

1. TOTAL COMPANY HEADCOUNT

Include	<ul style="list-style-type: none"> • Open, budgeted positions • Part-time employees • This total should be higher than FTE (full-time equivalent) count
Exclude	<ul style="list-style-type: none"> • Temps / Contracted staff

Answer: _____
Format: 0.00

2. TOTAL FTE (FULL-TIME EQUIVALENTS) THIS QUESTION IS REQUIRED.

Include	<ul style="list-style-type: none"> • Open, budgeted positions • Full-time equivalent (i.e., two .50 P/T employees are equivalent to 1 FTE) • Should be less than total headcount (previous question [17B])
Exclude	<ul style="list-style-type: none"> • Temps / Contracted staff

Answer: _____
Format: 0.00

3. TOTAL ANNUALIZED EMPLOYEE COMPENSATION

Include	<ul style="list-style-type: none"> • Gross salaries, wages, overtime, commissions/bonuses and incentive pay
Exclude	<ul style="list-style-type: none"> • Benefits or taxes that your organization pays (See 'Total annualized benefits' [17B])

Answer: _____
Format: \$0

4. OF TOTAL ANNUALIZED COMPENSATION, DOLLAR AMOUNT OF ALL COMMISSIONS / BONUSES PAID

Answer: _____
Format: \$0

5. TOTAL ANNUALIZED EMPLOYEE BENEFITS EXPENSES

Include	<ul style="list-style-type: none"> • Payroll taxes, i.e., social security, state, federal unemployment and Medicare taxes, company paid health insurance premiums, 401(k) matching, pension fund, stock options, profit sharing plan, and employee savings plan
Exclude	<ul style="list-style-type: none"> • Paid time off

Answer: _____
Format: \$0

6. TOTAL POSITIONS FILLED ON AN ANNUALIZED BASIS AS OF 12-31-17

Include	<ul style="list-style-type: none"> • Positions filled last year, annualized, including positions filled more than once and/or internally
Exclude	<ul style="list-style-type: none"> • Temporary positions

Answer: _____
Format: 0

7. WHAT IS YOUR TOTAL EMPLOYEE TURNOVER RATE? (AS A PERCENTAGE OF TOTAL HEADCOUNT) AS OF 12-31-17

Instructions	<p>Turnover is defined as annualized # of terminations (voluntary + involuntary) divided by total headcount. Do not include job eliminations or internal promotions/changes in job function. Use data from the reporting period used for this study.</p>
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Answer: _____
Format: 0%

8. WHAT IS YOUR ANNUALIZED BRANCH TURNOVER RATE? (AS A PERCENTAGE OF TOTAL BRANCH HEADCOUNT AS OF 12-31-17)

Instructions	<ul style="list-style-type: none"> • Turnover is defined as annualized # of terminations (voluntary & involuntary) divided by total branch headcount. Use data from the reporting period used for this study.
Exclude	<ul style="list-style-type: none"> • Job eliminations or internal promotions/changes in job function

Answer: _____
Format: 0% Max 100

9. ANNUAL HUMAN RESOURCES OUTSOURCED EXPENDITURES

Include	<ul style="list-style-type: none"> • Outsourced services • COBRA administration • Patient advocacy services • Short term disability advice to pay services • Retirement plan administration • 401k plan administration
Exclude	<ul style="list-style-type: none"> • Premiums paid for medical insurance, dental insurance, long term disability insurance, life, AD and D insurance, 401k benefit/matching contributions • Software costs • Legal fees (See [15] legal expenses) • Temp agency fees

	Outsourced HR Services Costs \$
HR Exec/Manager/Director	

Recruitment	
HRIS services (not software costs)	
Compensation services	
Payroll services (not software costs)	
Benefits Administration	
Employee Relations	
Other HR outsourced services	

10. HR EXEC/MANAGER/DIRECTOR FTE

Include	<ul style="list-style-type: none"> • Coaching and supervision of HR and Training employees • Attending management meetings, leading internal meetings • Handling of escalated departmental issues
Exclude	<ul style="list-style-type: none"> • Material time spent on completing specific HR functions/'day-to-day' tasks captured elsewhere in this section (i.e., Recruitment, HRIS, Compensation, Payroll, Benefits Administration, Employee Relations (or other non-management functions)

Answer: _____

Format: 0.00

11. RECRUITMENT FTE

Include	<ul style="list-style-type: none"> • Drafting review/approval of job postings (often in coordination with line of business mgmt.) • Placement of ads, job search listings • Review/Organization of incoming applicants • Pre-screening of (typically non-entry level) candidates, background checks
Exclude	<ul style="list-style-type: none"> • 3rd party or outsourced recruitment FTE • Tasks related to other areas outside recruitment, i.e., training

Answer: _____

Format: 0.00

12. HRIS (HUMAN RESOURCES INFORMATION SYSTEM) FTE

Include	<ul style="list-style-type: none"> • Starting or maintaining employee files/records as part of on-boarding and/or exit interview process • Reporting related to HR system of record
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Answer: _____

Format: 0.00

13. COMPENSATION FTE

Include	<ul style="list-style-type: none"> • Research related to market rates for standard and specialized positions • Updates to/data downloads from compensation system with new hires/promotions • Communications/policies related to compensation philosophy, exceptions, etc. • Overall management of the incentive and stock purchase plans
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Answer: _____
Format: 0.00

14. PAYROLL FTE

Include	<p>Included regardless of where function resides in organization:</p> <ul style="list-style-type: none"> • Payroll processing including entering data into payroll system/transmitting to third-party payroll provider • Updating system to reflect compensation or full time/part time
Exclude	<ul style="list-style-type: none"> • Payroll processing services for members (See 'Deposit Operations' [11])

Answer: _____
Format: 0.00

15. BENEFITS ADMINISTRATION FTE

Include	<ul style="list-style-type: none"> • Managing third-party benefits providers, coordinating enrollment process, termination of benefits, responding to employee questions about benefits, benefits-related internal communications, and management of information resources/forms
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Answer: _____
Format: 0.00

16. EMPLOYEE RELATIONS FTE

Include	<ul style="list-style-type: none"> • Escalation of personnel issues • Coordination and review of performance appraisals • Conducting exit interviews
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Answer: _____
Format: 0.00

17. GENERAL HR - OTHER FTE

Include	<ul style="list-style-type: none"> • Any HR functions not listed in the preceding categories • Managing content for company intranet
Exclude	<ul style="list-style-type: none"> • HR functions captured elsewhere in this section (i.e., Recruitment, HRIS, Compensation, Payroll, Benefits Administration, or Employee Relations)

Answer: _____
Format: 0.00

18. HUMAN RESOURCES - OTHER FTE DESCRIPTION

Instructions

- Describe the duties and positions if you allocated employees to the 'Other' FTE category

Answer:
