

## Payroll and Benefits Planning

**SITUATION:** Payroll expenditures can make up close to 50% of any organization - more, in service companies - yet many organizations have trouble accurately tracking these costs for *all* of their employees: contract workers, hourly, seasonal etc. Spreadsheet systems make it difficult to budget/forecast these costs; costs which have a huge impact on your income and cash flow.

**SOLUTION:** Budget Maestro Payroll and Benefits Planning

**REASON:** Enables you to better plan, manage, report and analyze headcount related expenses, including salaries, payroll taxes and benefits. Allows you to model every employee individually or by groups (position). Helps simplify variance analysis comparisons with actual expense to keep accurate data. Enables you to keep a close watch on headcount expenses as you grow.

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### What it helps you do:

- Enables you to track expenses by employee
- Provides the ability to do Salary Related Expenses (SRE) by individual
- Automatically calculates true SRE expenses for each employee by each related expense item such as:
  - FICA                      - Medicare
  - FUTA                      - Bonuses
  - SUTA                      - Commissions
  - Healthcare              - 401K
- Calculate revenue or expenses based on headcount
- Calculate expenses for salary and hourly employees (OT/Shift Differential/Premium)
- Instantly generate a headcount report
- Accurately forecast your personnel expenditures including all salary-related expenses, for all employees, in all periods
- And the ability to assign caps to FICA, regardless of Fiscal Year

**Headcount/New Hires:** Budget Maestro allows you to forecast your headcount requirements, to determine how many new employees will be hired and how much they will cost. Depending on the impact of these costs on a projected business, you can make your decision either to hire now or push back to a later date.

At the same time, Budget Maestro lets you forecast appropriate personnel needs based on seasonality or short term requirements. For example, you can set up a hire and termination date for each part time, contract or seasonal hire and the system will automatically calculate when to start and stop payroll based on those dates. You can automatically and instantly calculate the impact of seasonal help on cash flow.

General		Wages		Increase/Decrease		Payment Method		Related Expenses		Details		Notes / Supporting Documentation	
Version 1		Version 2		Transaction View		Round							
Plan Basis	Select Scenario	%	\$	M	YTD	Q	QYTD	Y	Summary	2			
Transaction Type	GL	DR(+) CR(-)	Jan 05 FY 2005 Plan Basis	Feb 05 FY 2005 Plan Basis	Mar 05 FY 2005 Plan Basis	Apr 05 FY 2005 Plan Basis	May 05 FY 2005 Plan Basis	Jun 05 FY 2005 Plan Basis	Jul 05 FY 2005 Plan Basis	Aug 05 FY 2005 Plan Basis	S FY Plan		
Base Wage (Salary)	(for each employee		12,903.23	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00			
Full Time Equivalent	9101 (Headcount 1		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Adjusted Gross Salary			14,193.55	22,000.00	22,000.00	21,600.00	21,600.00	21,600.00	21,600.00	21,600.00			
(-) Salary & SRE			15,279.35	23,683.00	23,683.00	24,052.40	23,160.00	22,713.20	22,713.20	22,713.20			
(-) Gross Salary			14,193.55	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00			
Base	5510 (Salary Wage DR		12,903.23	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00			
Bonus	5550 (Bonus) DR		1,290.32	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00			
(-) SRE			1,085.81	1,683.00	1,683.00	2,052.40	1,160.00	713.20	713.20	713.20			
FICA	5630 (FICA) DR		890.00	1,364.00	1,364.00	1,339.20	446.80	-	-	-			
Medicare Tax	5630 (Medicare Tax) DR		313.20	563.00	563.00	563.00	313.20	313.20	313.20	313.20			
Retraining Expense	5720 (Retraining Expense) DR		-	572.00	572.00	-	-	-	-	-			
Retirement Plan	5725 (Retirement Plan) DR		-	572.50	572.50	-	-	-	-	-			
401K Contributions	5735 (401K Contributions) DR		-	573.50	573.50	-	-	-	-	-			
Profit Sharing	5740 (Profit Sharing) DR		-	574.00	574.00	-	-	-	-	-			
*Health Insurance	5730 (Health Insurance) DR		-	573.00	573.00	-	400.00	400.00	400.00	400.00			

Accurately forecast your payroll including all salary-related expenses for a true picture of personnel costs.

**In addition:** In Budget Maestro, there is no limit to the number of salary-related expenses you can calculate by employee or groups of employees. You can build "groups" of salary-related expenses that are specific to employees in different states or different levels within a company.

**Think about what you could do with a tool that:**

- Enables you to accurately and precisely calculate all expenses and revenue related to headcount with ease
- Automatically calculates and updates benefits information per employee/group
- Instantly generates reports based on payroll information
- Automatically forecasts personnel expenditures and expenses

**Want to know more?**

Talk to your Centage Account Manager at **800.366.5111** or visit us at **www.centage.com**



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