



ABSENCE SCHEDULING COST SAVINGS ASSESMENT QUESTIONNAIRE

Tailored Solutions for the Manufacturing Environment

▽ identify ▽simplify ▽automate

Please fill in all the areas that apply to your company.

Company Name: _____ Your Name: _____
Address: _____ Your Title: _____
City/State/Zip: _____ Date: _____
Phone Number: _____

1. Does your company schedule vacation time, personal leave, off-site training, etc? Yes/No
2. How many employees does your company employ? _____
3. How many of those employees file for absence time? _____
4. How much time does a supervisor spend on approving one time off request? _____min
5. How long does it take for an employee to fill out the paperwork to request time off? _____min
6. What time of year is it most common for employees to ask for time off? _____
7. During that time of year do you have trouble meeting staffing requirements, in other words do you have enough employees to do the work needed? Yes/No
8. Have you found your company in a bind because they did not schedule enough people for a day? Y/N
9. Of the employees that ask for time off, on average what percent ask for pre-payment? _____%
10. How long does approval by HR or payroll usually take on one pre-payment request? _____min
11. On what is the average hourly wage paid to the payroll person? \$ _____
12. What is the average hourly wage paid to regular employees? \$ _____
13. How much time is spent by HR or payroll validating the time off request paperwork? _____min
14. How much does it cost to print one time off request sheets? \$ _____(\$0.07 is typical)
15. How many time off requests are processed per year for all employees? _____
16. What is the supervisor's average hourly wage? \$ _____
17. How long does it take to enter vacation/leave time into payroll per pay period? _____min
18. How many pay periods are there per year? _____

Employee request time: $(\#5 * \#15) / 60$ min per hour $* \#12 = \$$ _____ spent per year
 Approval Time Savings: $(\#4 / 60$ min per hour $* \#16 * \#15 = \$$ _____ spent per year
 Pay roll processing time: $(\#13 / 60$ min per hour $* \#15 * \#11 = \$$ _____ spent per year
 Paper Savings: $\#14 * \#15 = \$$ _____ spent per year
 Payroll entry: $(\#17 / 60$ min per hour $* \#18 = \$$ _____ spent per year