

# The true cost of PAYROLL

## Costs to consider:

\* Staffing costs; (If payroll is only part of role, estimate time taken)

- > Payroll staff salary
- > Back-up staff to cover leave & sickness
- > Supervisors who sign off on time sheets
- > Administrators who approve leave

\* Technology;

- > Payroll Software
- > Timesheet & Accounting Software

\* Other costs;

- > Recruitment & Consultancy fees
- > Cost of advice from Lawyers or Accountants
- > Expenses such as travel & stationary
- > Association membership fees & training costs
- > Time taken on hold to government agencies

Total Annual Payroll Cost: \$

## Calculations:

(Weekly employees X 52)

(Fortnightly employees X 26)

+ (Monthly employees X 12)

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Total Payslips

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Cost

/ Payslips

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Cost per Payslip

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