

How to complete

- Populate the table with your relevant workforce information.
- You may already have recorded some of this information elsewhere so it will be easy to locate.
- You may need to talk to your employees or their managers to gather information.

You may decide that you only want to work with what information you know at this stage. That's okay, though you may miss an opportunity to gain knowledge about your workforce and how your business may benefit from that.

Some notes on the data that you are collecting

Location: if your business is located across multiple sites, you can identify at which site each employee is located.

Date commenced: the date the employee commenced working with your business

Pay level: this can be used to reflect the different classification or award levels that your employees are paid at.

Employment status (headcount): understanding how you have structured your workforce is important when considering your workforce risks and potential actions. This should always be 1 under the correct type of employment.

Full-time equivalent (FTE): this is a common term from an accounting perspective. Calculating an FTE is simple. $FTE = \text{total number of hours worked at ordinary pay rates} / \text{total number of available hours at ordinary pay}$. For example, the award on which you pay your employees states that the standard working week is 38 hours. Darren is scheduled to work 38 hours, plus any overtime. Darren is 1 FTE = 38 hrs/38hrs. Jenna is scheduled to work 25 hours per week. Jenna is 0.66 FTE = 25 hrs/38hrs.

Years in role: this can be different to the years in your business. It can indicate a new role for that person, or if they have been in the same role for a while, they may be wanting a new challenge.

Job family: people can belong to the same job family even if they have different position titles. For example, your owners are both in business management. This will assist in understanding your workforce's core skills.

Qualifications: any qualifications, tickets or licences can be captured here. This will assist in identifying potential training needs, and in understanding each employee's skills and knowledge.

Diversity: recruitment of underrepresented groups is a great way to diversify your existing workforce. Employing people from a migrant community, Aboriginal peoples and Torres Strait Islander peoples or someone returning to the workforce after a career break can also bring innovative ideas and enthusiasm to a role. Some may require a flexible approach or support while they transition to your team. Don't be afraid to recruit differently to what you traditionally have.

Workforce cost – wage/salary: annual wage or salary.

Workforce cost – overheads: include superannuation, leave loading, training costs etc.

Other things to consider

- You may also choose to track annual leave for your regular staff. Leave arrangements can impact business continuity and can be planned for.
 - Planning for relieving these staff while they are on annual leave provides opportunity to upskill your existing employees
- Peak season when you have seasonal workers can also be tracked. If you know you regularly need a specific number of people in certain roles, you can list them as a job title rather than an individual's name.