

Payroll: Scheduling for Profit

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Quick Recap of last session



Targets

Targets

- Overall payroll targets:
- Officer/Owner Payroll
 - Target 10%

Know what “your” payroll percentages really are...

Gross Payroll Dollars/Inventory Sales = %



Targets

- **Gross Sales**

- Cash Sales
- Check Sales
- A/R Sales
- Wire in Sales
- Delivery Income
- Service & Relay Charges
- Outgoing Wire Orders

- **Inventory Sales**

- Fresh Flowers
- Plants
- Balloons
- Dried & Silks
- Fruit, Snack & Gourmet
- Gifts
- Cards

Other Income

- Delivery Income
- Service & Relay Charges
- Outgoing Wire Orders



Targets

- Overall payroll targets:
- Rank & File Payroll
 - Designers 15%
 - Delivery 5%
 - Sales & Admin 5%
 - Total: 25%



These targets include Sub-Contract and Casual labor.



Scheduling for Profit



Schedule by the Numbers

- First, determine your projected sales for the pay period.
 - Look back at your historical sales for the last couple years for the same time period.
 - Adjust for any large wedding or events that are not repeating.
 - Also consider the current trends in your business.



Schedule by the Numbers

- Next, use the payroll targets to determine how much you can spend in each category of payroll.

Multiply your projected sales by each categories target percentage.

Next divide that result by the average pay rate for the category. This gives you hours available per category.



Schedule by the Numbers

- Now, put your full-time employees into the schedule.



Subtract the full-time hours from the total available to see what is left if anything.

Fill in the remaining hours with your part-time employees.



Schedule by the Numbers

- When filling in your part-time employees be sure to factor in the busier times of day.

You don't want too few during the busy hours

Or too many during the slower times.



Let's look at some numbers

Payroll Budget Calculator

Thank you!



Questions?

Email: Derrick@crockettmyers.com

**Handouts are available at:
FTDi.com/FTDUniversity/WebinarMaterials**

**Webinar will be available to view at:
YouTube.com/FTDMercuryNetwork**