

Counting the Costs - Full-time Employee vs. Virtual Assistant

Full Time Employee

	WEEKLY
Full Time Employee - hours	40
Hourly rate	\$ 18.00
Sub Total	\$ 720.00
EI Employers share	15.12
CPP Employers share	22.48
Vacation Pay 4%	24
Statutory Holidays	20.77
Benefits	10
TOTAL COST	\$ 812.37

CALCULATION OF ACTUAL WORKING TIME

Scheduled Hours AT work	40
Coffee Breaks (2 x 15 mins / day)	2.5
Lunch Breaks (1/2 hr / day)	2.5
Personal Calls (2 / day x 10 mins)	2
Washroom breaks (2 / day x 10 mins)	2
Personal conversations (2 / day x 10 mins)	2
Training (2 weeks first year over 1 year)	1.54

TOTAL HOURS ACTUALLY WORKED	27.46
ACTUAL COST PER HOUR	\$ 29.58

SAVINGS BY HIRING A VA **\$ 230.22**
PER WEEK

Other items not taken into calculations:

- Computer for staff person
- Software for staff person
- Furniture for staff person
- Office space for staff person
- Cost of advertising for help

Virtual Assistant

	WEEKLY
Virtual Assistant - hours hired	27.46
Hourly Rate	\$ 20.00
Sub Total per week	\$ 549.20
EI Employers share	0
CPP Employers share	0
Vacation Pay 4%	0
Statutory Holidays	0
Benefits	0
Pre-Tax Total	\$ 549.20
GST (6%)	\$ 32.95
TOTAL COST	\$ 582.15

CALCULATION OF ACTUAL WORKING TIME

Scheduled Hours AT work	27.46
Coffee Breaks (2 x 15 mins / day)	0
Lunch Breaks (1/2 hr / day)	0
Personal Calls (2 / day x 10 mins)	0
Washroom breaks (2 / day x 10 mins)	0
Personal conversations (2 / day x 10 mins)	0
Training (2 weeks first year over 1 year)	0

TOTAL HOURS ACTUALLY WORKED	27.46
ACTUAL COST PER HOUR	\$ 20.00

SAVINGS BY HIRING A VA **\$ 11,971.34**
PER YEAR

Start Saving Today!

[**Contact Right-Hand-Man Virtual Assistant Services**](#)