

Instructions

Start by going to the "Payroll Expense Analysis" tab in red below.

**There are five calculations you can use to analyze your payroll expenses, and neither is dependent on the other.

**For each calculation you want to use, enter applicable data in cells that are highlighted in green

**Any cells highlighted in yellow shouldn't be changed as they will auto populate based on the other data you input for the calculation

**Take note that for the last calculation, "Employer Payroll Expense Analysis," cell D30 is a check. After you input all of your data, cell D30 should reflect 0.

This means all of your individual payroll expenses sum to match the total reflected in cell B29. If it doesn't, there's a problem with a formula in cell B29 or D25

If you need help tracking your payroll expenses, consider using payroll software like Gusto. You can run payroll reports with the click of a button and organize the data using customized fields. You can even export the reports into Excel when you need to do more analysis. Sign up to try it out free for 30 days.

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5-D28 (none of which should be changed).