Your Payroll Benchmarks

Number of employees paid

Weekly   _____   x   52   =   _____

Fortnightly   _____   x   26   =   _____

Monthly   _____   x   12   =   _____

Bi-Monthly   _____   x   24   =   _____

Total employees   _____ (X)   Total payslips per annum   _____ (A)

Payroll Staff FTE   _____ (B)

Total salary for payroll staff   _____ (C)

Annual cost of payroll software including ESS   _____ (D)

Annual cost of time and attendance/award interpreting software   _____ (E)

Annual cost of payroll outsourcing   _____ (F)

Annual cost of travel   _____ (G)

Annual cost of training/conferences   _____ (H)

Annual cost of consulting fees/ IT support   _____ (I)

Annual cost of stationary   _____ (J)

In a typical month how many errors do you have that require recalculations?   _____ (Z)

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Your Payroll Benchmarks - workings

Your average payroll salary   _____ (C) ÷ _____ (B) = _____ (K)

Your average salary cost per payslip   _____ (C) ÷ _____ (A) = _____ (L)

Your annual technology cost   _____ (D) + _____ (E) + _____ (F) = _____ (M)

Your average technology cost per payslip   _____ (M) ÷ _____ (A) = _____ (N)

Your annual other cost _____ (G) + _____ (H) + _____ (I) + _____ (J) = _____ (O)

Your average other cost per payslip   _____ (O) ÷ _____ (A) = _____ (P)

Your average salary cost per employee paid   _____ (C) ÷ _____ (X) = _____ (Q)

Your average technology cost per employee paid   _____ (M) ÷ _____ (X) = _____ (R)

Your average other cost per employee paid   _____ (O) ÷ _____ (X) = _____ (S)

Total cost per employee paid   _____ (Q) + _____ (R) + _____ (S) = _____ (T)

Total cost per payslip   _____ (L) + _____ (N) + _____ (P) = _____ (U)

Average FTE per 1000 employees paid   1000 ÷ _____ (X) = _____ (V)

Your average other cost per employee paid   _____ (V) x _____ (B) = _____
                                                                                  FTE ;1000

Accuracy rate   _____ (A) ÷ 12 = _____ (W)

    _____ (Z) ÷ _____ (W) = _____
                                                                                  Error rate

    1 - _____ = _____
                           Error rate   Accuracy rate

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