

**Employee Cost Analysis Worksheet  
Upper Columbia Conference of Seventh-day Adventists**

**MONTHLY PAYROLL COST ESTIMATE FOR:** \_\_\_\_\_  
(Print Employee Name)

Hourly pay rate \$ \_\_\_\_\_ per hour x \_\_\_\_\_ # of hours/month = monthly cost \_\_\_\_\_

**OR**

Volunteer Reimbursement \$ \_\_\_\_\_ /month reimbursement (ie Track 1 Bible Worker Coordinator) \_\_\_\_\_

**AND**

\$ \_\_\_\_\_ Value of all other compensation (gifts, stipend, housing, etc.) \_\_\_\_\_

(If this worker is a volunteer- *stop here.*) **TOTAL BEFORE TAXES/BENEFITS:** \_\_\_\_\_

**TAXES –**

Social Security (7.65% of gross wages) \_\_\_\_\_

Workers Comp (See payroll cost sheet) \_\_\_\_\_

**BENEFITS – (check the benefits the worker receives and calculate the cost)**

Retirement (5% of gross wages and up to 3% match of employee contribution) \_\_\_\_\_

Vacation (1 to 4yrs = 2 wks; 5-9 yrs = 3 wks; 10+yrs = 4wks) \_\_\_\_\_

Sick Leave (accrues at .03855 per hour worked) \_\_\_\_\_

Medical (\$630.00 or \$755.00 or \$1180.00 – See payroll cost sheet) \_\_\_\_\_

Life Insurance (\$16.95 per month) \_\_\_\_\_

Disability Insurance (monthly wage x .00383 p/month) \_\_\_\_\_

Holidays (Max of 76 hrs / yr for FT thus—hrly wage x 76 / 12 = Holiday pay) \_\_\_\_\_

**TOTAL MONTHLY EMPLOYEE COST WITH BENEFITS** \_\_\_\_\_

**X 12 FOR THE TOTAL AMOUNT BUDGETED YEARLY FOR EMPLOYEE** \_\_\_\_\_

\_\_\_\_\_  
Prepared by (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date