

## EMPLOYEE PROFITABILITY RECORD

**Name:** \_\_\_\_\_

**Month:** \_\_\_\_\_

**Week 1:**

Payroll hours	_____								
	÷	_____	billed hours =	_____	% billed				
	x \$	_____	billable rate =	\$	_____	income			
				+\$	_____	overtime fees			
				-\$	_____	overtime costs			
				\$	_____	weekly income			
				-\$	_____	weekly salary			
Profit contribution									\$ _____

**Week 2:**

Payroll hours	_____								
	÷	_____	billed hours =	_____	% billed				
	x \$	_____	billable rate =	\$	_____	income			
				+\$	_____	overtime fees			
				-\$	_____	overtime costs			
				\$	_____	weekly income			
				-\$	_____	weekly salary			
Profit contribution									\$ _____

**Week 3:**

Payroll hours	_____								
	÷	_____	billed hours =	_____	% billed				
	x \$	_____	billable rate =	\$	_____	income			
				+\$	_____	overtime fees			
				-\$	_____	overtime costs			
				\$	_____	weekly income			
				-\$	_____	weekly salary			
Profit contribution									\$ _____

**Week 4:**

Payroll hours	_____								
	÷	_____	billed hours =	_____	% billed				
	x \$	_____	billable rate =	\$	_____	income			
				+\$	_____	overtime fees			
				-\$	_____	overtime costs			
				\$	_____	weekly income			
				-\$	_____	weekly salary			
Profit contribution									\$ _____

**Monthly totals:**

Billable efficiency (utilization rate)	_____				
Profit contribution					\$ _____