

Guide - Staff Costing Builder

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Introduction

The staff costing builder allows the user to add positions of an area/unit (except of Executive positions) into a sheet, which then calculates the staffing costs. It can also be used to simply cost a single position.

The costs included:

- Salary costs
- Oncosts:
 - Workers Compensation
 - Payroll Tax
 - Superannuation
 - Annual Leave (where applicable)
- Step increases/increments
- Enterprise Agreement increases

The Builder can:

- Calculate the cost of staff by employment type:
 - Full time
 - Part time (using position fraction)
 - Contract
 - Casual
- Calculate between dates
- Build a whole section and then export to a separate sheet.

This builder should be used as guide, as it cannot cater for individual circumstances. While all care has been taken in developing this Builder, we cannot totally guarantee the accuracy of the calculator and do not accept any liability for decisions made based on the figures generated.

Instructions

Enabling Macros

When the sheet opens, macros will need to be enabled. A warning appears at the top of the sheet, click the **Options...** button, then click **Enable this Content** and finally click the **OK** button



Quick Instructions

Staff Cost Builder*

1 Choose: Simple or Advanced (Advanced is default)

2 Choose: Employment Type

3 Choose: Salary Level

7 Click: To export list to new file

Choose Costing Type:

Simple Costing (Position Level on highest Step)

Advanced Costing (Position Level and Steps)

Add an ACADEMIC staff position

Fulltime Contract Position GREATER than 1 year Contract Position LESS or equal to 1 year Casual Position

Choose Academic Level here

Current Occup Dates: 01-Jan-13 to 31-Dec-13

Position Fraction:

Add a GENERAL staff position

Fulltime Contract Position GREATER than 1 year Contract Position LESS or equal to 1 year Casual Position

Choose General Level here

Current Occup Dates: 01-Jan-13 to 31-Dec-13

Position Fraction:

Export staff list to new file **Delete selected row**

4 Change (if Necessary): View Occupancy dates and change

5 Change (if Necessary): Position Fraction

6 Click: View cost breakup

7 Click: Add to Selected staff list

9 Click: To reset sheet

Selected Staff

Position Title	Level	Start Date	Finish Date	Fraction or Hrs Wks	Total Salary Cost	Total OnCosts (Excl. Super)	Super	Total Cost	Comments

8 Click (if Necessary): To delete an unnecessary row from Selected Staff

What is on the sheet?

1) Simple/Advanced Costing option:

- a) Simple assumes Level at Top Step.
- b) Advanced gives you the option of choosing the step

Simple Costing (Position Level on highest Step)

Advanced Costing (Position Level and Steps)

2) Choose employment type:

- a) Fulltime
- b) Contract Position greater than one year (will be asked if Annual Leave payout needs to be included)
- c) Contract Position less than or equal to one year
- d) Casual Position – need to enter number of hours per week and number of weeks.

3) Choose a **Staff Level** from the Orange or Brown box that says **Choose Academic Level here** or **Choose General Level here**. The Total costing amount will appear in the white box to the right for the corresponding Academic or General position.

(For example: If a staff member is on Step 2 on 01-Jan-13, it is assumed they will progress to Step 3 [in March for Academics and June for General Staff], this assumption is included in the calculation)

Choose Academic Level here

Current Occup Dates: 01-Jan-13 to 31-Dec-13

Choose General Level here

Current Occup Dates: 01-Jan-13 to 31-Dec-13

The salary amounts don't equal the Enterprise Agreement (EA) amounts?

During the year there is at least one increase to a staff member's salary. A staff member's salary at the end of the year is higher than the beginning of the year.

Accordingly, the actual salary paid will be a combination of those increases. Where the EA salary amounts are a snapshot in-time.

The Builder takes all of the relevant increases into account and rolls them up into one salary amount.

4) Click the **View Occupancy Dates** to adjust the From and To dates for the position (default: 1-Jan-13 & 31dec-13) as necessary

[View Occupancy Dates](#)

- 5) Adjust the **Position Fraction** as necessary

Position Fraction	Position Fraction
100.0%	100.0%

- 6) The **Show Breakdown** buttons will give you the breakdown of all the on-costs for the position in a pop-up box.

Show Academic cost breakup	Show General cost breakup
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- a) You can use the position cost amount directly from the box in which it appears (unfortunately you won't be able to select and copy the amount) **OR**
- 7) Click the appropriate button: **Add this Academic/Add this General Position** and the position costing will transfer to the lower green section. Keep adding the positions until you have them all, then click the export button. This will put all the positions into a new sheet. You can also add position titles at this point too.

Add this Academic position to the list	Add this General position to the list
Export staff list to new file	

- 8) If you add a wrong position in and want to remove it from the list, in the Staff List section, click on any of the details of the position and then click **Delete selected row**.

Delete selected row

- 9) To start again, click the **Reset whole sheet** button. This will completely reset the sheet. It will remove all the current information and what is under the Selected Staff section.

Reset whole sheet
