

Employer Cost Analysis- Annual Labor & Human Resources Costs in Time & Money

Non-Productive Tasks/Personnel Responsibilities	# of Hours	Cost/Hour	Total Cost
HUMAN RESOURCES			
HR consultants/		\$	\$
HR training tuition/		\$	\$
HR reference materials/		\$	\$
Employee handbook development/		\$	\$
Job description development/		\$	\$
Job description maintenance/		\$	\$
Legal postings/		\$	\$
HR software/		\$	\$
Coordinating with legal counsel/		\$	\$
Fees for employment legal counsel/		\$	\$
State unemployment claims/		\$	\$
Compliance- ADA, FMLA, FLSA, ETC./		\$	\$
Compliance- EEO & Title IV/		\$	\$
Compliance- PRWORA administration/			
Compliance- immigration, harassment/		\$	\$
Performance review administration/		\$	\$
Employee files and maintenance/		\$	\$
HR audits/		\$	\$
Drug policy- develop, administration/		\$	\$
Pre-employment screening/		\$	\$
EEO-1 Filing/		\$	\$
Settlement costs/		\$	\$
Other fines for non-compliance/		\$	\$
Other personnel policy development/		\$	\$
Other HR fees or administration/		\$	\$
Non-Productive Tasks/Personnel Responsibilities	# of Hours	Cost/Hour	Total Cost
EMPLOYEE BENEFITS			
Benefits consulting fees/		\$	\$
Health insurance procurement/		\$	\$
Health insurance administration/		\$	\$
Health insurance enrollment/		\$	\$
Retirement plan procurement/		\$	\$
Retirement plan administration fees/		\$	\$
Section 125 plan administration fees/		\$	\$
Other benefits procurement/		\$	\$

Other benefits administration/		\$	\$
COBRA record keeping/		\$	\$
COBRA administration/		\$	\$
Form 5500 filing fees/		\$	\$
Employee inquires/		\$	\$
Other employee benefits costs & fees/		\$	\$
Non-Productive Tasks/Personnel Responsibilities	# of Hours	Cost/Hour	Total Cost
WORKERS' COMPENSATION/RISK MANAGEMENT			
Workers' compensation procurement/		\$	\$
Workers' compensation audits/		\$	\$
Workers' compensation claims administration/		\$	\$
Workers' compensation claims investigations/		\$	\$
Workers' compensation claims hearings/		\$	\$
Risk management consulting fees/		\$	\$
Risk management plan development/		\$	\$
Risk management inspection fees/		\$	\$
Risk management plan manuals/		\$	\$
Post accident drug testing/		\$	\$
Return to work program/		\$	\$
OSHA compliance fees/		\$	\$
OSHA compliance administration/		\$	\$
Safety meeting development/		\$	\$
Safety meeting materials/		\$	\$
Other risk management fees/		\$	\$
Non-Productive Tasks/Personnel Responsibilities	# of Hours	Cost/Hour	Total Cost
PAYROLL & TAX ADMINISTRATION			
Payroll vendor fees/		\$	\$
Software costs/		\$	\$
Check charges/		\$	\$
Report fees/		\$	\$
Special tax fees/		\$	\$
Data collection fees/		\$	\$
W-2 & W3 fees/		\$	\$
Tax deposit fees/		\$	\$
Payroll software procurement/		\$	\$
Execution of payroll/		\$	\$
Administration of payroll deductions/		\$	\$
Cost of payroll checks and envelopes/		\$	\$

Processing of court ordered garnishments/		\$	\$
Processing of tax liens/		\$	\$
Payroll account reconciliation/		\$	\$
Processing & filing of W-2's & W3/		\$	\$
Direct deposit fees/		\$	\$
SUTA 940 & 941 filing fees/		\$	\$
SUTA 940 & 941 tax deposit penalties/		\$	\$
Payroll record maintenance/		\$	\$
Employee & wage verifications/		\$	\$
IRS payroll audits/		\$	\$
Other payroll related fees & costs/		\$	\$
TOTAL HUMAN RESOURCES HOURS & COSTS:		\$	\$