**HUMAN RESOURCES BUDGETING TOOL**

**INSTRUCTIONS**

1. Opening the Worksheet

* Open the Worksheet and make sure you choose (click) the “**START HERE**” sheet.
* Look at the dates and numbers in the yellow cells and revise the data as necessary to fit your reality. RESPECT THE INDICATED FORMAT FOR ENTERING DATES AND NUMBERS.
* The data for the Employer Contributions is valid for the year 2022. However, check the CNESST rate which could be different and probably lower for your organization.
* If you are not sure what numbers or data applies to you, click on the html link “Employer Contributions for 2022” on cell A19.
* Warning: use the correct formats for the dates, % and numbers. Otherwise the calculations in the other worksheets will be wrong.

1. After completing the “START HERE” Worksheet

* Open (click) on the “**LIST OF JOB CATEGORIES**” worksheet.
* You can add job titles by changing the names in the cells where it is written “Z Add a job category here…”
* After adding all the necessary job titles, you MUST SORT the list in column A in alphabetical order.
  + first, highlight the A column by clicking on the top cell where A is written
  + then Click on “Data” in the top menu then click on the Sort button

1. Click on the “SOURCE OF FUNDS” sheet

* Open (click) on the “SOURCE OF FUNDS” worksheet. It already contains a lot of possible sources of funds. You can review the list to make sure it covers every source of funds you plan to use.
* To add a new source, click on a cell where it is written “Z Add source here”. Look somewhere around line 200.
* Change that name to the name of the source you want to add.
* You can add, change or delete any number of sources you want.
* After adding all the necessary sources of funds, you MUST sort the list in column A in alphabetical order.
  + first, highlight the A column by clicking on the top cell where A is written
  + then Click on “Data” in the top menu then click on the Sort button

1. Click on the “HR BUDGET” sheet

* Open (click) on the “HR BUDGET” worksheet.
* You can change the data in the yellow cells only.
* Start by adding the names of your employees in column A, from cell A6 and down.
* Then click on the cell B6 and choose a job title in the scrolling list. You MUST use the list. If the job title you are looking for is not listed, you need to add it to the “LIST OF JOB CATEGORIES” sheet.
* Repeat from cell B6 and down until you give a job title to all the employees listed.
* Then click on the cell C6 and enter the current base salary. Repeat for each employee.
* The “Raised hourly rate” salary is automatically calculated and you cannot change the amount. If you need to do so, unlock the sheet protection. The password to unlock the sheet is “Mission”.
* Next, add the number of vacation weeks for all your employees in column F.
* Then complete columns J and K, making sure the total in column L reflects the correct number of weeks the employees are working (including their vacation time).

*Most employees work 52 weeks but some of them work less. Look at the Cells J5, K5 and L5. The numbers there are calculated according to the date of the salary raises you indicated in the “START HERE” worksheet. You can change the numbers ins cells J and K manually if needed.RSP* or VRSP), enter the % of your contribution as a fraction of their gross pay. If you contribute a fixed amount rather than a percentage, you will need to unlock the sheet and manually enter the total amount in column T.

* Next choose the U6 cell and input the employer contribution to the group insurance plan. The amount is the one indicated on the employee pay stub. We programmed the sheet to use a bi-weekly (26 pay periods) number. Please input a bi-weekly number.
* Then click on the cell AE6 and choose a source of fund in the scrolling list. You MUST use the list. If the source you are looking for is not listed, you need to add it to the “SOURCE OF FUNDS” sheet.
* Then click on the AG6 cell and input the expected yearly $ salary that should be paid by the selected source of funds.
* Repeat the same actions for all the employees. And repeat the same for the 15 sources indicated in columns AH and over.
* Pay attention to the numbers in red and make sure the percentage never goes over 100%.
* The “Unallocated amount” should total 0 $ in column “DA”.
* Contact Alain at Groupe Mission if you want to add more than 13 different sources of funds.
* A filter needs to be applied in the column “B” of the “SUMMARY” worksheet. Make sure to filter the results, using the arrow button in cell B1.