

Staffing Plan: Workload & Cost Calculation Template

Insurance Processing Center Exhibit

1 FTE = 160.00



Processes & Activities	Avg Monthly Volume	Process Time (min)	Standard	Required Hours	Monthly Required FTE	Monthly Cost				Total Monthly Cost	Standard Cost	Total Process Cost
						Salary & Benefits	Overhead	Field & Supplies	Agent Overhead			
Totals				6,266.5	40.3	1,81,387	1,47,328	11,811	26,180	3,76,606		
New Policy Process				1,546	10.3							\$ 157.34
Enter	1,000	37	1.31	500.00	3.13	12,018	71,363	1,069	880.14	85,219.29	28.96	
Collect	400	37	1.30	191.00	1.20	1,311	1,111	324	88.14	1,831.24	4.24	
Collect & Review/Confirm app	400	4	0.06	27.27	0.17	60	39	36	36.14	164.47	1.38	
Complete app & send out policy sheet	400	4	1.00	34.51	0.21	824	31	257	31.14	1,136.34	3.26	
Customer request for additional information	154	4	0.06	16.91	0.11	265	21	35	35.14	455.17	2.07	
Check New Policies (Commercial/Plat)	30	36	1.41	102.00	0.64	1,431	119	817	119.14	4,467.34	12.40	
Check New Policies (Retail)	216	36	1.14	128.86	0.80	1,888	182	483	121.14	2,684.27	8.68	
Check print of new policy (Retail)	30	4	0.06	1.41	0.01	10	1	1	1.14	11.91	1.34	
Policy Assembly	600	33	1.41	125.51	0.80	1,793	153	438	119.14	2,505.14	7.88	
Print of new policy	447	3	0.06	33.14	0.21	339	31	36	31.14	407.34	3.08	
Renewal Process				1,696.00	10.6							26.38
Renewal agent	10	36	1.30	36.00	0.24	1	1	1	1.14	1.34	1.34	
Retrieve master policy for endorsement check	4,000	36	1.30	1,584.00	10.54	128	9	11	36.14	228.71	10.44	
Upload renewal policy form	1,000	37	1.31	1,361.00	8.51	36	1	1	37.14	57.14	4.24	
Download and print renewal notice	1,000	1	0.06	400.00	2.50	21	1	1	1.14	34.14	1.30	
Check renewal notice	1,000	1	0.06	100.00	0.63	4	1	1	1.14	11.44	0.97	
Get & send to client	1,000	1	0.03	76.92	0.48	4	1	1	1.14	5.14	0.38	
Check renewal policy	1,000	1	0.03	1,053.00	6.58	35	1	4	36.14	114.34	5.31	
Download policy documents	7,000	12	1.30	1,380.00	8.63	33	1	1	4.14	31.37	3.24	
Print	4,000	1	0.06	266.66	1.67	31	1	1	4.14	31.37	3.24	
Endorsements & Cancellations				877.45	5.48							38.42
Endorsement request	1,000	1	0.06	266.66	1.67	34	41	34	35.14	1,241.37	4.24	
Cancel information	1,000	34	4.24	266.66	1.66	124	3	38	44.14	381.17	8.98	
Cancel endorsement (System)	350	34	1.14	45.11	0.28	1,106	111	331	33.14	1,591.34	4.24	
Cancel endorsement (Manual)	150	30	1.14	16.80	0.10	831	33	35	38.14	1,268.38	12.58	
Cancel coverage used for booking - manual and	30	4	4.41	1.80	0.01	184	11	11	41.14	297.37	5.14	
Prepare batch summary for manual booking	10	37	1.31	2.82	0.02	34	4	4	35.14	97.37	9.33	
Cancel booking	30	4	1.30	4.17	0.03	34	4	4	35.14	141.37	2.82	
Policy Assembly	370	1	0.06	12.42	0.08	261	11	24	14.14	430.38	1.34	
Print of endorsement information	370	1	0.06	12.42	0.08	34	11	24	14.14	430.38	1.34	
Totals				6,266.5	40.3	75,338	1,51,281	6,813	26,880	\$ 3,17,686.38		

Staffing Grid Spreadsheets

VM Jensen

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the VM Jensen text.

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