

# Employee Cost Worksheet

<b>Government Expense</b>	FICA	6.20%	=	\$ _____
	FUTA	.08%	=	\$ _____
	Medicare	1.45%	=	\$ _____
	SUTA	<input type="text"/>	=	\$ _____
	Workers Comp	<input type="text"/> X <input type="text"/>	=	\$ _____
	<small>Cost per Hundred</small>	<small>E-Mod</small>		
<b>TOTAL HARD COST</b>				<b>= \$ _____</b>
<b>UNA VOIDABLE</b>	<u>Administrative Cost</u>			= \$ _____
	Total wages of HR, Payroll & Assistant			
	Administrative Personnel involved in handling:			
	<ul style="list-style-type: none"> <li>• Payroll</li> <li>• Employee paper work &amp; paperwork</li> <li>• Reporting &amp; paying Quarterly taxes</li> <li>• Year end reports</li> <li>• W-2's, W-4's, I-9's</li> <li>• Workers Compensation Claims</li> <li>• Unemployment Claims</li> <li>• Employee Complaints</li> </ul>			
	<u>Recruiting Cost</u>			= \$ _____
<ul style="list-style-type: none"> <li>• Advertising</li> <li>• Time Spent Interviewing</li> <li>• Checking References</li> </ul>				
<u>Benefit Cost</u>			= \$ _____	
<ul style="list-style-type: none"> <li>• Health Insurance</li> <li>• Retirement Plans</li> <li>• Vacation Time</li> <li>• Sick Leave</li> <li>• Holiday Pay</li> </ul>				
<b>TOTAL SOFT COST</b>				<b>= \$ _____</b>
<b>“REAL” COST OF AN EMPLOYEE</b>				<b>= \$ _____</b>