HIRING COST WORKSHEET

Build an assignment estimate using your proposed staffing quote. Fill in actual rates and assumptions; this worksheet does not set MNCP prices.

ASSIGNMENT INPUTS

A. Number of workers: _____ B. Assignment weeks: _____

C. Regular hours per worker per week: _____

D. Regular bill rate per hour: $_____

E. Overtime hours per worker per week: _____

F. Quoted overtime bill rate per hour: $_____

G. Other quoted assignment charges: $_____

CALCULATE YOUR ESTIMATE

Regular labor = A x B x C x D = $_____

Overtime labor = A x B x E x F = $_____

Total estimated staffing cost = regular labor + overtime labor + G

TOTAL: $_____

Keep regular and overtime hours separate. Confirm how the quote treats overtime, holidays, minimum shifts, travel, screening, taxes and other charges.

ILLUSTRATIVE EXAMPLE ONLY

4 workers x 2 weeks x 40 regular hours x $30 regular bill rate = $9,600. With zero overtime and no other charges, total = $9,600. This is an arithmetic example, not a quote.

COMPARE THE SAME SCOPE

Internal hiring estimate: recruiting $_____ + screening/onboarding $_____ + wages $_____ + employer taxes/benefits $_____ + other costs $_____ = $_____

Use the same headcount, period and hours for both estimates. Avoid counting a cost twice when it is already included in a staffing bill rate.

Markup = (bill rate - pay rate) / pay rate. Gross margin = (bill rate - pay rate) / bill rate. Neither calculation alone represents net profit.

REVIEW BEFORE APPROVAL

Confirm rates and assumptions with MNCP Staffing at 844-579-6627. Actual invoices depend on approved hours and agreed terms.