



***Solutions for Payroll, Time Collection and Human Resources***

## **Key Performance Indicators for HRMS**

### **HR**

Totals to track:

- Total Revenue = Total revenue for the organization
- Total Headcount = Average full-time employees
- Total Full Time Equivalencies = Total Full Time employees
- Total Terminations (date range)
- Total Voluntary Terminations (date range)
- Total Years of Service = Total years all current employees were employed
- Total New Hires (date range)
- Total New Hire Terminations
- Total OSHA Cost

Calculations:

- Revenue Factor = Total Revenue / Total Headcount
- Separation Rate (Turnover Ratio) = Total Terminations / Total Headcount
- Accession Rate = Total New Hires / Total Headcount
- Voluntary Termination Rate = Total Voluntary Turnover / Total Headcount
- Average Tenure = Total Years of Service / Total Headcount
- Survival Rate = (Total New Hires – New Hire Terminations) / Total New Hires
- Waste Rate = Total New Hire Terminations / Total New Hires
- New Hire Headcount Factor = Total New Hires / Total Headcount
- Cost of HR Services = HR department salaries / 100 FTE
- OSHA Cost Factor = Total OSHA Cost / Total Headcount
- Accident Factor = total days lost due to accidents

### **Payroll**

Totals to track:

- Total Overtime Labor Cost
- Total Labor Cost

Calculations:

- Overtime Headcount Factor = Total Overtime / Total Headcount
- Overtime Ratio = Total Labor Cost / Overtime Labor Cost

### **Attendance**

Totals to track:

- Total Absences (date range)
- Total Absence Hours

Calculations:

- Absence Factor = Absence Hours \* Pay Rate

## Training

Totals to track:

- Total Training Cost (date range)
- Total Training Hours (date range)

Calculations:

- Training Cost Headcount Factor = Total Training Cost / Total Headcount
- Training Hours Headcount Factor = Total Training Hours / Total Headcount

### Strategic Objectives:

- Reduce HR Related Costs
  - Reduce turnover costs
  - Reduce absence rate
  - Reduce worker's compensation costs
  - Reduce waste rate
- Improve employee satisfaction and commitment
  - Increase employee retention
  - Increase new hire retention
  - HR Service Cost
  - Define commitment drivers
- Increase return on HR investment
- Improve recruiting process, hiring right employee
  - Improve technology for recruiting and applicant screening
- Develop best practices for succession planning
  - Key position turnover
  - Time to fill key positions
- Enhance data and data availability
  - Increase data security and integrity
  - Data warehouse
  - Employee Self Service
- Improve HR Processes
  - Employee satisfaction surveys
  - Documentation improvement
  - ROI measures
- Reduce risk related to non-compliance (laws, policies, etc)
  - OSHA findings
  - Worker's compensation costs