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Staffing forecasting excel template

Forecasting human resources needs Forecasting the availability of human resources Assignment of human resources to various projects, locations and business unit comparing assigned vs. Personnel needed to generate reports for management and regulatory purposes It is common for organizations to start with a simple Excel spreadsheet to manage their personnel needs. As organizations grow and staffing requirements and reports become more complex, these simple spreadsheets can be transformed into Excel applications with an amazing amount of functionality. At eSoftware Associates, our VBA expert developers have created custom Excel personnel applications for companies in construction, manufacturing and healthcare management. Step 1: Excel human resource needs forecast is great for developing forecasts, whether in simple counts and ratios or more complex models. Models can be developed for individual projects, locations, or business units. Then these separate models can be aggregated using the native Excel functionality or VBA code, depending on the complexity. Then the aggregated data is fed in the later steps. Step 2: Forecasting human resource availability with PTO, holidays, conferences, training and other demands that take people out of work, it is important to have the availability of your resources at your disposal. If your company is large and this information is stored in a separate database, Excel can be accessed with a data connection or export/import procedure. If your company is small, an interface can be provided to enter this information directly in Excel. Step 3: Assigning HR to various projects, locations, and business units This is where the fun begins. For each project, location or business unit, you get to choose who you want at work and when. Alternatively, it can provide us with logic so that we can have fun developing an algorithm for use in assigning people automatically. Either way, a single person can only work up to one FTE per day. Unless, of course, you like to work your people in, say, 120% FTE. At some point there is a limit to how much a single person can work before they will have to allocate another resource to fill the need. This limit will be part of the logic that you will have to provide us, if we automate this process. Step 4: Comparing the assigned vs required staff This is where Excel does a really great job. With data from steps 2 and 3, good views can be created to allow you to quickly determine where you're done or with staff. Step 5: Generate reports for management and regulatory purposes Finally, with all data in one place, Excel Create all the reports you need at the click of a button. No more pouring over different spreadsheets for hours trying to figure things out. Patient care facilities rely on our applications to show them how they are doing to meet the documented and required hourly care needs of their patients. These facilities not only need to they are managing their workforce in accordance with their own company policies, but must also maintain an adequate workforce to meet regulatory requirements. ESW is a professional company of Microsoft Consulting specializing in Excel, SQL and O365. Contact us today for a free chat about your Microsoft Excel consulting needs. How to create detailed count forecasts using excellent by Ben Murray CFO passionate about financial visibility, SaaS Metrics, and SaaS economics. Description For a software business, staff-related expenses are generally the largest operating expense in the P&L release. For the forecast of operating expenses, it is recommended to use rule 80/20 where you will spend 80% of your time in large expenses or categories. Small or large company? You can forecast the count by name and position. When you're still small enough, it makes sense and it's not too tedious or hard to maintain. If you have very large working pools, you would obviously avoid forecasting at the name person level, as this would be very difficult and time-consuming. Instead, you should foresee this in aggregate where average counting levels, wage rates, productivity, etc. are used. A counting hypothesis must also be incorporated so that the expected labour expenses are not exaggerated. Headcount model settings In this spreadsheet, a tab is used to provide by department for all named positions. This is known as labor HQ where all doctors changed and wages flow through the entire forecast model. Each department is grouped into rows to facilitate use. The right side of the tab has exits while the left side has entries. Headcount Model Inputs Department - the department of the employee list - the name of staff member Title - its FT or PT job title - this is for calculating monthly hourly wage spending - the number of hours that have been worked each month by staff part-time Payroll Taxes - the current wage tax rate for the employer's medical rate - these are calculated per head, and commonly you will see medical spending as a percentage of wages that is not generally accurate. Staff salary is not really relevant if medical premiums fall under a fully insured plan. If self-insured, take the total medical expenses and don't. participants to work at an average rate per person. Start date - the start date of the end date of its position - the end date of its position Required fields The only fields required are those listed above. Integrated into the model it is logical that if an employee starts on the 15th of the month, the model will work wages for the rest of the days month, and the same applies for the end date. Wage inflation and aggregate merit increases can be forecast in their own row. Headcount Model Output When the tickets are finished, the head count model will predict physical count, monthly wages, monthly, operating expenses and FTEs. Full-time equivalents are worked by the number of days in the month worked by the employee. At the bottom of the model, there is a total row, and the excel SUMIF function is used to summarize these department outputs by department. The Excel formulas used SUMIF, IF, AND, EOMONTH Conclusion Headcount expenses are often representative of the costly expense in the P&L; The one from a software company. You should spend time developing a recount forecast model that is detailed so that both your cash flow forecast and your wage forecast are accurate. In a software company you should always expect new contracts, transfers and terminations, so an automated Excel model should make your life much easier. Wage expenses can be upgraded in less than 10 minutes and result in accuracy a day. This best practice includes 1 Personal Forecast Excel Model Template Ben Murray offers you this best practice for free! download for free Add a bookmarks Discuss This projected staff planning template will allow you to calculate the number of employees you will need to start your new business. The worksheet is set to be used to project and complete its new business personnel arrangements over a weekly time period. All you have to do is put in your employee names and the hours to work and it will show you and your employees at a glance the weekly personnel arrangements. This tool provides an example and template for a weekly staff schedule. This spreadsheet is an excellent tool that will be used for small start-up or existing companies. Just connect the names and times of your employees to work and it will show you at a glance the full week staff arrangements. The file is a Microsoft Excel spreadsheet template (version 5.0). Special features: Download this spreadsheet template only once and you can use it over and over again. The spreadsheet contains the format of a weekly employee schedule. The worksheet can be fully customized: you can quickly add or remove items or review the formatting to meet your needs. The spreadsheet is easy to use. Just plug in your employees and it will automatically show you the staff for your new business. The toolkit provides these tools for free. Some of these forms contain technical language and create significant legal obligations. Do not use any form without a lawyer first reviewing the form and determining that it is suitable for the purpose for which it is intended. For a software company, personnel-related expenses are usually the highest operating expense by far on the P&L; (Declaration of profits and losses). As a big expense, you will want to foresee this as accurately as possible. I'll guide you through how I create detailed forecasts of the count. You can download the Excel model I used in this example at the bottom of this post. When it comes to forecasting operating expenses, I'm telling myself rule 80/20 on where you spend my intended energy. If it is a big spending item, I will spend 80% of my time on expenses or categories of expenses. When configuring my model, I will take the time to build the automation of detailed forecasts and calculations in my spreadsheet model. Small or large company? Predicts the count by position and name. We're still the size where this makes sense and it's not tedious to keep. However, if you have large working pools, for example pilots or mechanics in my old life or several hundred sales representatives, you obviously won't want to foresee them at the name person level. You'd be crying trying to track this down. Rather, you foresee this aggregate work using average wage rates, counting levels, productivity, and so on. And you'll want to include an open counting assumption so you don't exceed your planned labor expenses. Headcount Model Setup use a tab in my spreadsheet where I predict all named positions for the department. This tab is my HQ workforce and all the wage and medical changes in this tab flow through the entire forecasting model. I group each department in rows to make it easier to use. On the left side of the tab, I have my entries. On the right side, my outgoing (wages and taxes, benefits, fte physics). Headcount Model Inputs My columns on the left include Department, List (Name), Title, Full Time/Part-Time, Wage Rate, Hours, Tax Rate, Benefit Rate, Start Date and End Date. I will explain these in detail below. Department - the employee department Roster - obviously the name of its staff Title - again, only its title FT or PT - this field is in the calculation of properly monthly wage spending Hed - number of hours worked per month for part-time employees Pagant taxes - current employer wage tax rate Medical Tax - I foresee medical expenses per head. Often, you see medical spending as a percentage of wages that isn't really accurate. It usually doesn't matter if this staff is earning 200K or 20K, their medical premiums are set in a fully insured plan. If I am self-assured, I take the total medical expenses and the number of participants to determine an average rate per head. Start date : Start date of the position. End Date : Position End Date Requirement Fields The only required fields are wage rate, PT/FT, hours, taxes, medical fee and start and end date. I have built date logic into my model so that if an employee starts on the 17th day of the month, for example, the model calculates wages for the remaining days in the month. The same goes for the end date. In addition, aggregate increases in merit and wage inflation can be easily predicted in their own row. Headcount Model Output With my full entries, my head count model envisages my monthly wages, the physical count, fte (full-time equivalent), and medical expenses. FTE are determined by how many days in the month the employee worked. At the bottom of the model, I have a total row and I use the SUMIF Excel function to sum these outputs by department. Excel Formulates Used SUMIF, IF, AND, EOMONTH Conclusion Counting expenses usually represent the highest expense in p&L; L software company. It is important to spend time to develop a detailed count forecasting model so that not only your wage forecast is accurate, but also your cash flow forecast. In any software company, there are always new contracts, terminations and transfers to make your forecast easier with an automated Excel model. I can literally update wage expenses in ten minutes or less and be accurate up-to-date (assuming our hiring managers aren't too optimistic!). Please let me know if you have any questions or comments. Download the template here. Here.