

## Form H: Conversion to a Composite Hourly Billing Rate for an Employee

This schedule can be used for all salaried full-time employees. It was developed to provide a calculated cost of an employee and to include his/her benefits, vacation time, retirement benefits, sick leave benefits and any item paid by an employer for the return of services provided by an employee. \*\* If using this form to calculate a billing rate, make sure you don't double bill for salaries, etc., separately.

EMPLOYEE'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

**FIGURED ON MONTHLY COST:**

1.	Enter the amount of monthly salary	1. _____
2.	Benefits: Social Security _____% x LINE 1 (wages) (Employer's rate)	2. _____
3.	Benefit (worker's compensation) Class Code _____  Employer's Rate _____% x 160 hours	3. _____
4.	Unemployment Insurance Rate _____% x LINE 1 (wages)	4. _____
5.	Medical Benefits per month	5. _____
6.	Retirements per month	6. _____
7.	Pension Plan or Matching Plans	7. _____
8.	Other _____	8. _____
9.	TOTAL MONTHLY COSTS (add lines 1 through 8)	9. _____
10.	LINE 9 x 12 months = TOTAL YEARLY COST	10. _____
11.	Work hours in a year:	
	A. 52 weeks per year x 5 work days per week = 260 days 260 days x 8 hours per day = potential work hours per year	A: <u>2,080</u> hours
	<b>PAID DAYS OFF PER YEAR:</b>	
	Annual Leave: _____ hours per month x 12 months = _____ hours	
	Sick Leave: _____ hours per month x 12 months = _____ hours	
	Holidays: _____ days per year x 8 hours = _____ hours	
	B. TOTAL HOURS OF ACCRUED LEAVE PER YEAR	B. _____ hours
12.	SUBTRACT LINE "B" FROM LINE "A" = YEARLY HOURS WORKED	12. _____
13.	DIVIDE LINE 10 BY LINE 12 (total yearly cost ÷ yearly hours worked) = COMPOSITE HOURLY RATE	13. _____