# THE AUTOMATED MILLIONAIRE BEST BUSINESS PRACTICES LABOR BURDEN



By Mikkel Pitzner



# **BEST BUSINESS PRACTICES**

# Labor Burden

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The Automated Millionaire
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#### BEST BUSINESS PRACTICES

The Automated Millionaire Best Business Practices describes various Best Business Practices and/or Terminology used in business. These are aimed at giving you a better insight to terminologies, explanations or 'How Tos' for your business.

#### A NOTE ABOUT LINKS IN THIS DOCUMENT

Throughout this document you will find links (such as the yellow link just below) for more resources, which could be training videos, other documents or access to tools and the like. The individual links are directed to specific sections and resources relevant to what is being said it's linked to, but for your privacy and security, all links are sent to pages residing secured website of The Automated Millionaire website.

Click Here For More Resources



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#### **To Your Success**

I truly wish your success.

I believe entrepreneurs are critical for our society and that it is the entrepreneurs who often pave the way for innovations and development in the world.

Entrepreneurs accept great risk, work diligently and often have to endure great struggles in their pursuit of their dreams.

Those who succeed not only improve their own lives, but also many other lives. Lives of the other people in their families, but also lives of the people they employ and their families. Vendors as well and their families are positively affected by the ripples sent out from a well run and successful business.

I am therefore hopeful that my personal pursuit of helping as many entrepreneurs as possible can help increase these positive ripples, affecting as many people positively and as far reaching as possible.

Please feel free to connect with me for anything you believe I may be able to help and serve you with.

- Mikkel Pitzner

Email Mikkel



#### Labor Burden

Labor Burden consists of indirect costs associated with employees over and above gross compensation or payroll costs. Typical costs associated with the burden rate includes payroll taxes, worker's compensation, health insurance, paid time off, training, travel expenses, vacation and sick leave, pension contribution, and other benefits.

Labor burden is the actual cost of a company to have an employee, aside from the salary the employee earns.

The labor burden or the labor burden rate provides a truer picture of total absorbed costs than payroll costs alone.

Labor burden cost is important to compute and understand because it includes a variety of significant costs that are often viewed as company overhead, but are in fact, costs related to employment. Many businesses fail because they focus simply on payroll and payroll taxes, and neglect to consider the entire actual cost required to enable an employee to perform the work he or she was hired to do.

This is important, so it's worth repeating again: Employing a worker costs more than just their hourly wage – there is a "burden" of additional costs you'll incur.

That is to say, the unburdened labor rate is the basic compensation paid to employees. Yet, the real cost or of an employee can only be seen in a burdened labor rate, which has mandatory and voluntary inclusions, as follows:

Those burdens that are mandatory are payroll taxes (Social Security, Medicare), federal and state unemployment insurance and, if state requires it, also workers'



compensation insurance, liability insurance, and state disability insurance. Your state or local government may also require a local payroll tax and job-training tax.

Other labor burdens may be deemed as voluntary. Those can include health insurance, life, disability, and accident insurance, as well as other costs and benefits such as vacation pay, sick pay, retirement benefits, etc. While these are voluntary, knowing your burden rate can help you determine if and how you can afford these benefits as an investment to attract and retain the talent you want to employ.

Additional costs incurred for having employees to be captured in your fully burdened labor rate can include company vehicle, business travel, training, cell phone usage, and uniforms in addition to their hourly rate.

To calculate and track your Labor Burden is especially important for businesses that employ a lot of hourly employees and who provides high labor-intensive products or services.

E.g. contractors.

The total expense of the labor burden rate varies greatly from company to company. As you can guess from above, the labor burden and the labor burden rate increases with more benefits you provide to your employees.

The labor burden rate is often around 30-34%, but can easily increase up to 50% or so.

Especially for businesses that quote for jobs that are heavily labor intensive (e.g. contractors), or have production that are very labor intensive, i.e. a lot of labor goes into producing finished job or the items, or delivering on the services, it is critical that the business owner is highly aware of these expenses.



Failing to account for these extra expenses, and you can quickly erode all profits from a single job for which you otherwise had attached a nice markup for.

#### Let's look at an example:

Let's say you run a construction crew company and that you are supplying just the builders and crew members for a job building a house. Your past experience tells you that this kind of house, its materials and size will need 4,000 man hours to complete.

Your construction workers carry a varied pay depending on skills, experience, time with your company and responsibilities assigned. But let's say that you have calculated that the average pay per hour per work is \$22,00.

So he/she will be facing an expense of 4,000 hours @ \$22,00, for a total of \$88,000, before any markup and any other expenses.

But let's say he/she has calculated and found that his/her labor burden rate is 44.25%.

That means for every dollar of labor hour expense he will have to add 44.25% extra, or \$0.44 in order to take into account all the expenses that make up his labor burden.

His quote calculation may look something like this:

Labor (4,000 ho	urs \$22)	\$ 88,000.00
Labor Burden R	ate 44.25%	\$ 38,940.00
Subtotal		\$ 126,940.00



Unfortunately, a lot of clients of all kinds of industries I have helped never paid attention to the Labor Burden, and basically calculated their quotes without taking this expense into account.

That means that in their quote the omitted to take into account an expense line item totaling in this case a full \$38,940.

Their calculation quote may have looked something like this:

Labor (4,000 hours \$22)	\$ 88,000.00
Markup 43%	\$ 37,840.00
Total	\$ 125,840.00

Which means they would now quote their client for a full price of \$125,840 for the job, and now, they believe they'll clear the \$37,840 (gross profit) which will go towards their profits.

However, they overlooked the expense of the labor burden, which we found totaled \$38,940 in our example, so their gross profit is more like a NEGATIVE \$1,100 and then you still have to cover other overheads etc.

Again, this is not an unusual sight for colleagues of mine or myself to encounter as we visit and help clients improve their businesses.

The calculation should have looked more like the following:



Labor (4,000 hours \$22)	\$ 88,000.00
Labor Burden Rate 44.25%	\$ 38,940.00
Subtotal	\$ 126,940.00
Markup 43%	\$ 54,584.20
Total	\$ 181,524.20

i.e. they should have quoted \$181,524 for the job, which should leave them with \$54,584 in gross profit from the job.

As you can see, if you haven't thought these things out, it's easy to cheat yourself out of making the business you're aiming to create or aiming to run.

### **Calculating The Labor Burden rate**

#### Here's how to do it:

- 1. Total up the indirect cost associated with your employee (including taxes and benefits, health insurance, workers compensation, paid time off, training etc0
- 2. Divide these indirect costs by the direct cost of payroll
- 3. The result will be an amount per dollar of wages, and that's your burden rate

e.g. Your employee has yearly wages of \$45,760



You have added up all the indirect costs of that employee and found this totals \$14,235.

Now divide the indirect costs by the cost of payroll:

\$14,235 / \$45,760 = \$0.31

To state this in a different way that means that for every dollar in wages you pay your employee, you actually add an additional \$0.31 in indirect cost.

Your labor burden rate in this case is \$0.31 or 31%.

But the above number assumes that all hours paid for are productive hours or "billable" hours! Below we will look at the burden when we look at actual productive hours.

"I remember when I ran the large car rental company back in Denmark. We had over 200 employees and invariably you would have someone who would knock on your door and ask for a pay increase.

When the employee asked for a \$500 raise monthly, I would say something like:

You believe you're asking me for \$500 extra in your monthly wages, but in fact you're asking me for an extra \$650!!

The employee would look at me with an expression of a big question mark, not quite understanding what on earth I was talking about.

Then I would remind the employee of all the additional expenses that would come on top of the dollar amount he/she was asking of me.

It quickly changed the dynamics of the question and paved the way for more sensible increase demands."

- Mikkel Pitzner



But this is not the full story yet...

#### .. as per production hour

To determine a labor burden rate or fully burdened cost per production hour, it's common among contractors to estimate the indirect cost pool and divide it by labor hours. That calculation is:

Employee's Fully Burdened Labor Rate or total employee cost = (Labor Burden Costs PLUS gross payroll labor cost) DIVIDED BY the number of hours (production or hours actually worked).

When you utilize that modest but powerful equation as your labor burden rate calculator, and perform these calculations for your employees, you may realize that workers can typically cost you between 50-150 percent above their hourly wage (see example further down below).

You'll quickly appreciate how knowing your true labor costs – only possible using fully burdened labor rate – can make a dramatic impact on your success (or struggle) in the labor-intensive construction industry.

#### Side note:

If you run a construction company that's equipment-intensive, such as excavation or site work, then your indirect cost pool likely includes a large amount of fuel, repairs, maintenance, depreciation, etc.

Using an equipment burden rate in addition to a labor burden rate may be wise. To determine that figure, identify the indirect cost pool, and then divide that by equipment hours, and then allocate those costs into jobs using an hourly equipment burden rate.



Let's look at the labor burden in relation to production in detail with an example:

Your full-time employee works 40 hours per week for the entire year. That equates to 2,080 hours for the year:

40 hours/week x 52 weeks = 
$$2,080$$
 hours/year

Your employee is getting \$22 per hour, so the yearly compensation is:

$$22/hour \times 2,080 \text{ hours} = 45,760$$

Now, your employee gets paid for the 2,080 hours for the year, but your employee doesn't actually submit a full 2,080 productive (or chargeable) hours a year. Let's look at all the time the employee gets paid, but doesn't actually work:

e.g. 6 holidays (New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and Christmas)

#### 6 holidays x 8 hours/day = 48 hours

Let's also say your employee took off 5 days for vacation, 3 days your employee was sick, and your employee also took 3 personal time off (PTO);

So 
$$5 \text{ days} + 3 \text{ days} + 3 \text{ days} = 11 \text{ days}$$

Equals

11 days 
$$x 8 hours/day = 88 hours$$

You also held a training seminar that your employee participated in lasting 3 days:

$$3 days x 8 hours/day = 24 hours$$



Collectively, here are all the hours that your employee actually got paid, but didn't provide work/production:

$$48 \text{ hours} + 88 \text{ hours} + 24 \text{ hours} = 160 \text{ hours}$$

Your employee's actual working hours or productive hours total:

#### 2,080 hours - 160 hours = 1,920 productive hours for the year

Supposed additionally, your employee spends a few hours a week for general and administrative or paperwork tasks, that are non-billable and non-production time. Let's say, this amounts to 3 hours per week

If we divide the total available productive hours by your 40 hours work week, you'll get the actual effective number of weeks your employee is productive:

1920 total / 40 hours/week = 48 weeks

#### General administration time 3 hours/week x 48 weeks/year = 144 hours/year

So, the total real production time of your employee is

$$1920 - 144 = 1,776$$
 effective production hours

Total hours paid for per year is 2,080, but total effective production hours total 1,776 hours,

Your employee's labor cost rate is therefore 17% more than the employee's wage"

Wage/hour x labor burden factor = 22/hour x 1.17 = 25.74/hour

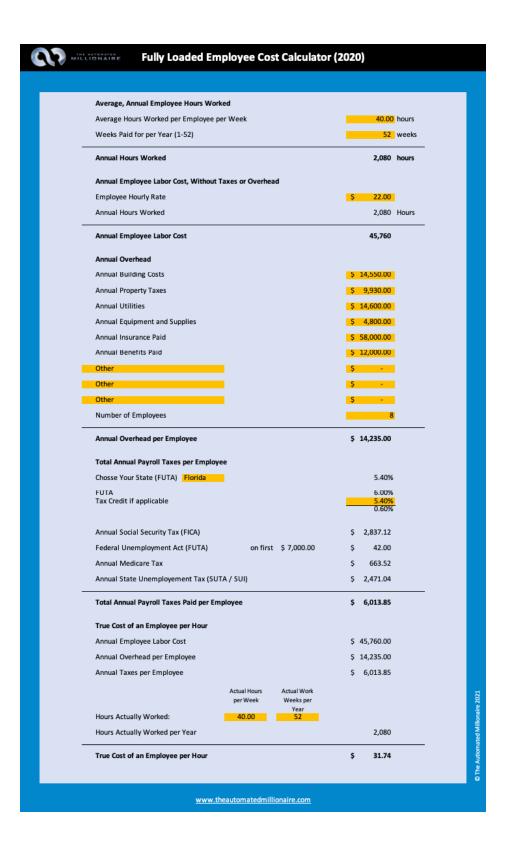
But wait. We still have to account for Payroll taxes, Worker's Compensation, other expenses like uniforms, tools, wellness and food and beverages offerings, health



insurance and other benefits. Additionally, you may have to include some of the costs of having the facilities/production equipment and utilities in order to provide a better measure of the indirect costs related to your production.

If you look at the Fully Loaded Employee Cost Calculator from The Automated Millionaire, you can see an example of what that could look like, see screenshot below:







## Let's zoom in a little:

Annual Overhead	
Annual Building Costs	\$ 14,550.00
Annual Property Taxes	\$ 9,930.00
Annual Utilities	\$ 14,600.00
Annual Equipment and Supplies	\$ 4,800.00
Annual Insurance Paid	\$ 58,000.00
Annual Benefits Paid	\$ 12,000.00
Other	\$ -
Other	\$ -
Other	\$ -
Number of Employees	8
Annual Overhead per Employee	\$ 14,235.00
Total Annual Payroll Taxes per Employee	
Chosse Your State (FUTA) Florida	5.40%
FUTA	6.00%
Tax Credit if applicable	5.40% 0.60%
Annual Social Security Tax (FICA)	\$ 2,837.12
Federal Unemployment Act (FUTA) on first \$ 7,000.00	\$ 42.00
Annual Medicare Tax	\$ 663.52
Annual State Unemployement Tax (SUTA / SUI)	\$ 2,471.04
Total Annual Payroll Taxes Paid per Employee	\$ 6,013.85



So following our example, your employee's wages total \$45,760 to which we add \$14,235 as per the overhead or other indirect labor expenses, plus the payroll tax expenses of \$6,013.85 for a total cost of:

The effective cost rate of your employee per production hour is

So the labor burden factor is:

For every dollar you pay your employee for productive and billable time, you're paying \$0.69 in additional indirect costs.

It's important to note this is just your costs. It does not include your markup on the labor hours. Stated differently, charging \$37.17 would constitute just your Break Even.

So imagine we are looking for a markup of 43% (which would offer us a margin of just about 30%), we would have to charge our clients a labor price per hour of:

$$$22 \times 1.69 \times 1.43 = $53.17/hour$$

The 4,000 man hour job, should therefore really have been quoted as: 4,000 hours x \$53.17 = \$212,680

Our previous calculation (based on fully productive 2,080 hours/year) landed as \$181,524. That's \$31,156 difference.



The side note in the text box earlier mentioned the situation of an equipment intensive company and how you sometimes would factor in an allocation towards the expenses of this equipment etc.

The Fully Loaded Employee Cost Calculator example that you saw a screenshot of and that we also used as part of our example above had some expenses towards some of the indirect facility expenses.

Sometimes this burden is referred to as the **Inventory Burden**.

The formula for calculating inventory burden is:

#### Manufacturing overhead cost ÷ Activity measure = Inventory burden

It is particularly important to include the burden rate when reporting on the full cost of labor, because some benefit packages can increase the total cost of labor to a point more than 50% greater than the cost that is initially indicated by an examination of payroll records.

This information is useful when deciding whether to outsource operations to low-cost labor regions, as well as to decide whether to lay off employees. The burden rate concept is especially worthwhile in situations where the bulk of a company's business comes from directly billable hours, where you need to be as precise as possible in tracking profits by person.

The association of burden with inventory is required by the accounting standards (including Generally Accepted Accounting Principles and International Financial Reporting Standards), so that the full cost of inventory is reported in a company's balance sheet. This information is of less use for internal decision-making purposes, where managers typically use direct costs instead.



#### Terms Similar to Burden Rate

The burden rate is also known as factory overhead, manufacturing burden, and indirect production costs when used in regard to inventory. The burden rate is also known as labor burden when used in regard to labor.

#### To Calculate Material Burden Rate

To calculate your burden rate, you need add up your expenses on materials for a product.

You also need to know your production total that you want the burden rate for. You might calculate the production total using labor, equipment capacity, or production hours.

For example, let's say you have a machine that can make 12 of your product per hour. If you run the machine for seven hours per day and five days per week, and let's say your production runs 50 weeks a year, you can make

$$12 \times 7 \times 5 \times 50 = 21,000$$
 units of product

To get the burden rate, divide the material expenses by the production total.

Inventory Burden Rate = Material Expenses / Production Total

Let's use the example of the machine above that makes a total production of your product of 21,000 units. Let's say the material expenses for your product equal \$62,900.

$$62,600 / 21,0000 = 2.98$$

Your burden rate is 2.98, meaning you need to make at least \$2.98 per product to cover the material expenses.



"It's incredibly important to really know your costs.

That means also getting to understand some of these calculation methods for getting to grips with your true cost of labor as in this case in this Best Business Practices.

However, it doesn't always mean that we can just then add our markup as we desire and get away with it in the market place, as we may in the process out price ourselves against competition.

But at least you need to know where you are.

Then after that you can make decisions of more strategic character if needs be and when that serves a great purpose.

But without knowing these matters well, you are just making uneducated decisions, and that is very dangerous, when you run your business.

Again, running a business truly well for profits, is to large extend a matter of attaining the right knowledge and insights as to how to do so, and implementing sound and efficient systems.

But as you can see, it is remarkable improvements that can be made by positively affecting your business in one or several areas.

Colleagues and myself have successfully implemented a system in many companies helping to turn their results from struggling positions to truly successful companies or helping successful companies perform even greater."

- Mikkel Pitzner



If you wish to see how this system works, so you can implement this in your business, then simply click the link below:

**How To Turn Around Any Business In 8 Simple Steps** 



## **Key Takeaways**

- The true cost of having an employee goes far beyond the hourly wage.
- Labor burden is the actual cost of a company to have an employee, aside from the salary the employee earns.
- Labor burden costs include benefits that a company must, or chooses to, pay for employees included on their payroll. These costs include but are not limited to payroll taxes, pension costs, health insurance, dental insurance, and any other benefits that a company provides an employee.
- The burden rate refers to the total cost to a company for hiring and maintaining an employee beyond their direct compensation in wages.
- An employee's pay rate and what you actually pay for that employee are not the same.
- To find the true hours cost of a hourly employee: Employee's Fully Burdened Labor Rate or total employee cost = (Labor Burden Costs PLUS gross payroll labor cost) DIVIDED BY the number of hours (production).
- Labor burden cost is important to compute and understand because it includes a variety of significant costs that are often viewed as company overhead, but are in fact, costs related to employment.
- Many businesses fail because they focus simply on payroll and payroll taxes, and neglect to consider the entire actual cost required to enable an employee to perform the work he or she was hired to do.



- Without including a burden rate, the chance of profitability decreases exponentially.
- Many companies do not update their labor burden rate often enough. If you think your 30% burden rate from 5 years ago is still accurate, my advice is to revisit it.
- Without including a burden rate, the chance of profitability decreases exponentially.
- Your labor burden is the full cost you incur for employees. Overhead expenses are the fixed or indirect costs of running your business, such as administrative and marketing costs. Unlike labor burden, overhead expenses are not directly tied to the level of your production.



# **Special Video Training On This Subject**

For Special Video Training On This Subject, Including The Subject Of Pricing, And How To Price For Profits And Success

**Pricing For Profit** 



## Simple Calculator For Labor Burden

The Automated Millionaire has a simple Labor Burden Calculator available.

You can input the hourly wage of your employee and enter the relevant percentages for FICA, FUTA and SUTA that governs where you do business.

Also you can enter your expenses for general liability insurance (\$/1000) and your Workers' Compensation Rate (\$/100).

The Calculator will then calculate the burden of these factors and tell you the total burden as well as the total cost for your employee per hour.

NOTE:THIS SIMPLE CALCULATOR TAKES INTO ACCOUNT ONLY A FEW OF THE COSTS RELATED TO EMPLOYEES. Vaction pay, paid holidays, sick leaves, 401K contributions, vehicles expense and MUCH MORE are NOT included here.

The simple calculator comes part of the **Pricing For Profit** program as a bonus.



# MILLIGNATER CALCULATING LABOR BURDEN

Starting Wage		\$ 15 /hour
Fixed Costs		
FICA	7.65%	+\$1.15
FUTA	6.0%	+\$0.90
SUTA (1)	3.0%	+\$0.45
Insurance		
General Liability Insurance Rate (2)	\$ 4 /1000	+\$0.06
Worker's Compensation Rate (3)	\$ <mark>15</mark> / 100	+\$2.25
Total Hourly Cost		\$19.81 / hour
Total Hourly Burden		+\$4.81 /hour

#### Inputs Can only be made in ORANGE cells

#### **NOTES**

- (1) 3.0% used as a mid-range estimate, actual SUTA rates are affected by your unemployment claims in each state.
- (2) General Liability rates are typically calculated on a per \$1,000 of payroll. And actual rates vary based on claims history, location, and many other underwriting factors. Xx was used as an example of what would be normal. Rate calculated by dividing 10.15 by 1,000. 10.15 is a normal Gl cost associated with e.g. electricians per \$1,000 of payroll.
- (3) Workers Compensation rates are typically calculated on a per \$100 of payroll. And actual rates vary based on claims history, location, and many other underwriting factors. Xx was used as an example of what would be normal. Rate calculated by dividing 10.15 by 1,000. 10.15 is a normal Gl cost associated with e.g. electricians per \$1,000 of payroll.

www.theautomatedmillionaire.com



# **Fully Loaded Employee Cost Calculator**

The Automated Millionaire as shown in the calculation example above has a Fully Loaded Employee Cost Calculator that may help you further.

The Fully Loaded Employee Cost Calculator is one of the bonuses that comes with the Pricing for Profit program from The Automated Millionaire.

For more on this program, just click the link below:

The Automated Millionaire Pricing For Profit





## **How To Turn Around Any Business In 8 Simple Steps**

Or

The Secrets Method Of A Successful Turn Around Agent

Mikkel Pitzner, founder and creator of The Automated Millionaire, its programs and its coaching, has been an entrepreneur all his adult life and his business endeavors have taken him and his activities all over. From initial activities in Denmark to activities in Sweden, Norway, Poland, Germany, England and the United States.

He has been engaged in all kinds of business from all industries and on all levels inside business.

Following obtaining the coveted Green Card, Mikkel soon commenced working with one of the largest and most successful business consulting companies in the US



and soon ranked among the top 3 consultants there among some 1,300 esteemed colleagues.

The time with the large consulting company rapidly exposed Mikkel to a huge multitude of companies from all kinds of industries and of all sizes, spread all throughout the US and Canada.

Most of these companies were in need of help. Many of the companies were downright struggling for survival, but in very short time with the help of Mikkel, these companies were soon on a new path towards prosperity.

"Through all the experience of helping these companies, I learned some great insights.

One of these is the fact that actually most businesses can be turned around fast even if everything appears really doom and gloom. I also learned to even greater extent that in all businesses there's cash to be found.

With the help of the consulting company and my brilliant colleagues I also learned a system, which I have now expanded upon to make it even more comprehensive. An accessible framework that can be used in any business, to turn it around or to make a great business even greater.

This framework and system truly is How To Turn Any Business Around In 8 Simple Steps.

- Mikkel Pitzner

The bases of this system or method has been successfully incorporated with several hundreds of thousands of businesses by me and many of my colleagues collectively.



It is HIGHLY EFFECTIVE and it just downright WORKS. I have yet to find a business in which it wouldn't work.

Want to access a quick overview of the 8 Simple Steps?

Just click the link below and I'll show you the method so you can incorporate it in your business now:

**How To Turn Around Any Business In 8 Simple Steps** 



#### **About The Automated Millionaire**

The Automated Millionaire helps small and medium sized businesses achieve greater profits and more efficiently run operations without having to work harder and does so by implementing a specific business method called The Automated Millionaire Business System.

The Automated Millionaire is founded by Mikkel Pitzner, who is also the creator of The Automated Millionaire Programs and Coaching.

To Get A Free Taste Of Some Of The Insights Of The Automated Millionaire That You Can Use In Your Business Click The Button Below:

**Access Insights Now** 



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# Join Our Facebook Group for Business Owners:

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# **Further Resources**

The Automated Millionaire offers further resources, visit the website via the link below:

Click Here For More Resources



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