2027 HR Cost Worksheet

G&A Partners
Time to grow.

How to use this worksheet

Pull 12 months of actuals from your invoices and payroll records, then fill in each section.

1. Invoiced costs: Enter what you paid over the last 12 months.
2. Internal hours: For each line, multiply the number of people by their share of time by a fully loaded hourly rate (pay plus payroll taxes and benefits).
3. Penalties, fines, and corrections: Enter one-off charges from the last 12 months. If a section has nothing to report, enter $0.

Your total is the number to compare against any other way of handling HR, such as a PEO, an ASO, an HCM platform, or an in-house hire. Keep it with your budget notes.

Cost line	Your 12-month actual	Notes (e.g., who owns this expense)
A. Invoiced costs		
Payroll processing		
Benefits premiums (employer contributions)		
Workers' compensation		
Retirement plan administration		
HRIS or HCM software		
EPLI		
ACA filing		
Background checks		
Training tools and related costs		
Compliance tools		
B. Internal hours (people × share of time × fully loaded hourly rate, with headcount multiplier fields)		
HR staff		
Finance staff time on payroll and benefits enrollment		
Benefits administration		
Other staff contributing to HR tasks		
C. Penalties, fines, and corrections (12-month history)		
Payroll corrections and off-cycle runs		
Late or amended filing penalties and interest		
Notice or poster noncompliance		
Fines or fees		
Total current HR cost (A + B + C)		

Cost illustrations are based on generalized assumptions and are for example purposes only. Actual costs will vary.