

Blue Money and Green Money Turnover Cost Calculations	
<b>NOTICE PERIOD</b>	
<i>Green Money (actual) Costs:</i>	
1. Last paycheck, accrued vacation, separation pay	\$ _____
2. Increased unemployment tax	\$ _____
3. Continued benefits	\$ _____
<b>Blue Money Costs</b> (appropriate salary/hour x time spent on each activity):	
1. Administrative costs for processing the separation: process benefits; contact unemployment office, Payroll, IS departments; schedule exit interview; etc.	\$ _____
2. Lower productivity: employee, peers, supervisor, subordinates	\$ _____
3. Exit interview, transition meetings	\$ _____
<b>VACANCY PERIOD</b>	
<i>Green Money (actual) Costs:</i>	
1. Advertising and recruiter fees	\$ _____
2. Interview expenses (meals, mileage, or other)	\$ _____
3. Printing costs for company marketing materials	\$ _____
4. Assessments	\$ _____
5. Criminal checks, reference checks, credit checks, etc.	\$ _____
6. Medical exams and drug tests	\$ _____
7. Temporary/contract employee costs	\$ _____
8. Overtime costs	\$ _____
9. Relocation expenses and salary	\$ _____
<b>Blue Money Costs</b> (appropriate salary/hour x time spent on each activity):	
1. Lost productivity: peers, supervisor, subordinates	\$ _____
2. Advertising creation and placement	\$ _____
3. Recruiter selection	\$ _____
4. Administrative costs: ordering forms and copies of annual reports, scheduling and scoring assessments, coordinating with hiring manager and others, etc.	\$ _____
5. Resume screening	\$ _____
6. Interviews: first, second, third	\$ _____
<b>HIRING/ORIENTATION PERIOD</b>	
<i>Green Money (actual) Costs:</i>	
1. Orientation materials (handbook, video, handouts, etc.)	\$ _____
2. Formal training programs (materials, course fees)	\$ _____
3. Informal one-on-one training (materials, if any)	\$ _____
<b>Blue Money Costs</b> (appropriate salary/hour x time spent on each activity):	
1. Orientation participants' salaries	\$ _____
2. Lost productivity: peers, supervisor, subordinates	\$ _____
3. Administrative costs: orientation setup, ordering materials, etc.	\$ _____
4. Informal training and one-on-ones	\$ _____
<b>HIDDEN COSTS</b>	
1. Missed deadlines and shipments	\$ _____
2. Loss of organization knowledge	\$ _____
3. Lower morale due to overwork	\$ _____
4. Learning curve	\$ _____
5. Client issues due to turnover	\$ _____
Loss of client relationships	\$ _____
7. Disrupted department operations	\$ _____
8. Chain reaction turnover	\$ _____
<b>Total Replacement Costs</b>	