

ManPower Plus+ Approach

ManPower Plus+ is a convenient application to develop a manpower schedule/budget for up to 10 departments for a 3-year period

ManPower Plus+ allows the user to define 10 departments. Each department can have as many job categories as the user wishes.

The current annual salary for each job category is entered, as is the projected changes (+ or -) on a percentage basis for each of the 3 years. The % of salary extras (social security, pension, etc.) can also be defined for each job category.

A manpower schedule is then created on a monthly basis for the three year period. This is done by entering the current number of employees in each job category and entering any headcount changes (+ or -) in the month in which they occur. The ending figures for each year are automatically carried forward as the opening figures for the subsequent year.

Salary costs for each department are calculated on the following basis:

1. For each **job category** the monthly salary for the relevant month is calculated by taking the **current salary** and adjusting it for **annual changes** and adding the percentage entered for **salary extras**
2. The number of staff in that month is calculated by taking the **current number of employees** and adjusting it for the cumulative **monthly changes** in the manpower schedule to that point
3. The salary cost for that month for that **job category** is then calculated by multiplying the monthly salary by the number of employees in that **job category** for the relevant month.
4. The monthly salary cost for each individual department is calculated by adding the monthly salary costs for each of the job categories in the relevant department.

A total organisation-wide payroll budget is calculated by totalling the sum of the departments. There is an option to add a percentage contingency factor to the total payroll budget.

An average monthly/quarterly/annual cost per employee is calculated for each department and for the total organisation. The choice of monthly, quarterly or annual is selected from a drop down list and averages are automatically recalculated.

See the **User Instructions** below Enjoy!!

ManPower Planner Plus+

User Instructions

The EXCEL model has a simple Push Button Menu system at the top of the Workbook in cell A2 to E2. The following general guidelines should be followed. Cells in Blue are intended for User Input. Cells in Black are calculated and should not be altered by the user. On first use it is recommended that the Menu Options be used in the sequence in which they are numbered, 1, 2, 3, etc. On subsequent use the options can be selected as required to make amendments to the data originally entered. It may be useful to print out, for reference, the various input forms. Prior to entering data the user should select which currency s/he wishes to use in formatting reports. This can be done by clicking on the chosen currency symbol in the dialog box to the immediate right of the Title Graphic (cell H1). Note this refers only to the currency symbol used and is NOT a currency conversion routine. You may need to install and enable the Excel Euro Currency Tools Add -in to display the € symbol properly.

Enter the **Company Name** and **Start Month/Year**. These are used to format reports.

Fill-in each **Department Name**, up to 10 departments may be entered.

Define each **Job Category** within each **Department**. For each **Job Category** enter the **Current Annual Salary** and the **projected % changes** planned in year 1, 2 and 3. **Salary Extras** can also be entered as a percentage to cover items like social security and pension contributions.

When additional **Job Categories** are required within a **Department** new **Job Categories** can be added. To add a new **Job Category**, select a **Job Category** row within the **Department**. While the row is still selected, scroll up to cell A6 and click on the "**Add New Row**" pushbutton. The selected row, including all the appropriate formulae, is copied and inserted as a new row. The **Job Category**, **Salary**, etc for the new row can now be edited to enter details for the additional **Job Category**.

Where **Departments** have more **Job Categories** than required the row should **NOT** be deleted. It is preferable for presentation purposes to hide the rows that are not being used. Prior to hiding the row please ensure that there are no values in the row that will be added into any departmental or grand totals.

When all the **Departments** and **Job Categories** have been defined and set-up the staffing schedules for each of the three years should be entered. The current staffing levels for each **Job Category** should be entered. Increases or decreases are entered in the month in which they are planned. Changes in staffing levels can be entered as a positive or negative number. Because staff may be assigned as equivalent to, say, a half fulltime equivalent, staffing levels and changes can be entered as a number with one decimal. Ending staffing levels for one year are automatically carried forward as opening staffing levels for the next year.

The ManPower Planner Plus+ calculates the following for each month:

The Gross Payroll Schedule for each Department for each month

The Total Gross Payroll Schedule for the organisation

A Payroll Contingency value based on a % contingency factor entered

The average cost per employee for each Department, either per month, quarter or per year as selected by the user.**

The total headcount for each Department and for the total organisation

The average cost per employee for the total organisation

** Note:

An average monthly/quarterly/annual cost per employee is calculated for each department and for the total organisation. The choice of monthly, quarterly or annual is selected by the user from a drop down list (cells A12 to C12) and averages are automatically recalculated.

Menu System

ManPower Planner Plus+				
<u>1. Dept. & Employment Categories</u>	<u>2. Manpower Schedule for Year 1</u>	<u>3. Manpower Schedule for Year 2</u>	<u>4. Manpower Schedule for Year 3</u>	
Print Depts. Categories & Salaries	Print Year 1 Schedule	Print Year 2 Schedule	Print Year 3 Schedule	
Insert New Row	Print Year 1 Payroll	Print Year 2 Payroll	Print Year 3 Payroll	

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COMPANY NAME	<i>My Big Company Ltd</i>
START YEAR	2003
START MONTH (1 TO 12)	1

Select Average Cost Basis from Dropdown List ▼

Select Currency Symbol

- Euro Symbol
- \$ Symbol
- £ Symbol
- No Symbol

EMPLOYMENT CATEGORIES

Dept 1

		% Change(+ or -) in Salary for Each Year			Salary
	Current Salary	Year 1	Year 2	Year 3	Extras
Job Category 1	€0	0.0%	0.0%	0.0%	0.0%
Job Category 2	€0	0.0%	0.0%	0.0%	0.0%
Job Category 3	€0	0.0%	0.0%	0.0%	0.0%
Job Category 4	€0	0.0%	0.0%	0.0%	0.0%
Job Category 5	€0	0.0%	0.0%	0.0%	0.0%
Job Category 6	€0	0.0%	0.0%	0.0%	0.0%
Job Category 7	€0	0.0%	0.0%	0.0%	0.0%
Job Category 8	€0	0.0%	0.0%	0.0%	0.0%
Job Category 9	€0	0.0%	0.0%	0.0%	0.0%
Job Category 10	€0	0.0%	0.0%	0.0%	0.0%
Job Category 11	€0	0.0%	0.0%	0.0%	0.0%

GROUP TOTAL

Dept 2

	Current Salary	Year 1	Year 2	Year 3	Extras
Sales & Marketing Director	€0	0.0%	0.0%	0.0%	0.0%
Marketing Manager	€0	0.0%	0.0%	0.0%	0.0%
Sales Manager	€0	0.0%	0.0%	0.0%	0.0%
Export Sales Manager	€0	0.0%	0.0%	0.0%	0.0%
Senior Sales Executive	€0	0.0%	0.0%	0.0%	0.0%
Sales Executive	€0	0.0%	0.0%	0.0%	0.0%
Trade Sales Executive	€0	0.0%	0.0%	0.0%	0.0%
Marketing Assistant	€0	0.0%	0.0%	0.0%	0.0%
TeleSales	€0	0.0%	0.0%	0.0%	0.0%
eBusiness Executive	€0	0.0%	0.0%	0.0%	0.0%

GROUP TOTAL

