

HR Administrative 'Time Cost' and 'Time Value' Worksheet:

(Yellow highlights indicate where you expressed specific additional interest. Asterisk (*) indicate 'fee-extra' Acme PEO/HRO services.)

Prepared by: Acme PEO/HRO for Sample Client / Prospect

Current Activities In Your Company Where You Could See Relief



~211 Recovered Hours, ~\$5,692 Internal Cost, ~\$9,476 Potential Leveraged* Value

Current Owner / Executive Time:

| | | Choose Frequency Below | Per Year |
|--|------|------------------------|----------|
| Human Resources | | | |
| 1) Employment application updating / compliance | 0.4 | Hrs/ Yr | 0.4 |
| 2) ADA compliance / guidance (15+) | 1 | Hrs/ Yr | 1.0 |
| 3) Applicant resume reviews * | 0.07 | Hrs/ Mnth | 0.8 |
| 4) Offer letters * | 0.03 | Hrs/ Mnth | 0.4 |
| 5) Orientation of new employees | 0.27 | Hrs/ Mnth | 3.2 |
| 6) Employee onboarding process | 0.27 | Hrs/ Mnth | 3.2 |
| 7) FLSA compliance and guidance (1+) | 0.2 | Hrs/ Yr | 0.2 |
| 8) Disciplinary/probation action - documentation / implementation assistance | 1.33 | Hrs/ Mnth | 16.0 |
| 9) State(s) unemployment claims administration (1+) | 0.03 | Hrs/ Mnth | |
| 10) Participation in unemployment hearings | 0.67 | Hrs/ Mnth | |
| Benefits Management | | | |
| 11) PTO (vacation / leave) policy development | 2 | Hrs/ Yr | |
| 12) PPACA compliance / guidance (50+) | 2 | Hrs/ Yr | |
| 13) Annual shopping / comparing benefit options | 3.2 | Hrs/ Yr | |
| 14) Annual rate negotiation | 0.8 | Hrs/ Yr | |
| 15) Retirement plan fiduciary risk management | 2 | Hrs/ Yr | |
| 16) Retirement Plan - Form 5500 filing | 1 | Hrs/ Yr | |
| 17) Retirement Plan - annual discrimination testing | 0.2 | Hrs/ Yr | |
| Workers Comp / Safety | | | |
| 18) Annual wage & premium audit administration | 1.4 | Hrs/ Yr | |
| 19) Experience Modifier verification / correction | 6 | Hrs/ Yr | |
| 20) WC claims administration / first report of injury | 0.05 | Hrs/ Mnth | |
| 21) Safety training * | 0.67 | Hrs/ Mnth | |
| Payroll and Tax Administration | | | |
| 22) State(s) quarterly withholding tax filings and deposits (1+) | 0.1 | Hrs/ Qtr | |
| 23) State(s) Unemployment Insurance (SUI) quarterly tax filings (1+) | 0.1 | Hrs/ Qtr | |
| 24) Federal unemployment administration - 940 filing (1+) | 0.1 | Hrs/ Yr | |
| 25) SUI experience rate(s) verification / negotiation | 2 | Hrs/ Yr | |
| 26) IRS compliance / correspondence (employment related) | 2 | Hrs/ Yr | |

Estimate (Percentage) of Time Recaptured Due to Services Offered

| | | |
|---|----------------|--------------|
| Average Cost of Executive Time (Wage/hour): | \$50 | /Hour |
| Total Cost of Executive Time (Dollars/Year): | \$2,467 | /Year |
| Average Value of Executive Time (Profit/hour): | \$45 | /Hour |
| Total Value of Direct Executive Time (Profits/Year): | \$2,220 | /Year |

Sample Client / Prospect Unique Employment Profile:

| | |
|--|----|
| Total number of Employees: | 20 |
| Number of Work States: | 2 |
| Number of Pay Periods: | 26 |
| Currently Use a Payroll Service? | No |
| Number of New Hires / Yr: | 4 |
| Number of Terminations / Yr: | 4 |
| Total Number of Unemployment Claims: | 2 |
| Number of Contested Unemployment Claims: | 2 |
| Number of Injuries / WC Claims / Yr: | 3 |
| Employee Legal / Compliance Actions / Yr: | 1 |
| Workplace Safety Risk Factor (Scale of 1 to 10): | 4 |
| Number of Disciplinary Issues / Yr: | 4 |
| Executive Portion (%) of Shared Activities: | 20 |

Current Administrator Time:

| | | Choose Frequency Below | Per Year |
|---|------|------------------------|----------|
| Human Resources | | | |
| 1) Employment application updating / compliance | 1.6 | Hrs/ Yr | 1.6 |
| 2) Job posting ad design | 0.11 | Hrs/ Mnth | 1.3 |
| 3) Applicant resume reviews * | 0.27 | Hrs/ Mnth | 3.2 |
| 4) Employment verifications | 0.33 | Hrs/ Mnth | 4.0 |
| 5) Offer letters * | 0.13 | Hrs/ Mnth | 1.6 |
| 6) Orientation of new employees | 1.07 | Hrs/ Mnth | 12.8 |
| 7) PRWORA compliance (1+) | 1 | Hrs/ Yr | 1.0 |
| | 0.08 | Hrs/ Mnth | 1.0 |
| | 1.07 | Hrs/ Mnth | 12.8 |
| | 0.8 | Hrs/ Yr | 0.8 |
| | 0.5 | Hrs/ Yr | 0.5 |
| | 0.25 | Hrs/ Mnth | 3.0 |
| | 0.17 | Hrs/ Mnth | 2.0 |
| | 1 | Hrs/ Mnth | 12.0 |
| | 0.13 | Hrs/ Mnth | 1.6 |
| | 0.33 | Hrs/ Mnth | 4.0 |
| | 0.67 | Hrs/ Mnth | 8.0 |
| | 0.33 | Hrs/ Mnth | 4.0 |
| | 0.33 | Hrs/ Mnth | 4.0 |
| | 12.8 | Hrs/ Yr | 12.8 |
| | 3.2 | Hrs/ Yr | 3.2 |
| | 0.67 | Hrs/ Mnth | 8.0 |
| | 0.5 | Hrs/ Mnth | 6.0 |
| | 8 | Hrs/ Yr | 8.0 |
| | 0.33 | Hrs/ Mnth | 4.0 |
| | 0 | Hrs/ Yr | 0.0 |
| | 0.8 | Hrs/ Yr | 0.8 |
| | 0.36 | Hrs/ Mnth | 4.3 |
| Workers Comp / Safety | | | |
| 30) Annual wage & premium audit administration | 5.6 | Hrs/ Yr | 5.6 |
| 31) WC claims administration / first report of injury | 0.2 | Hrs/ Mnth | 2.4 |
| Payroll and Tax Administration | | | |
| 32) W-4 administration (1+) | 1.32 | Hrs/ Yr | 1.3 |
| 33) State withholding forms administration (1+) | 1.32 | Hrs/ Yr | 1.3 |
| 34) Payroll processing: either service or internal, plus software, checks, materials, etc | 1 | Hrs/ Wk | 52.0 |
| 35) Direct deposit | 0.06 | Hrs/ Wk | 3.1 |
| 36) Quarterly form 941 filings (1+) | 0.13 | Hrs/ Qtr | 0.5 |
| 37) State(s) quarterly withholding tax filings and deposits (1+) | 0.4 | Hrs/ Qtr | 1.6 |
| 38) State(s) Unemployment Insurance (SUI) quarterly tax filings (1+) | 0.4 | Hrs/ Qtr | 1.6 |
| 39) W-2 and W-3 preparation and distribution (1+) | 4 | Hrs/ Yr | 4.0 |
| 40) Federal unemployment administration - 940 filing (1+) | 0.4 | Hrs/ Yr | 0.4 |
| 41) Garnishment liability / paperwork processing (1+) | 0.12 | Hrs/ Wk | 6.2 |
| 42) Lost checks - stop payments / re-issue * | 0.08 | Hrs/ Wk | 4.2 |
| 43) Responding to employment and wage verification request | 0.5 | Hrs/ Yr | 0.5 |

This credible quantified Time Savings estimate auto-populates from a quick, easy checkmark assessment.

Even if the Prospect doesn't do their own, it's a great case-study illustration / discussion sheet.

Estimate (Percentage) of Time Recaptured Due to Services Offered

| | | |
|---|----------------|-----------------------|
| Average Cost of Administrative Time (Wage/hour): | \$20 | /Hour |
| Total Cost of Administrative Time (Dollars/Year): | \$3,225 | /Year |
| Average Value of Administrative Time (Profit/hour): | \$0 | /Hour |
| Total Value of Administrative Time (Profits/Year): | \$0 | /Year (Direct) |

*** Total Leveraged Value of Administrative Time (Profits/Yr):** **\$7,256 /Year**
 (161 hours given to Revenue Driving Executives whose time is 'worth' \$45 per hour)

215.0
75%
161

