

Employee Terminations are made in the Headcount Review section under step 2. You have the option to mark if anyone will be leaving permanently. If you choose yes, then a column for departure date will appear: You then list a departure date next to anyone who will be leaving. BudgetPak calculates the estimated impact on the budget based on the departure date selected. You can also leave a note explaining the employees departure. This note will appear in selected reports.

Navigation ActionPaks What if...? View/edit drivers Across the board (all line items) Monthly spreading (all line items) Notes (1) Files (1/1) ▲

Currently viewing

Company: ABC Organization
 Unit: 10-200-01: Marketir
 Version: 2021 Draft 1
 Your budget's status is: ● Complete

Headcount/FTE

As of 1/1/2021: 21.75
 Additions: 3.00
 Reductions: -1.00
 As of 12/31/2021: 23.75

Version comparison
 Income line items

2020 Actuals:
 2020 Final Budget:
 2021 Target Budget:
 2021 Draft 1:

This section: Headcount Review

Note: Section totals are not meaningful on this page.

This unit: Marketing

Total: \$17,824,720
 Your difference: +\$9,376,112 +53%

\$25,819,892 +\$1,380,940 +5%
 \$27,683,743 (\$482,912) -2%
 \$27,200,832

FYI

Headcount review

Please review your current headcount and answer the questions step by step. You can always come back later and change your answers.

← Back Discard Close Save Next →

Step 1

Review your current headcount below. Is the list complete and correct?

Yes If the details are not correct, please contact your administrator.
 No Note: Please consider at this point ONLY your CURRENT headcount. We will ask about new hires later.

Step 2

Are any of your current headcount going to be leaving permanently, for any reason?

Yes Designate the departure date(s) below.
 No All terminations must be reviewed with Human Resources

Step 3

Are any of your current headcount going on leave of absence?

Yes
 No

Current employees

Current employees as of 12/31/2020: Filter ▼ Recalc Actions... Show/hide columns...

Employee class	Employee ID	Name	Headcount / FTE	Title	Permanent departure		Hourly wage class	Schedule	Current salary / annual wages	Est. impact on budget	Employee notes
					Departure date						
Executive	214410	Parson, Stanley	1.000	Marketing Director				2021 Monthly Pay Schedule	\$143,000		
Executive	133115	Scopes, Anna	1.000	Sr. Manager	5/31/2021			2021 Monthly Pay Schedule	\$133,250	(\$80,468)	Retiring
Executive	214377	Zank, Rita	1.000	Sr. Manager				2021 Monthly Pay Schedule	\$105,606		
Full Time	194922	Brown, Anna	1.000	Website Manager				2021 Monthly Pay Schedule	\$76,800		
Full Time	121063	Elfenson, Frank	1.000	Manager				2021 Monthly Pay Schedule	\$73,225		

