

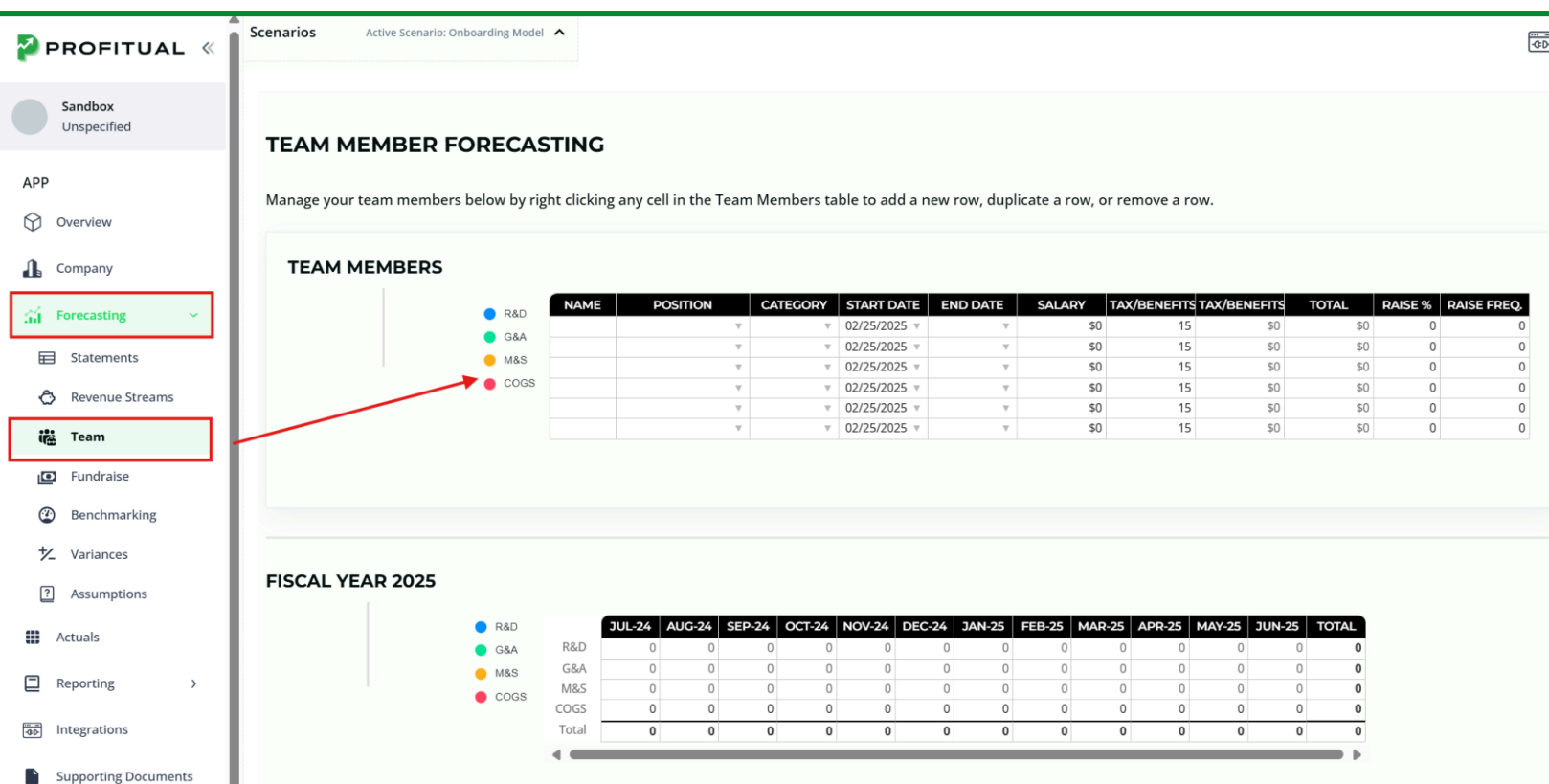
Team Building Block

The guide below gives a detailed step-by-step walkthrough of the Profitual Team Building Block.

Steps:

- 1) Navigate to Team Building Block in our Platform using the below path:

Forecasting > Team



Scenarios Active Scenario: Onboarding Model

TEAM MEMBER FORECASTING

Manage your team members below by right clicking any cell in the Team Members table to add a new row, duplicate a row, or remove a row.

TEAM MEMBERS

- R&D
- G&A
- M&S
- COGS

NAME	POSITION	CATEGORY	START DATE	END DATE	SALARY	TAX/BENEFITS	TAX/BENEFITS	TOTAL	RAISE %	RAISE FREQ.
			02/25/2025		\$0	15	\$0	\$0	0	0
			02/25/2025		\$0	15	\$0	\$0	0	0
			02/25/2025		\$0	15	\$0	\$0	0	0
			02/25/2025		\$0	15	\$0	\$0	0	0
			02/25/2025		\$0	15	\$0	\$0	0	0
			02/25/2025		\$0	15	\$0	\$0	0	0

FISCAL YEAR 2025

- R&D
- G&A
- M&S
- COGS

	JUL-24	AUG-24	SEP-24	OCT-24	NOV-24	DEC-24	JAN-25	FEB-25	MAR-25	APR-25	MAY-25	JUN-25	TOTAL
R&D	0	0	0	0	0	0	0	0	0	0	0	0	0
G&A	0	0	0	0	0	0	0	0	0	0	0	0	0
M&S	0	0	0	0	0	0	0	0	0	0	0	0	0
COGS	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

- 2) Use the table shown to input team members with the following fields. List below is by column, from left to right:

- a) Name
 - i) Optional - input the name of an employee, or a unique identifier to help organize your team forecast
- b) Position
 - i) The title of each role you have or plan to hire
 - ii) The pre-populated titles are sourced from aggregated Glassdoor data. These roles will provide a suggestion on the typical expense category these roles belong to as well as salary amount
- c) Category
 - i) Determine which department the cost of the role is allocated to

(1) Cost of Revenue, Research & Development, General & Administrative, Marketing & Sales

- d) Start Date
 - i) When do you anticipate the role to be hired
 - ii) This will drive what month the payroll cost is pulled into the income statement
 - e) End Date
 - i) Is there an end date expected for this role? Do you have roles that are no longer with the organization?
 - ii) This will drive what month the payroll cost stops pulling into the income statement
 - f) Salary
 - i) If a pre-populated position is selected this will auto-populate with an aggregated Glassdoor salary
 - ii) Adjust the populated salary, or manually input a salary, based on the role, experience, geography, etc.. of the hire
 - g) Tax/Benefits
 - i) This field is a % to account for employer contributions on tax amounts (EI and CPP) as well as health and retirement benefits
 - ii) Profitual typically recommends 15%
 - (1) 8% EI and CPP
 - (2) 7% Health Benefits
 - h) Tax/Benefits (Second field)
 - i) This is the \$ impact of the % assigned in the step above
 - i) Total
 - i) The total payroll cost = salary + tax/benefit
 - j) Raise %
 - i) The percentage increase to salary
 - k) Raise Freq.
 - i) How frequently in months, the raise % in the step above will be applied
- 3) Add, Remove & Duplicate roles
- a) Right click anywhere in the table shown below to access the box outlined in red
 - i) Insert rows above or below the selected cell
 - ii) Remove a row to delete a position
 - iii) Create duplicates to copy & paste existing rows
 - (1) Example - Customer Support role can be created once and duplicated up to 5 times

TEAM MEMBER FORECASTING

Manage your team members below by right clicking any cell in the Team Members table to add a new row, duplicate a row, or remove a row.

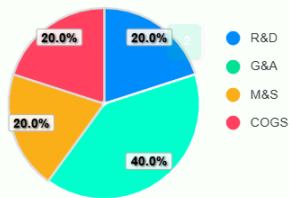
TEAM MEMBERS

- R&D
- G&A
- M&S
- COGS

NAME	POSITION	CATEGORY	START DATE	END DATE	SALARY	TAX/BENEFITS	TAX/BENEFITS	TOTAL	RAISE %	RAISE FREQ.
			02/25/2025		\$0	15	\$0	\$0	0	0
			02/25/2025		\$0	15	\$0	\$0	0	0
			02/25/2025		\$0	15	\$0	\$0	0	0
					\$0	15	\$0	\$0	0	0
					\$0	15	\$0	\$0	0	0
					\$0	15	\$0	\$0	0	0

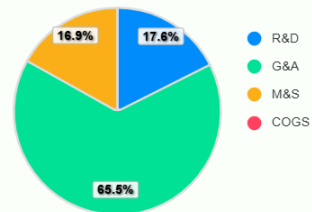
- 4) Below the input table discussed above there are payroll summary tables by year showing the total forecasting amounts for each department.
- In the example below notice the timing of cost implementations tie to the start date, and in subsequent years costs increase based on the raise inputs
 - Ensure you hit the **SAVE** button in the bottom right often as you make edits and changes

TEAM MEMBERS



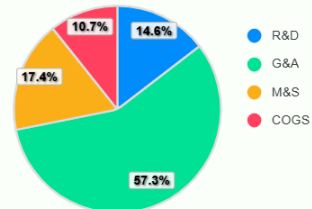
NAME	POSITION	CATEGORY	START DATE	END DATE	SALARY	TAX/BENEFITS	TAX/BENEFITS	TOTAL	RAISE %	RAISE FREQ.
	Chief Executive Officer	General & Admin	01/01/2025		\$146,764	15	\$22,015	\$168,779	3	12
	Business Development Manager	Marketing & Sales	03/12/2025		\$60,000	15	\$9,000	\$69,000	3	12
	Administrator	General & Admin	06/15/2025		\$49,914	15	\$7,487	\$57,401	3	12
	Customer Support	Cost of Goods Sold	09/01/2025		\$44,727	15	\$6,709	\$51,436	3	12
	Software Developer	Research & Development	02/15/2025		\$50,000	15	\$7,500	\$57,500	3	12
			02/25/2025		\$0	15	\$0	\$0	0	0

FISCAL YEAR 2025



	JUL-24	AUG-24	SEP-24	OCT-24	NOV-24	DEC-24	JAN-25	FEB-25	MAR-25	APR-25	MAY-25	JUN-25	TOTAL
R&D	0	0	0	0	0	0	0	4,792	4,792	4,792	4,792	4,792	23,958
G&A	0	0	0	0	0	0	14,065	14,065	14,065	14,065	14,065	18,848	89,173
M&S	0	0	0	0	0	0	0	0	5,750	5,750	5,750	5,750	23,000
COGS	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	14,065	18,857	24,607	24,607	24,607	29,390	136,131

FISCAL YEAR 2026



	JUL-25	AUG-25	SEP-25	OCT-25	NOV-25	DEC-25	JAN-26	FEB-26	MAR-26	APR-26	MAY-26	JUN-26	TOTAL
R&D	4,792	4,792	4,792	4,792	4,792	4,792	4,792	4,935	4,935	4,935	4,935	4,935	58,219
G&A	18,848	18,848	18,848	18,848	18,848	18,848	19,270	19,270	19,270	19,270	19,270	19,414	228,855
M&S	5,750	5,750	5,750	5,750	5,750	5,750	5,750	5,750	5,923	5,923	5,923	5,923	69,690
COGS	0	0	4,286	4,286	4,286	4,286	4,286	4,286	4,286	4,286	4,286	4,286	42,863
Total	29,390	29,390	33,676	33,676	33,676	33,676	34,098	34,242	34,415	34,415	34,415	34,558	399,627

