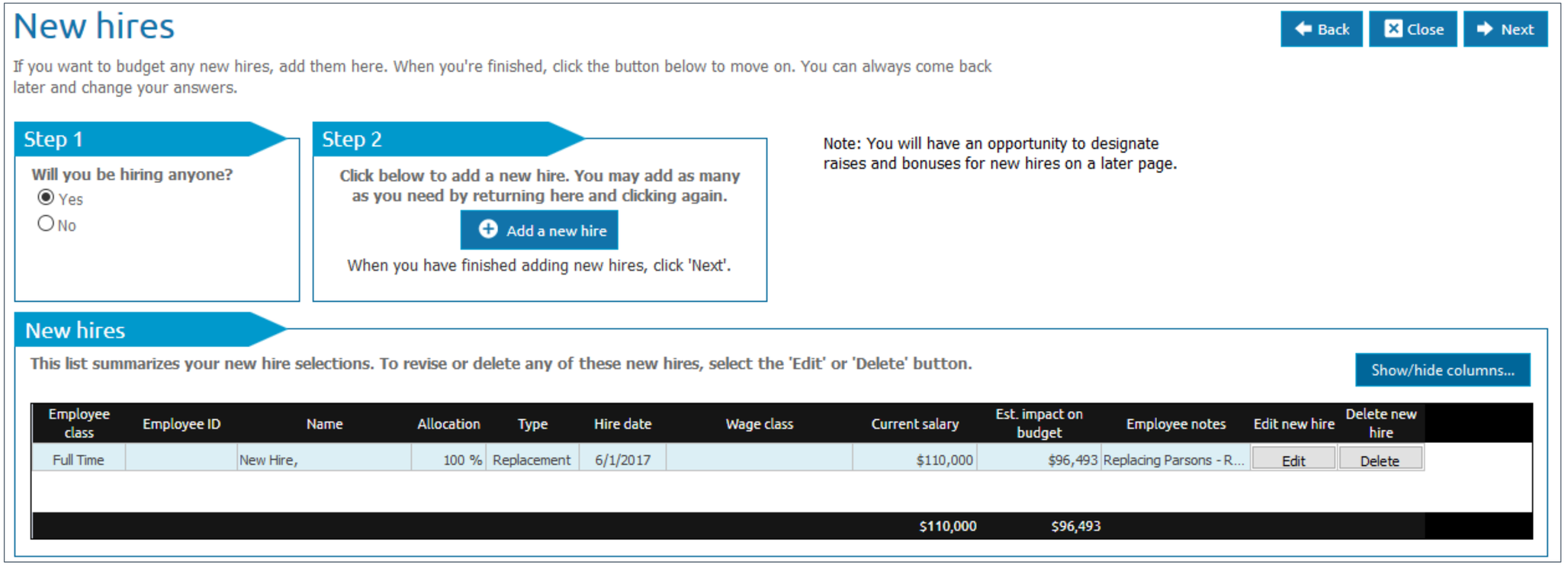
Headcount sections: Headcount review – revise existing dialogs

- Edit/add dialogs are very similar to new hire dialog



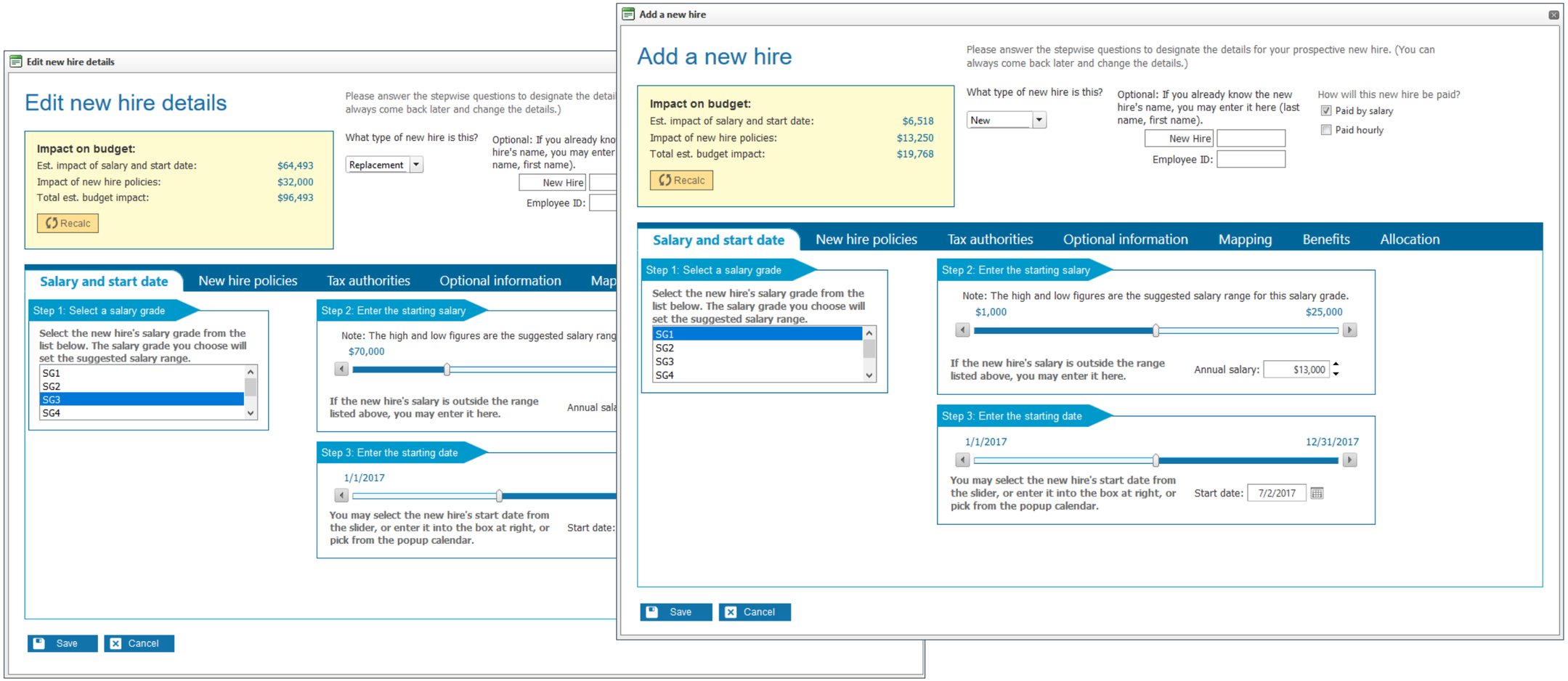
Headcount sections: New hires

- Budget holder can add/edit/delete new hires



Headcount sections: New hires – add/edit dialogs

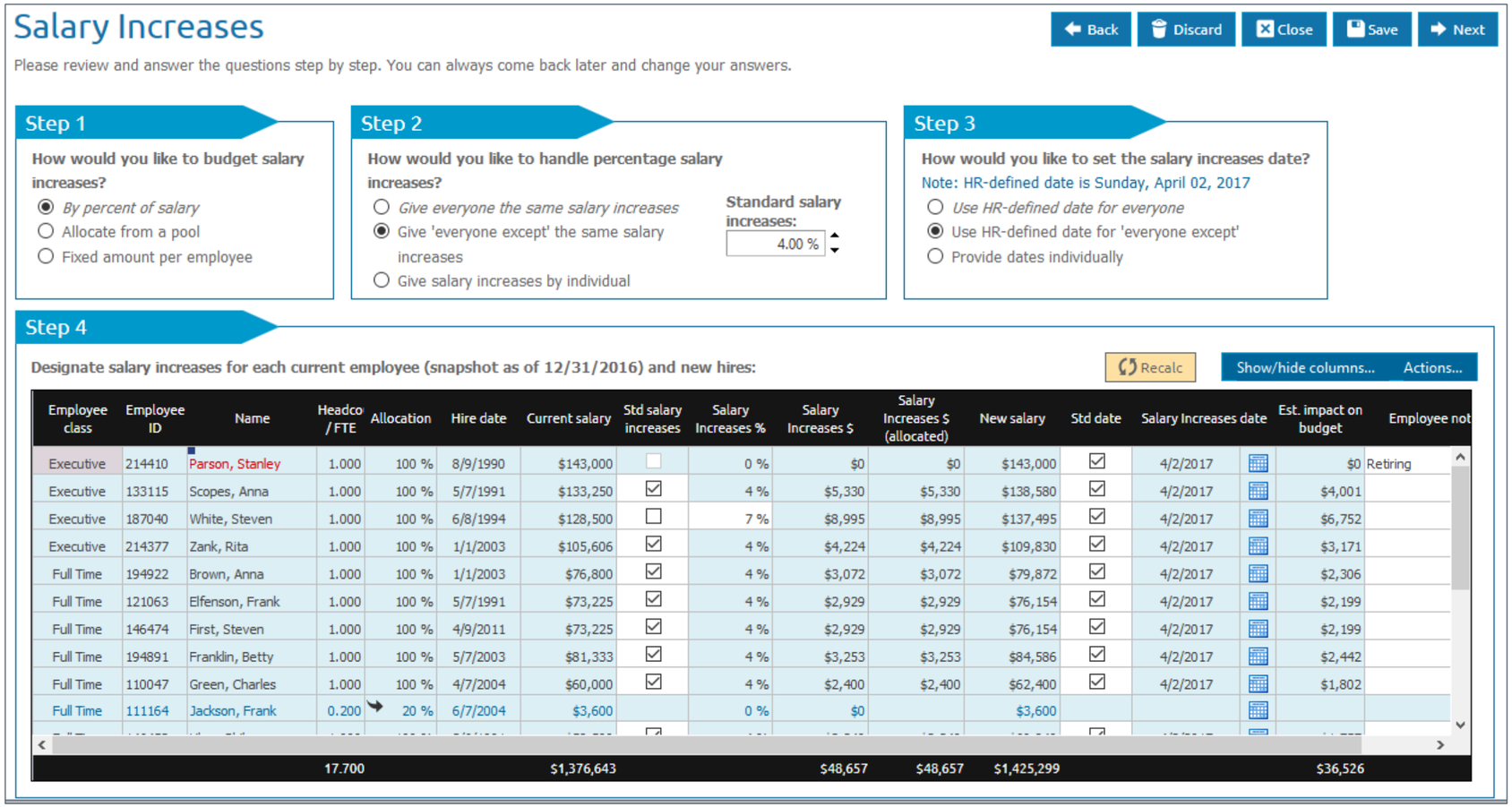
- Some content determined by configuration: New hire policies, salary grades, benefits, etc.



Review headcount sections

Headcount sections: Raises

- Budget holder enters date, amount/percent
- Defaults determined by configuration
- 2nd raise: Dollar amount only



Salary Increases

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Please review and answer the questions step by step. You can always come back later and change your answers.

Step 1

How would you like to budget salary increases?

- (•) *By percent of salary*
- ( ) Allocate from a pool
- ( ) Fixed amount per employee

Step 2

How would you like to handle percentage salary increases?

- ( ) *Give everyone the same salary increases*
- (•) Give 'everyone except' the same salary increases
- ( ) Give salary increases by individual

Standard salary increases: 4.00 %

Step 3

How would you like to set the salary increases date?

Note: HR-defined date is Sunday, April 02, 2017

- ( ) *Use HR-defined date for everyone*
- (•) Use HR-defined date for 'everyone except'
- ( ) Provide dates individually

Step 4

Designate salary increases for each current employee (snapshot as of 12/31/2016) and new hires:

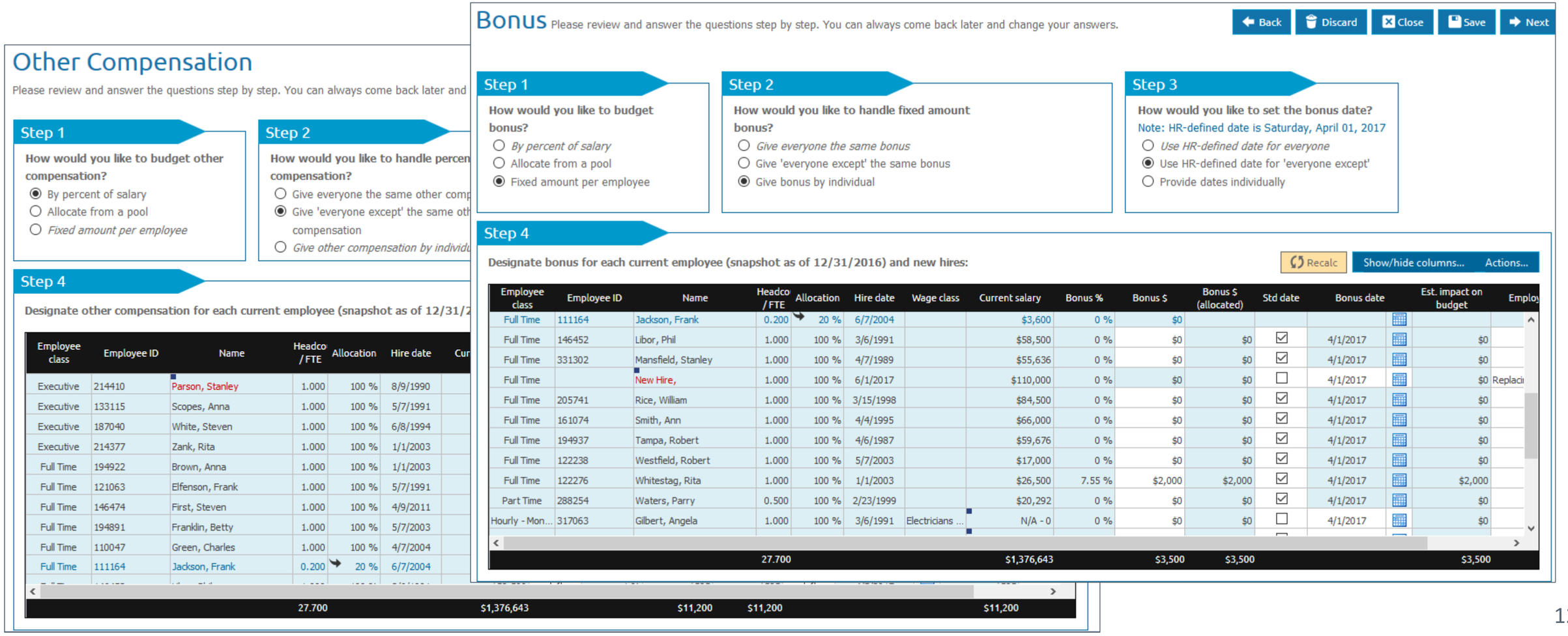
Recalc | Show/hide columns... | Actions...

Employee class	Employee ID	Name	Headco / FTE	Allocation	Hire date	Current salary	Std salary increases	Salary Increases %	Salary Increases $	Salary Increases $ (allocated)	New salary	Std date	Salary Increases date	Est. impact on budget	Employee not
Executive	214410	Parson, Stanley	1.000	100 %	8/9/1990	$143,000	☐	0 %	$0	$0	$143,000	☑	4/2/2017	$0	Retiring
Executive	133115	Scopes, Anna	1.000	100 %	5/7/1991	$133,250	☑	4 %	$5,330	$5,330	$138,580	☑	4/2/2017	$4,001	
Executive	187040	White, Steven	1.000	100 %	6/8/1994	$128,500	☐	7 %	$8,995	$8,995	$137,495	☑	4/2/2017	$6,752	
Executive	214377	Zank, Rita	1.000	100 %	1/1/2003	$105,606	☑	4 %	$4,224	$4,224	$109,830	☑	4/2/2017	$3,171	
Full Time	194922	Brown, Anna	1.000	100 %	1/1/2003	$76,800	☑	4 %	$3,072	$3,072	$79,872	☑	4/2/2017	$2,306	
Full Time	121063	Elfenson, Frank	1.000	100 %	5/7/1991	$73,225	☑	4 %	$2,929	$2,929	$76,154	☑	4/2/2017	$2,199	
Full Time	146474	First, Steven	1.000	100 %	4/9/2011	$73,225	☑	4 %	$2,929	$2,929	$76,154	☑	4/2/2017	$2,199	
Full Time	194891	Franklin, Betty	1.000	100 %	5/7/2003	$81,333	☑	4 %	$3,253	$3,253	$84,586	☑	4/2/2017	$2,442	
Full Time	110047	Green, Charles	1.000	100 %	4/7/2004	$60,000	☑	4 %	$2,400	$2,400	$62,400	☑	4/2/2017	$1,802	
Full Time	111164	Jackson, Frank	0.200	20 %	6/7/2004	$3,600		0 %	$0		$3,600				
			17.700			$1,376,643			$48,657	$48,657	$1,425,299			$36,526	

Review headcount sections

Headcount sections: Bonus/other compensation

- Up to 4 such sections
- Budget holder enters date, amount
- Point-in-time
- Can be allocated to fiscal periods



Other Compensation

Please review and answer the questions step by step. You can always come back later and

Step 1

How would you like to budget other compensation?

- By percent of salary
- Allocate from a pool
- *Fixed amount per employee*

Step 2

How would you like to handle percen compensation?

- Give everyone the same other comp
- Give 'everyone except' the same oth compensation
- *Give other compensation by individu*

Step 4

Designate other compensation for each current employee (snapshot as of 12/31/2

Employee class	Employee ID	Name	Headco / FTE	Allocation	Hire date	Cur
Executive	214410	Parson, Stanley	1.000	100 %	8/9/1990	
Executive	133115	Scopes, Anna	1.000	100 %	5/7/1991	
Executive	187040	White, Steven	1.000	100 %	6/8/1994	
Executive	214377	Zank, Rita	1.000	100 %	1/1/2003	
Full Time	194922	Brown, Anna	1.000	100 %	1/1/2003	
Full Time	121063	Elfenson, Frank	1.000	100 %	5/7/1991	
Full Time	146474	First, Steven	1.000	100 %	4/9/2011	
Full Time	194891	Franklin, Betty	1.000	100 %	5/7/2003	
Full Time	110047	Green, Charles	1.000	100 %	4/7/2004	
Full Time	111164	Jackson, Frank	0.200	20 %	6/7/2004	
			27.700		$1,376,643	$11,200

$11,200 $11,200

Bonus Please review and answer the questions step by step. You can always come back later and change your answers.

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Step 1

How would you like to budget bonus?

- *By percent of salary*
- Allocate from a pool
- Fixed amount per employee

Step 2

How would you like to handle fixed amount bonus?

- *Give everyone the same bonus*
- Give 'everyone except' the same bonus
- Give bonus by individual

Step 3

How would you like to set the bonus date?

Note: HR-defined date is Saturday, April 01, 2017

- *Use HR-defined date for everyone*
- Use HR-defined date for 'everyone except'
- Provide dates individually

Step 4

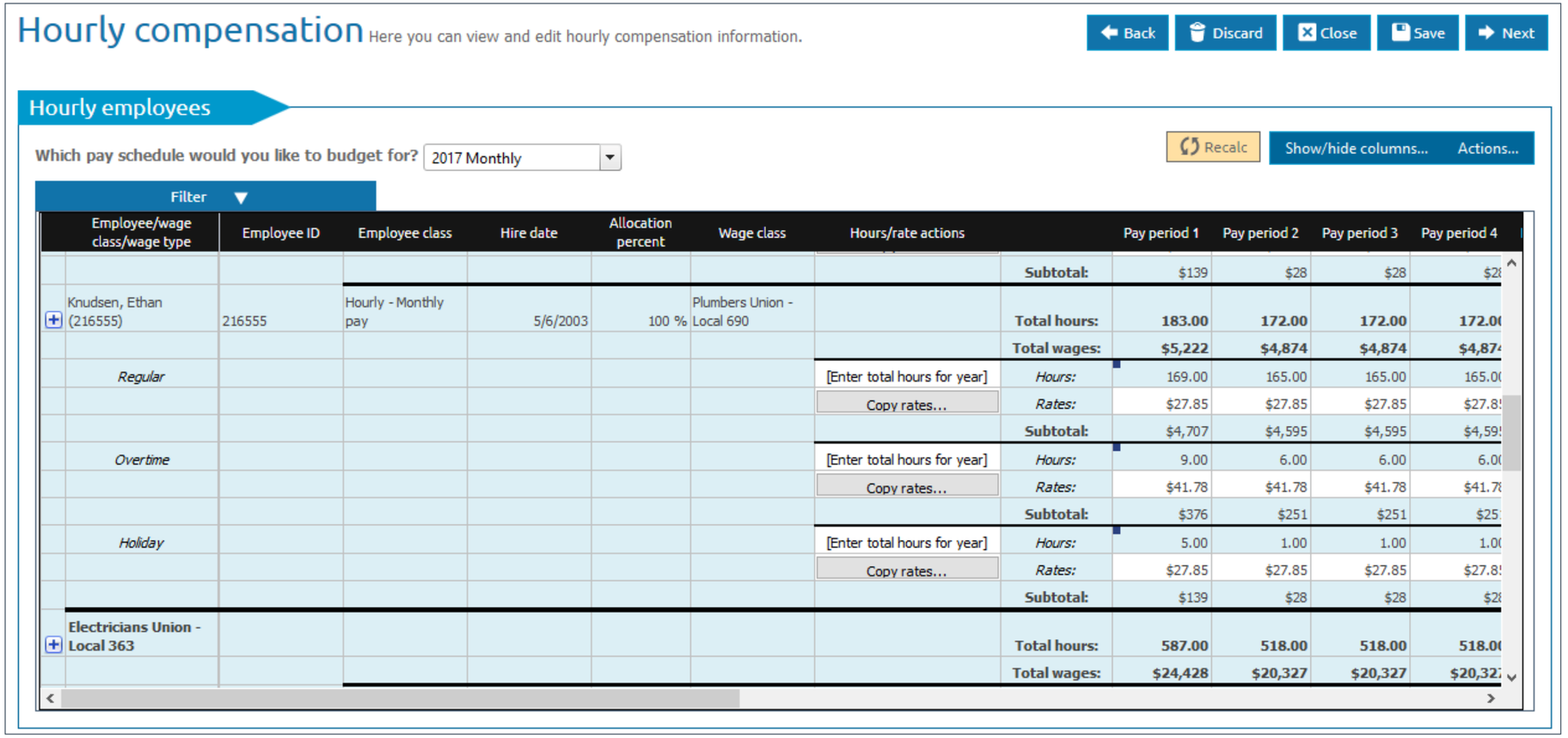
Designate bonus for each current employee (snapshot as of 12/31/2016) and new hires:

Recalc Show/hide columns... Actions...

Employee class	Employee ID	Name	Headco / FTE	Allocation	Hire date	Wage class	Current salary	Bonus %	Bonus $	Bonus $ (allocated)	Std date	Bonus date	Est. impact on budget	Emplo
Full Time	111164	Jackson, Frank	0.200	20 %	6/7/2004		$3,600	0 %	$0					
Full Time	146452	Libor, Phil	1.000	100 %	3/6/1991		$58,500	0 %	$0	$0	☑	4/1/2017	$0	
Full Time	331302	Mansfield, Stanley	1.000	100 %	4/7/1989		$55,636	0 %	$0	$0	☑	4/1/2017	$0	
Full Time		New Hire,	1.000	100 %	6/1/2017		$110,000	0 %	$0	$0	☐	4/1/2017	$0	Replaci
Full Time	205741	Rice, William	1.000	100 %	3/15/1998		$84,500	0 %	$0	$0	☑	4/1/2017	$0	
Full Time	161074	Smith, Ann	1.000	100 %	4/4/1995		$66,000	0 %	$0	$0	☑	4/1/2017	$0	
Full Time	194937	Tampa, Robert	1.000	100 %	4/6/1987		$59,676	0 %	$0	$0	☑	4/1/2017	$0	
Full Time	122238	Westfield, Robert	1.000	100 %	5/7/2003		$17,000	0 %	$0	$0	☑	4/1/2017	$0	
Full Time	122276	Whitestag, Rita	1.000	100 %	1/1/2003		$26,500	7.55 %	$2,000	$2,000	☑	4/1/2017	$2,000	
Part Time	288254	Waters, Parry	0.500	100 %	2/23/1999		$20,292	0 %	$0	$0	☑	4/1/2017	$0	
Hourly - Mon...	317063	Gilbert, Angela	1.000	100 %	3/6/1991	Electricians ...	N/A - 0	0 %	$0	$0	☐	4/1/2017	$0	
			27.700				$1,376,643		$3,500	$3,500			$3,500	

Headcount sections: Hourly compensation

- Budget holder enters hours x rate by pay period (not fiscal period)
- Configurable wage types
- Wage classes required
- Pay schedules required



Hourly compensation Here you can view and edit hourly compensation information.

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Hourly employees

Which pay schedule would you like to budget for? 2017 Monthly

Recalc | Show/hide columns... | Actions...

Filter

Employee/wage class/wage type	Employee ID	Employee class	Hire date	Allocation percent	Wage class	Hours/rate actions		Pay period 1	Pay period 2	Pay period 3	Pay period 4
							Subtotal:	$139	$28	$28	$28
Knudsen, Ethan (216555)	216555	Hourly - Monthly pay	5/6/2003	100 %	Plumbers Union - Local 690		Total hours:	183.00	172.00	172.00	172.00
							Total wages:	$5,222	$4,874	$4,874	$4,874
Regular						[Enter total hours for year]	*Hours:*	169.00	165.00	165.00	165.00
						Copy rates...	*Rates:*	$27.85	$27.85	$27.85	$27.85
							Subtotal:	$4,707	$4,595	$4,595	$4,595
Overtime						[Enter total hours for year]	*Hours:*	9.00	6.00	6.00	6.00
						Copy rates...	*Rates:*	$41.78	$41.78	$41.78	$41.78
							Subtotal:	$376	$251	$251	$251
Holiday						[Enter total hours for year]	*Hours:*	5.00	1.00	1.00	1.00
						Copy rates...	*Rates:*	$27.85	$27.85	$27.85	$27.85
							Subtotal:	$139	$28	$28	$28
Electricians Union - Local 363							Total hours:	587.00	518.00	518.00	518.00
							Total wages:	$24,428	$20,327	$20,327	$20,327

Headcount sections: Benefits review

- Reflects per-person benefits as configured
- Automatically calculated; no budget holder action required

Benefits

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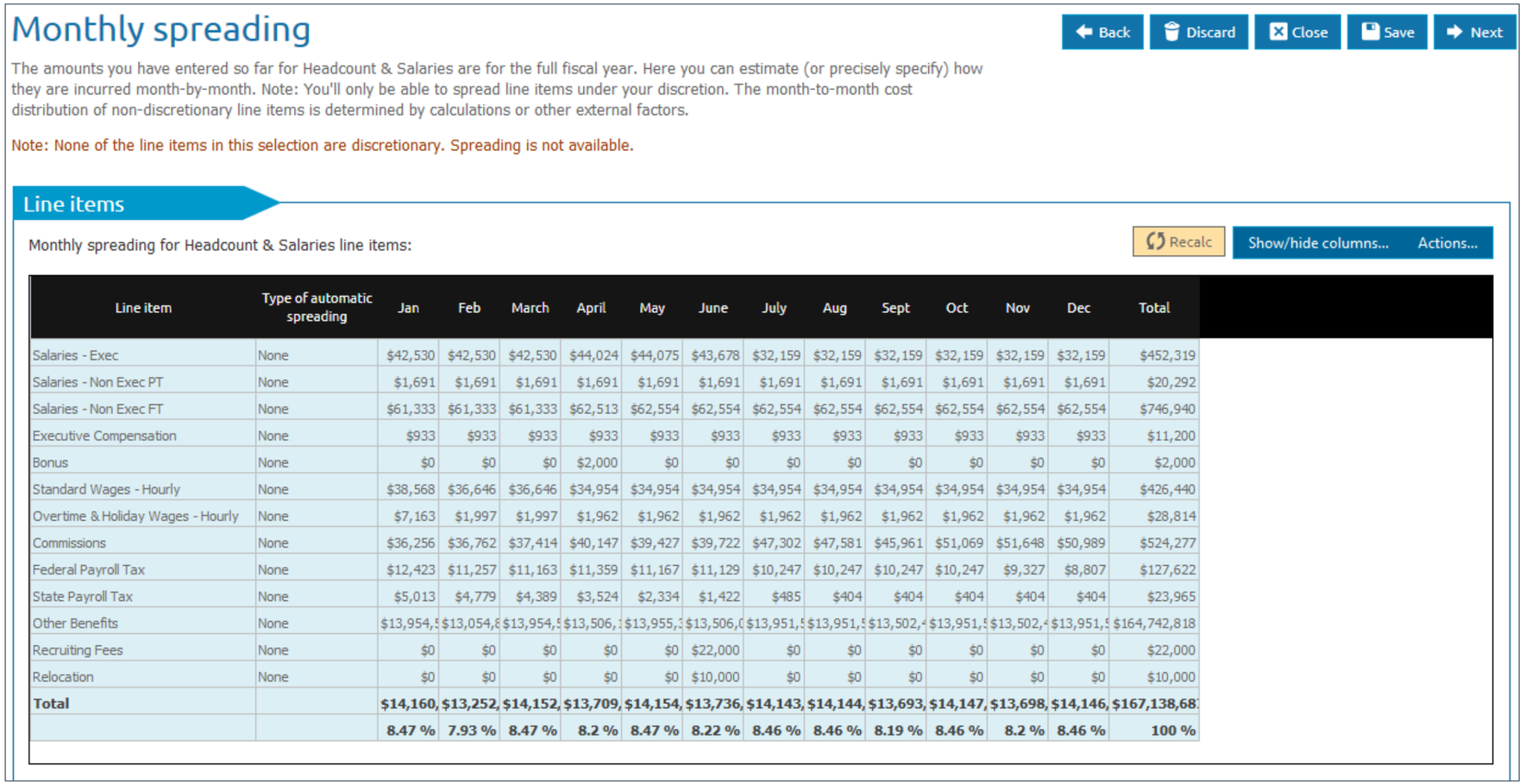
This page lets you review the benefits for this unit's employees and the estimated budget impact for each benefit and employee. These estimates do not include such things as leave of absence.

						Life Insurance		LTD		Other Medical	
Company ID	Title	First name	Last name	Employee class	Allocation percent	Code	Value	Code	Value	Code	Value
194922	Manager	Anna	Brown	Full Time	100 %	Partial	$3,000	Senior	$23,040	Low	$10,000
121063	Manager	Frank	Elfenson	Full Time	100 %	Full	$6,000	Executive	$43,935	High	$35,000
146474	Manager	Steven	First	Full Time	100 %	Full	$6,000	Executive	$43,935	High	$35,000
194891	Manager	Betty	Franklin	Full Time	100 %	Full	$6,000	Senior	$24,399.9	High	$35,000
317063	Electrician	Angela	Gilbert	Hourly - Monthly pay	100 %		$0		$0		$0
110047	Manager	Charles	Green	Full Time	100 %	Full	$6,000	Senior	$18,000	Low	$10,000
326049	Plumber	Ernesto	Hindle	Hourly - Monthly pay	100 %		$0		$0		$0
111164	Clerk	Frank	Jackson	Full Time	20 %		$0		$0		$0
311209	Custodial	Brendan	Kitchens	Hourly - Semimonthly pay	100 %		$0		$0		$0
216555	Plumber	Ethan	Knudsen	Hourly - Monthly pay	100 %		$0		$0		$0
134148	Electrician	Rolf	Lennon	Hourly - Monthly pay	100 %		$0		$0		$0
146452	Sr. Supervisor	Phil	Libor	Full Time	100 %	Full	$6,000	Limited	$2,925	High	$35,000
							76,484		338,630		352,308

Headcount sections: Monthly spreading

- Summary by account & period of all events relating to headcount
- Not a headcount section per se



Monthly spreading

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The amounts you have entered so far for Headcount & Salaries are for the full fiscal year. Here you can estimate (or precisely specify) how they are incurred month-by-month. Note: You'll only be able to spread line items under your discretion. The month-to-month cost distribution of non-discretionary line items is determined by calculations or other external factors.

Note: None of the line items in this selection are discretionary. Spreading is not available.

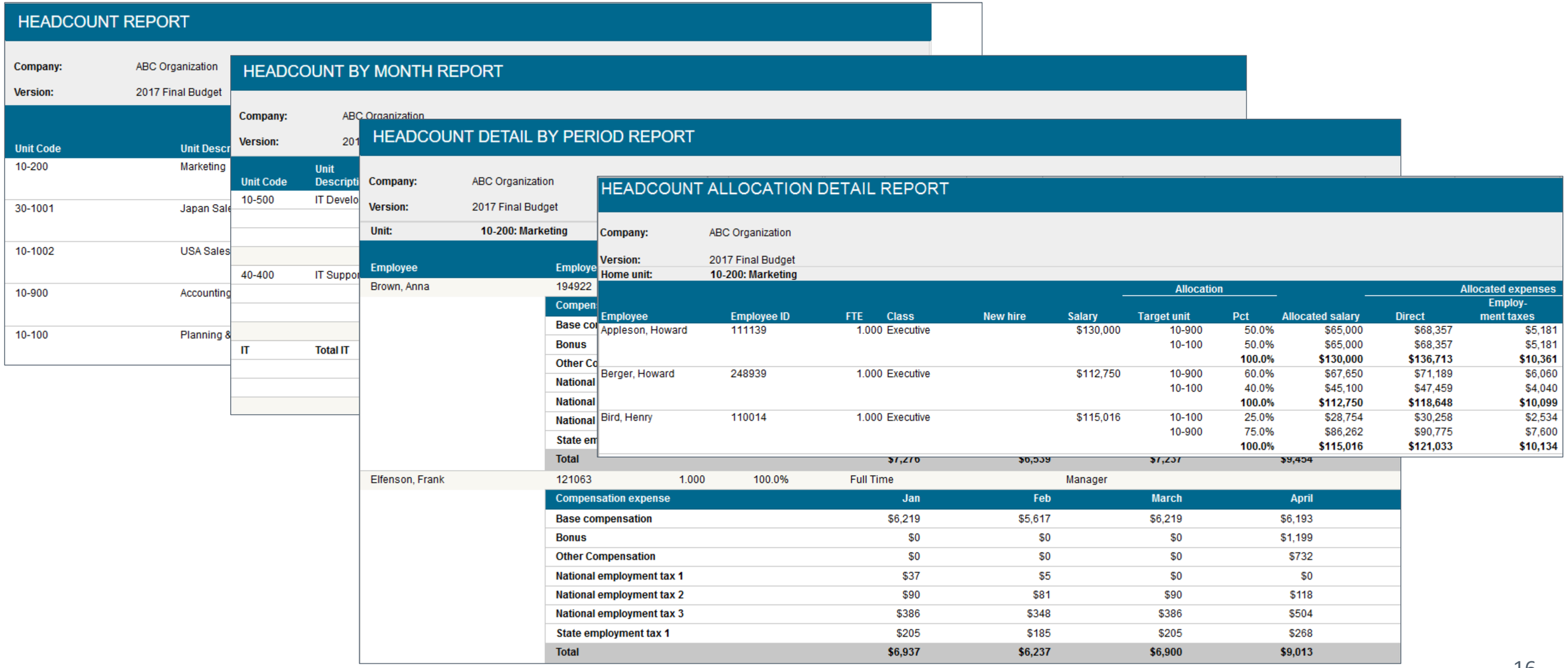
Line items

Monthly spreading for Headcount & Salaries line items:

Recalc | Show/hide columns... | Actions...

Line item	Type of automatic spreading	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Salaries - Exec	None	$42,530	$42,530	$42,530	$44,024	$44,075	$43,678	$32,159	$32,159	$32,159	$32,159	$32,159	$32,159	$452,319
Salaries - Non Exec PT	None	$1,691	$1,691	$1,691	$1,691	$1,691	$1,691	$1,691	$1,691	$1,691	$1,691	$1,691	$1,691	$20,292
Salaries - Non Exec FT	None	$61,333	$61,333	$61,333	$62,513	$62,554	$62,554	$62,554	$62,554	$62,554	$62,554	$62,554	$62,554	$746,940
Executive Compensation	None	$933	$933	$933	$933	$933	$933	$933	$933	$933	$933	$933	$933	$11,200
Bonus	None	$0	$0	$0	$2,000	$0	$0	$0	$0	$0	$0	$0	$0	$2,000
Standard Wages - Hourly	None	$38,568	$36,646	$36,646	$34,954	$34,954	$34,954	$34,954	$34,954	$34,954	$34,954	$34,954	$34,954	$426,440
Overtime & Holiday Wages - Hourly	None	$7,163	$1,997	$1,997	$1,962	$1,962	$1,962	$1,962	$1,962	$1,962	$1,962	$1,962	$1,962	$28,814
Commissions	None	$36,256	$36,762	$37,414	$40,147	$39,427	$39,722	$47,302	$47,581	$45,961	$51,069	$51,648	$50,989	$524,277
Federal Payroll Tax	None	$12,423	$11,257	$11,163	$11,359	$11,167	$11,129	$10,247	$10,247	$10,247	$10,247	$9,327	$8,807	$127,622
State Payroll Tax	None	$5,013	$4,779	$4,389	$3,524	$2,334	$1,422	$485	$404	$404	$404	$404	$404	$23,965
Other Benefits	None	$13,954,5	$13,054,8	$13,954,5	$13,506,	$13,955,3	$13,506,0	$13,951,5	$13,951,5	$13,502,4	$13,951,5	$13,502,4	$13,951,5	$164,742,818
Recruiting Fees	None	$0	$0	$0	$0	$0	$22,000	$0	$0	$0	$0	$0	$0	$22,000
Relocation	None	$0	$0	$0	$0	$0	$10,000	$0	$0	$0	$0	$0	$0	$10,000
Total		**$14,160,**	**$13,252,**	**$14,152,**	**$13,709,**	**$14,154,**	**$13,736,**	**$14,143,**	**$14,144,**	**$13,693,**	**$14,147,**	**$13,698,**	**$14,146,**	**$167,138,68**
		8.47 %	**7.93 %**	**8.47 %**	**8.2 %**	**8.47 %**	**8.22 %**	**8.46 %**	**8.46 %**	**8.19 %**	**8.46 %**	**8.2 %**	**8.46 %**	**100 %**

Headcount reports



HEADCOUNT REPORT

Company: ABC Organization

Version: 2017 Final Budget

Unit Code	Unit Descr
10-200	Marketing
30-1001	Japan Sale
10-1002	USA Sales
10-900	Accounting
10-100	Planning &

HEADCOUNT BY MONTH REPORT

Company: ABC Organization

Version: 201

Unit Code	Unit Descripti
10-500	IT Develo
40-400	IT Suppor
IT	Total IT

HEADCOUNT DETAIL BY PERIOD REPORT

Company: ABC Organization

Version: 2017 Final Budget

Unit: 10-200: Marketing

Employee	Employe
Brown, Anna	194922

Compen
Base co
Bonus
Other Co
National
National
National
State em
Total

Elfenson, Frank 121063 1.000 100.0% Full Time Manager

Compensation expense	Jan	Feb	March	April
Base compensation	$6,219	$5,617	$6,219	$6,193
Bonus	$0	$0	$0	$1,199
Other Compensation	$0	$0	$0	$732
National employment tax 1	$37	$5	$0	$0
National employment tax 2	$90	$81	$90	$118
National employment tax 3	$386	$348	$386	$504
State employment tax 1	$205	$185	$205	$268
Total	$6,937	$6,237	$6,900	$9,013

HEADCOUNT ALLOCATION DETAIL REPORT

Company: ABC Organization

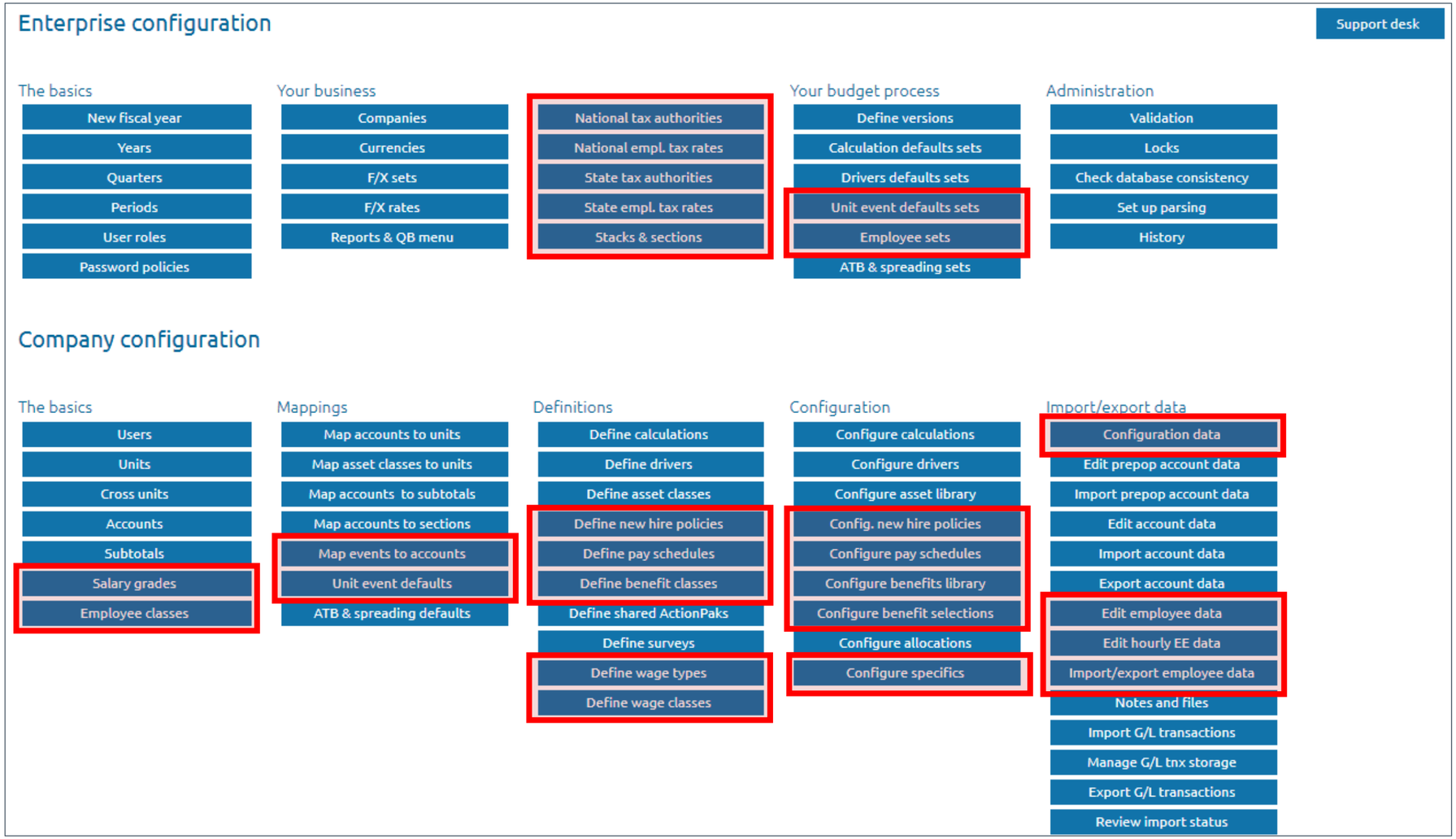
Version: 2017 Final Budget

Home unit: 10-200: Marketing

						Allocation			Allocated expenses	
Employee	Employee ID	FTE	Class	New hire	Salary	Target unit	Pct	Allocated salary	Direct	Employ-ment taxes
Appleson, Howard	111139	1.000	Executive		$130,000	10-900	50.0%	$65,000	$68,357	$5,181
						10-100	50.0%	$65,000	$68,357	$5,181
							100.0%	**$130,000**	**$136,713**	**$10,361**
Berger, Howard	248939	1.000	Executive		$112,750	10-900	60.0%	$67,650	$71,189	$6,060
						10-100	40.0%	$45,100	$47,459	$4,040
							100.0%	**$112,750**	**$118,648**	**$10,099**
Bird, Henry	110014	1.000	Executive		$115,016	10-100	25.0%	$28,754	$30,258	$2,534
						10-900	75.0%	$86,262	$90,775	$7,600
							100.0%	**$115,016**	**$121,033**	**$10,134**

Headcount-related configuration

- Many menu items affect headcount (directly or indirectly)



Recap of employee data elements

- Demographics
- Home unit and allocation units
- FTE
- Current salary
- How paid
- Pay start/end dates
- Employee class
- Wage class
- Tax authorities & YTD taxable compensation
- Title
- Salary grade
- Configuration-defined fields
- Prior year compensation information
- Event-to- account mappings

Recap of major headcount features

Parental leave policies

Bonuses

Raises

Base compensation

Employee class

Terminations

New hires

Tax authorities

FTE

Employee sets

Wage class

Wage types

Tax rates & caps

Bonus accrual

Calculated accounts

Pay start/end dates

Benefit classes

Employee allocations

New hire policies

Event-to-account mappings

Pay schedules

YTD taxable compensation

Mix and match

Headcount features: Can use as many or as few as needed

- Headcount & Salaries
- Headcount Review
- New Hires
- Salary Increases
- Compensation Review
- **Monthly Spreading**

Minimal

Full

- Headcount & Salaries
- Headcount Review
- New Hires
- Salary Increases
- Wages and Hours
- Bonus
- Incentive Compensation
- Stipend
- Executive Compensation
- Benefits Review
- Compensation Review
- **Monthly Spreading**

Client story: Recovery Resources

RECOVERY RESOURCES
Partners in health. Partners in hope.

Matt Natole

- Employee data uploaded from payroll
- Budget holders check for accuracy
- Salary increases on anniversary date
- Seasonal/temporary costs: Adjusted via Monthly Spreading
- Budget managers responsible for headcount, but confer with Finance & HR
- Results: Ownership, accuracy, and transparency
- Facilitates accurate labor allocations
- Not (yet) using benefit calculations

Discussion topics

- Any other interesting usages you ‘d like to share?
- What other headcount features would you like to see in BudgetPak?
- How can the existing features serve you better?
- How else can we help?

Q&A

Thank you!

XLERANT