# QCommission Sample Plans - Staffing Industry

The staffing industry is primarily involved in the management and provision of Human Resources for other businesses. This is primarily a services business, serving other small to large businesses. The staffing industry mostly consists of small to medium businesses with very few large companies. The industry is very fragmented with companies specializing by the industries they serve or specializing by the type of staffing they provide. Staffing companies provide services such as recruiting, permanent employee placement, contract employee, temporary employee placement and related services. The staffing industry provides a critical service to the economy by bringing businesses and workers together either in permanent or temporary arrangements.

## Data

The data describes sales commission plans for the **'Staffology, Inc.'** company. The data covers fiscal year 2005 with actual transactions in months 1.

## Setup Data

This section covers all the setup data necessary for processing.

## Company

The company is named **Staffology, Inc.**

## Calendar

The calendar to be used will be for the fiscal year 2005. Calendar will be monthly, corresponding to Calendar months, starting from January 1 2005.

## Payees

The following are the Payees in the system. Sales reps and their managers are represented here. The Payees are associated with specific organizational units.

| Payee Type | Payee Id | Name | Organizational unit |
|------------|----------|------|---------------------|
| Recruiter | Jliggett | John Liggett | NoCal |
| Recruiter | Bmistal | Barb Mistal | SoCal |
| Acct Mgr | Lmadison | Loren Madison | NoCal |
| Acct Mgr | Mwest | Mark West | SoCal |
| Consultant | LWarden | Lucy Warden | NoCal |
| Consultant | WBerg | Walter Berg | SoCal |
| Management | PCramden | Pete Cramden | Staffology, Inc |

## Sales Organization

The sales organization has three layers, territory, region and company.

| Unit Id | Layer | Name | Comments |
|---|---|---|---|
| Staffology | Level 1 | Staffology, Inc | |
| West | Level 2 | Western Region | |
| NoCal | Level 3 | Northern California | |
| SoCal | Level 3 | Southern California | |

## Customers

Customers are organized into two layers, customers and customer sub-groups.

| Customer Id | Layer | Name |
|---|---|---|
| All Customers | Customer Level 1 | |
| Healthcare | Customer Level 2 | Healthcare |
| HealthSouth | Customer Level 3 | Health South Inc |
| Catholic West | Customer Level 3 | Catholic West Hospitals |
| HiTech | Customer Level 2 | High Tech |
| IBM | Customer Level 3 | Acme Maintenance |
| TechWorks | Customer Level 3 | TechWorks, Inc. |

## Products

Products/Services represent types of services provided.

| Product | Layer | Commission Rate |
|---|---|---|
| Consulting Revenue | Product Level 1 | |
| LWarden Consulting | Product Level 2 | |
| WBerg Consulting | Product Level 2 | |
| Placement | Product Level 1 | |
| Permanent Placement | Product Level 2 | |
| Temporary Placement | Product Level 2 | |

## Groups

Groups here represent the Type of Position being placed.

| Group | Layer | Commission Rate |
|---|---|---|
| Positions | Group level 1 | |
| Administrative | Group level 2 | |
| Executive | Group level 2 | |
| Professional | Group level 2 | |

## Performance Category:

The incentives are designed to incent the following performance categories. While setting up Incentives, the crediting and calculation should be looked at carefully to figure out which performance category to assign to the incentive.

| Performance Category |
| --- |
| Billing Revenue |
| Billing Hours |

## Project/Account Manager Assignment

Customers are organized into two layers, customers and customer sub-groups.

| Customer Id | Layer | Name |
| --- | --- | --- |
| HealthSouth: Service Repricing | Customer job level 1 | Loren Madison |
| HealthSouth: Financial Conversion | Customer job level 1 | Mark West |
| IBM: Reorganization | Customer job level 1 | Loren Madison |
| IBM: Implementation | Customer job level 1 | Mark West |

## Goals

The following Sales reps in the system are associated with Quotas through their 12 periods.

| Payee Type | Payee Id | Period | Quota |
| --- | --- | --- | --- |
| Acct Mgr | Lmadison | 1 | 300,000 |
| | Lmadison | 2 | 300,000 |
| | Lmadison | 3 | 300,000 |
| | Lmadison | 4 | 300,000 |
| | Lmadison | 5 | 300,000 |
| | Lmadison | 6 | 300,000 |
| | Lmadison | 7 | 300,000 |
| | Lmadison | 8 | 300,000 |
| | Lmadison | 9 | 300,000 |
| | Lmadison | 10 | 400,000 |
| | Lmadison | 11 | 400,000 |
| | Lmadison | 12 | 400,000 |
| Acct Mgr | Mwest | 1 | 300,000 |
| | Mwest | 2 | 300,000 |
| | Mwest | 3 | 300,000 |
| | Mwest | 4 | 300,000 |
| | Mwest | 5 | 300,000 |
| | Mwest | 6 | 300,000 |
| | Mwest | 7 | 300,000 |
| | Mwest | 8 | 300,000 |
| | Mwest | 9 | 300,000 |
| | Mwest | 10 | 400,000 |

| | Mwest | 11 | 400,000 |
| | Mwest | 12 | 400,000 |

## Transactions:

The invoices data is designed to affect the plans listed in this document. The data is grouped by processing period. The data is designed to cover certain situations such as multiple invoice lines, etc.

The following transactions are for period 1.

## Monthly Billings

| Per | Date | Tran Type | Tran # | Line # | Customer | Product | Sales Amt | Hours |
|---|---|---|---|---|---|---|---|---|
| 1 | 04-Jan-05 | Invoice | AA01 | 1 | HealthSouth | LWarden Consulting | 8000 | 80 |
| 1 | 04-Jan-05 | Invoice | AA02 | 1 | Catholic West | LWarden Consulting | 8000 | 80 |
| 1 | 04-Jan-05 | Invoice | AA03 | 1 | IBM | WBerg Consulting | 20000 | 180 |

## Placements

| Per | Date | Tran Type | Tran # | Line # | Customer | Product | Qty | Sales Amt | Sales Rep | Group |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 05-Jan-05 | Placement | AC01 | 1 | HealthSouth | Permanent Placement | 1 | 20000 | Lmadison | Administrative |
| 1 | 05-Jan-05 | Placement | AC01 | 2 | HealthSouth | Permanent Placement | 1 | 20000 | Lmadison | Administrative |
| 1 | 10-Jan-05 | Placement | AC02 | 1 | HealthSouth | Permanent Placement | 1 | 20000 | Lmadison | Professional |
| 1 | 30-Jan-05 | Placement | AC03 | 1 | HealthSouth | Permanent Placement | 1 | 20000 | Lmadison | Professional |
| 1 | 05-Jan-05 | Placement | AD01 | 1 | HealthSouth | Permanent Placement | 1 | 25000 | Mwest | Administrative |
| 1 | 10-Jan-05 | Placement | AD01 | 2 | HealthSouth | Permanent Placement | 1 | 25000 | Mwest | Administrative |
| 1 | 30-Jan-05 | Placement | AD02 | 1 | HealthSouth | Permanent Placement | 1 | 25000 | Mwest | Professional |
| 1 | 30-Jan-05 | Placement | AD03 | 1 | HealthSouth | Permanent Placement | 1 | 25000 | Mwest | Professional |

## Plans

These plans demonstrate various features of the QCommission product used in the Staffing Industry. These plans are not intended to be comprehensive; they demonstrate the suitability of QCommission for similar plans.

## Recruiter Plan

This plan is applicable to Recruiters in the company. The recruiters are basically paid a flat fee for every position they fill. The flat fee can vary by type of job position being filled.

### Monthly Recruiter Placement Incentive

This incentive is paid every month. The Recruiter is eligible to get payment for any Placement with the associated Account Manager's id on the transaction. Recruiters do not have a quota.  The Recruiter gets an incentive based on the type of positions being filled. The rates are:

| Position | Rate |
|---|---|
| Administrative | $100 |
| Professional | $150 |

The incentive 'Monthly Recruiter Placement Incentive' is chosen in the 'Set Incentive' form. The monthly frequency is set in the 'Payout As Often As' field.

In the Include/Exclude, the options 'Include In Summary Payout" and "Include in Commission Statement" are checked to include the incentives in the summary payout process and commission statement report.



The recruiter gets credit based on the Account Manager that is associated in the "Transaction Payee Id". For every qualified transaction, the credit amount will be 100% of Sales Amount.

## Set Credit Rule

Payee ID [Bmistal]     Plan ID [Recruiter Plan]     Incentive ID [Monthly Recruiter Placem]

Credit rule [Monthly Recruiter Placement Incenti ▼]     Credit description [Monthly Recruiter Placement Incentive_rule1]

| **Basic Crediting** | Additional Crediting |
|---|---|

Transaction Payee ID          [Lmadison ▼]

**Create Credits with the following Information**

Credit Amount is [100]     % of [Sales_Amt ▼]

☑ **Payout Rate/Amt**

     ○ Set Payout Rate from Product/Family

     ○ Set Payout Amount from Product/Family

     ⦿ Enter Payout Rate or Amount     [Payout Amount ▼] [100]

In the Additional Crediting tab, the "Administrative" position is selected in the Transaction Group. The payout rate or amount set for each recruitment is $100.

## Set Credit Rule

Payee ID [Bmistal]     Plan ID [Recruiter Plan]     Incentive ID [Monthly Recruiter Placem]

Credit rule [Monthly Recruiter Placement Incenti ▼]     Credit description [Monthly Recruiter Placement Incentive_rule1]

| Basic Crediting | **Additional Crediting** |
|---|---|

Transaction Territory [　　　　▼] Edit

Transaction Customer/Customer Family [　　　　▼] Edit

Transaction Group [Administrative ▼] Edit

Transaction Product/Product Family [　　　　▼] Edit

Transaction ID [　　　　▼] Edit

Transaction Status [　　　　▼] Edit

Transaction Customer Job [　　　　▼] Edit

Transaction Type [　　　　▼] Edit

Transaction Category [　　　　▼] Edit

**Event Based Crediting**

☐ Use Event based Crediting

The recruiter also gets credit for the Transaction Group 'Professional'. The 'Payout Rate or Amount' for each recruitment is of $150.

## Set Credit Rule

Payee ID  Bmistal          Plan ID  Recruiter Plan          Incentive ID  Monthly Recruiter Placem

Credit rule  Monthly Recruiter Placement Incenti ▼    Credit description  Monthly Recruiter Placement Incentive_rule2

| Basic Crediting | Additional Crediting |
|---|---|

**Transaction Payee ID**          Lmadison          ▼

**Create Credits with the following Information**

Credit Amount is  100          % of  Sales_Amt          ▼

☑ **Payout Rate/Amt**

    ○ Set Payout Rate from Product/Family

    ○ Set Payout Amount from Product/Family

    ◉ Enter Payout Rate or Amount          Payout Amount          ▼  150

In the Additional Crediting tab, the "Professional" is selected in the Transaction Group.

## Set Credit Rule

Payee ID  Bmistal          Plan ID  Recruiter Plan          Incentive ID  Monthly Recruiter Placem

Credit rule  Monthly Recruiter Placement Incenti ▼    Credit description  Monthly Recruiter Placement Incentive_rule2

| Basic Crediting | Additional Crediting |
|---|---|

| | | |
|---|---|---|
| Transaction Territory | | ▼ Edit |
| Transaction Customer/Customer Family | | ▼ Edit |
| Transaction Group | Professional | ▼ Edit |
| Transaction Product/Product Family | | ▼ Edit |
| Transaction ID | | ▼ Edit |
| Transaction Status | | ▼ Edit |
| Transaction Customer Job | | ▼ Edit |
| Transaction Type | | ▼ Edit |
| Transaction Category | | ▼ Edit |

**Event Based Crediting**

☐ Use Event based Crediting

In the Calculate Payout, 'Calculated Payout Amt already calculated and available' is set as a criterion to calculate the payout amount.  For this incentive plan, there are no draw/cap amounts set to adjust against his earnings.



## Account Manager Plan

This plan is applicable to Account Managers. The plan demonstrates use of quotas. This plan also demonstrates payments by various thresholds and multiple calculations per invoice. Invoice selection is demonstrated by salesrep id as well as by customer job.

### Monthly Job Placements Commission

This incentive is paid every month. The Account Manager is assigned to the placement transactions. Commissions are paid at a tiered percentage rate per Account Manager for all monthly placement revenue brought in by that Account Manager.

The incentive 'Monthly Job Placements Commission' is chosen in the 'Set Incentive' form. The monthly frequency is set in the 'Payout As Often As' field.

In the Include/Exclude, the options 'Include In Summary Payout" and "Include in Commission Statement" are checked to include the incentives in the summary payout process and commission statement report.
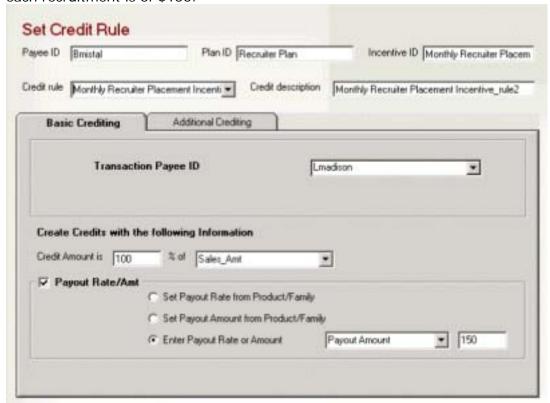
## Set Incentive

Payee ID  `Lmadison`          Plan ID  `Account Manager Plan`

Incentive ID  `Monthly Job Placements Commissio ▼`   `Add Incentive`

Payout As Often As  `Monthly                    ▼`

**Include/Exclude**

☑ Include In Summary Payout        ☑ Include In Commission Statement

Incentive Description  `Monthly Job Placements Commission`

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## Goal

The quotas/goals are entered for 12 periods. The monthly quotas for the Account Manager are given below. The Account Manager has an increase in his goal for the last quarter.

## Set Goals

Payee ID  `Lmadison`      Plan ID  `Account Manager Plan`      Incentive ID  `Monthly Job Placements`

| General | | | | | Others |
|---|---|---|---|---|---|

**Goal Values/Cumulative Goal Values**

| Monthly ... | 300,000.00 | 300,000.00 | 300,000.00 | 300,000.00 | 300,000.00 | 300,000.00 |
|---|---|---|---|---|---|---|
| | 300,000.00 | 300,000.00 | 300,000.00 | 400,000.00 | 400,000.00 | 400,000.00 |

Quarterly ...

Half Yr ...

Annually ...

Goal description

In Basic Crediting tab, the radio button 'Transaction Payee ID' is selected, for a 100% credit on the Sales Amount. In the Additional Crediting tab, the Transaction Type 'Placement' is selected from the pull-down list. In this case, all the invoices that have the transaction type, as 'Placement' will be credited to LMadison.

## Set Credit Rule

Payee ID: Lmadison    Plan ID: Account Manager Plan    Incentive ID: Monthly Job Placements

Credit rule: Monthly Job Placements Commissio ▾    Credit description: Monthly Job Placements Commission_rule1

| Basic Crediting | Additional Crediting |
|---|---|

| Transaction Territory | | ▾ | Edit |
| Transaction Customer/Customer Family | | ▾ | Edit |
| Transaction Group | | ▾ | Edit |
| Transaction Product/Product Family | | ▾ | Edit |
| Transaction ID | | ▾ | Edit |
| Transaction Status | | ▾ | Edit |
| Transaction Customer Job | | ▾ | Edit |
| Transaction Type | Placement | ▾ | Edit |
| Transaction Category | | ▾ | Edit |

**Event Based Crediting**

☐ Use Event based Crediting

In the 'Specify Rate Amount' screen check the Payout Rate/Amt Lookup and select 'Acct Mgr Tiered Rates' whereby the commissions are paid at tiered percentages.

## Specify Rate Amount

Payee ID: Lmadison    Plan ID: Account Manager Plan    Incentive ID: Monthly Job Placements

☑ Payout Rate/Amt Lookup: Acct Mgr Tiered Rates ▾    Add / Edit

Goal Frequency: Monthly

Attainment Frequency: Monthly

☐ Apply 1st Dollar Calculation

**Rate Matrix**

| 0 | 60000 | 3 |
|---|---|---|
| 60000.01 | 120000 | 5 |
| 120000.01 | 180000 | 7 |
| 180000.01 | 240000 | 9 |
| 240000.01 | 9999999.99 | 11 |

Rate Lookup Description

## Calculate Payout

Payee ID  Lmadison          Plan ID  Account Manager Plan          Incentive ID  Monthly Job Placements

| Basic Calculation | Advanced Calculation |
| --- | --- |

Rounding  1

◉ Use Standard Payout Calculation

Calculated Payout Amt = Credit Amt * Commission Rate

## Monthly Consultant Revenue Commission

This incentive is paid every month. The account manager has responsibility for specific projects. Commissions are paid as an hourly rate ($25) based on billable hours.

The incentive 'Monthly Consultant Revenue Commission' is chosen in the 'Set Incentive' form. The monthly frequency is set in the 'Payout As Often As' field.

In the Include/Exclude, the options 'Include In Summary Payout" and "Include in Commission Statement" are checked to include the incentives in the summary payout process and commission statement report.

### Set Incentive

Payee ID  Lmadison          Plan ID  Account Manager Plan

Incentive ID  Monthly Consultant Revenue Commi ▾   Add Incentive

Payout As Often As  Monthly ▾

**Include/Exclude**

☑ Include In Summary Payout          ☑ Include In Commission Statement

Incentive Description  Monthly Consultant Revenue Commission

## Set Credit Rule

Payee ID  Lmadison          Plan ID  Account Manager Plan          Incentive ID  Monthly Consultant Reve

Credit rule  nsultant Revenue Commission_rule1 ▼   Credit description  Monthly Consultant Revenue Commission_rule1

| **Basic Crediting** | Additional Crediting |
| --- | --- |

**Transaction Payee ID**          [                    ▼]

**Create Credits with the following Information**

Credit Amount is [100]   % of [Sales_Amt              ▼]

☑ **Payout Rate/Amt**

       ○ Set Payout Rate from Product/Family

       ○ Set Payout Amount from Product/Family

       ◉ Enter Payout Rate or Amount   [Payout Rate   ▼] [25]
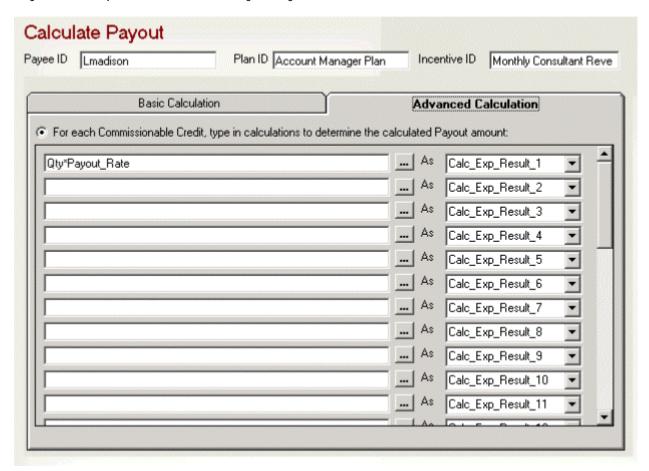
The Account Manager gets credit for specific project that is assigned. In the Additional Crediting tab, the Transaction Customer Job 'HealthSouth: Service Repricing' is selected from the pull-down list. In this case, all the invoices that have the transaction customer job, as 'HealthSouth: Service Repricing' will be credited to LMadison.

## Set Credit Rule

Payee ID  Lmadison          Plan ID  Account Manager Plan          Incentive ID  Monthly Consultant Reve

Credit rule  Monthly Consultant Revenue Comm ▼   Credit description  Monthly Consultant Revenue Commission_rule1

| Basic Crediting | **Additional Crediting** |
| --- | --- |

| | | |
| --- | --- | --- |
| Transaction Territory | [ ▼] | Edit |
| Transaction Customer/Customer Family | [ ▼] | Edit |
| Transaction Group | [ ▼] | Edit |
| Transaction Product/Product Family | [ ▼] | Edit |
| Transaction ID | [ ▼] | Edit |
| Transaction Status | [ ▼] | Edit |
| Transaction Customer Job | [HealthSouth:Service Repricing ▼] | Edit |
| Transaction Type | [ ▼] | Edit |
| Transaction Category | [ ▼] | Edit |

**Event Based Crediting**

       ☐ Use Event based Crediting

In the Advanced tab of 'Calculate Payout' form, an expression is set to calculate the commission rate. The Account Manager gets his commission based on the billable hours. In the Advanced options of Calculate Payout the expression is set as 'Qty * Payout_Rate'.
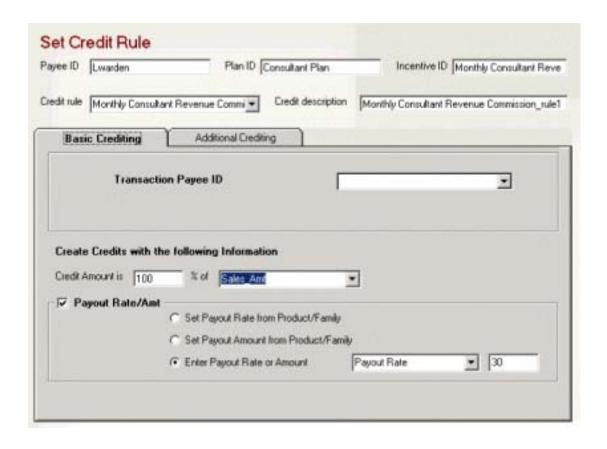


## Consultant Plan

This plan is applicable to Consultants placed at customer sites. Draw is demonstrated in this plan.

### Monthly Consultant Revenue Commission

This incentive is paid every month. Commissions are paid as an hourly rate ($30) based on billable hours. Consultants have a Draw of $5,000 per month.

The incentive 'Monthly Consultant Revenue Commission' is chosen in the 'Set Incentive' form. The monthly frequency is set in the 'Payout As Often As' field.

In the Include/Exclude, the options 'Include In Summary Payout" and "Include in Commission Statement" are checked to include the incentives in the summary payout process and commission statement report.

## Set Incentive

Payee ID [Lwarden]          Plan ID [Consultant Plan]

Incentive ID [Monthly Consultant Revenue Commi ▼]   [Add Incentive]

Payout As Often As [Monthly ▼]

**Include/Exclude**

☑ Include In Summary Payout          ☑ Include In Commission Statement

Incentive Description [Monthly Consultant Revenue Commission ▲ ▼]

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## Set Credit Rule

Payee ID [Lwarden]     Plan ID [Consultant Plan]     Incentive ID [Monthly Consultant Reve]

Credit rule [Monthly Consultant Revenue Commi ▼]     Credit description [Monthly Consultant Revenue Commission_rule1]

| Basic Crediting | Additional Crediting |

**Transaction Payee ID**          [▼]

**Create Credits with the following Information**

Credit Amount is [100]     % of [Sales_Amt ▼]

☑ **Payout Rate/Amt**

○ Set Payout Rate from Product/Family

○ Set Payout Amount from Product/Family

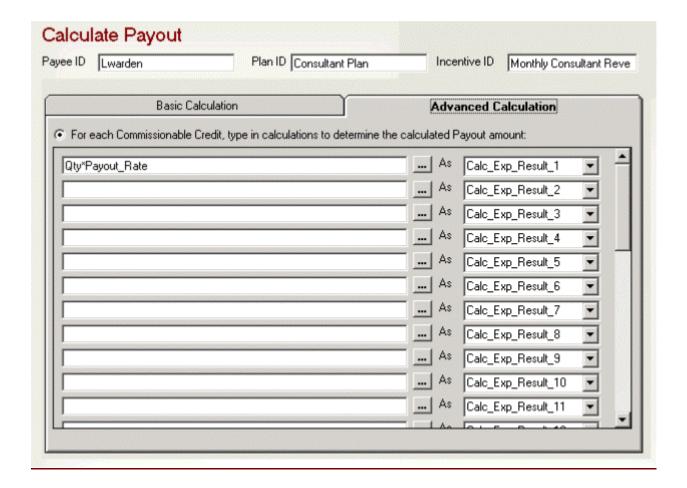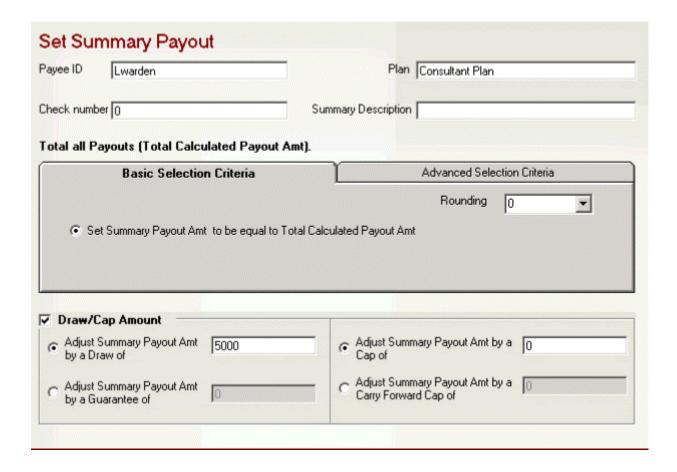◉ Enter Payout Rate or Amount          [Payout Rate ▼]  [30]

In the Additional Crediting tab, the Transaction Product/Product Family 'Lwarden Consulting' is selected from the pull-down list. In this case, all the invoices that have the Product Id associated with 'Lwarden Consulting' will be credited to Lwarden.

## Set Credit Rule

Payee ID [Lwarden]    Plan ID [Consultant Plan]    Incentive ID [Monthly Consultant Reve]

Credit rule [Monthly Consultant Revenue Commi ▼]    Credit description [Monthly Consultant Revenue Commission_rule1]

| Basic Crediting | **Additional Crediting** |
|---|---|

| | | | |
|---|---|---|---|
| Transaction Territory | | ▼ | Edit |
| Transaction Customer/Customer Family | | ▼ | Edit |
| Transaction Group | | ▼ | Edit |
| Transaction Product/Product Family | Lwarden Consulting | ▼ | Edit |
| Transaction ID | | ▼ | Edit |
| Transaction Status | | ▼ | Edit |
| Transaction Customer Job | | ▼ | Edit |
| Transaction Type | | ▼ | Edit |
| Transaction Category | | ▼ | Edit |

**Event Based Crediting**

☐ Use Event based Crediting

In the Advanced tab of 'Calculate Payout' form, an expression is set to calculate the commission rate. The Consultant gets his commission based on the billable hours. In the Advanced options of Calculate Payout the expression is set as 'Qty * Payout_Rate'.

## Calculate Payout

Payee ID  Lwarden          Plan ID  Consultant Plan          Incentive ID  Monthly Consultant Reve

| Basic Calculation | Advanced Calculation |

⦿ For each Commissionable Credit, type in calculations to determine the calculated Payout amount:

| Qty*Payout_Rate | ... As | Calc_Exp_Result_1 ▼ |
|-----------------|--------|---------------------|
|                 | ... As | Calc_Exp_Result_2 ▼ |
|                 | ... As | Calc_Exp_Result_3 ▼ |
|                 | ... As | Calc_Exp_Result_4 ▼ |
|                 | ... As | Calc_Exp_Result_5 ▼ |
|                 | ... As | Calc_Exp_Result_6 ▼ |
|                 | ... As | Calc_Exp_Result_7 ▼ |
|                 | ... As | Calc_Exp_Result_8 ▼ |
|                 | ... As | Calc_Exp_Result_9 ▼ |
|                 | ... As | Calc_Exp_Result_10 ▼ |
|                 | ... As | Calc_Exp_Result_11 ▼ |

The Consultant has a Draw of $5000 per month that will be adjusted in the Summary Payout.
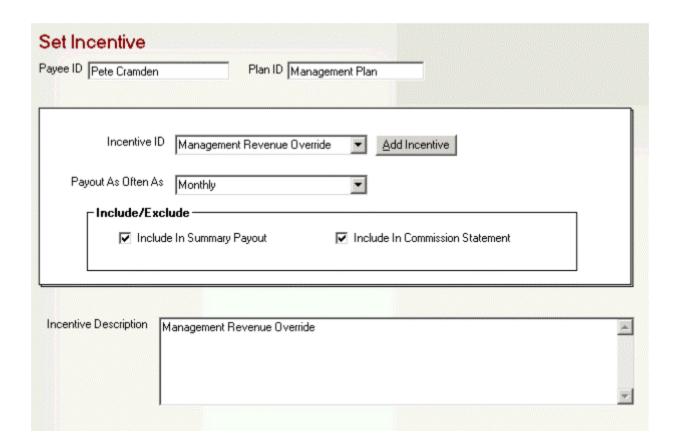


## Management Plan

This plan is applicable to Management/Partners of the company. This plan demonstrates overrides.
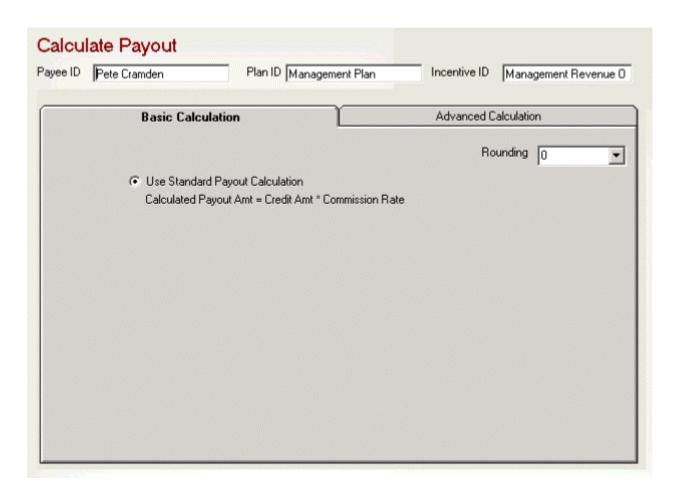
### Monthly Revenue Override

This incentive is paid every month. Management gets an override of 5% on all revenue.

The incentive 'Management Revenue Override' is chosen in the 'Set Incentive' form. The monthly frequency is set in the 'Payout As Often As' field.

In the Include/Exclude, the options 'Include In Summary Payout" and "Include in Commission Statement" are checked to include the incentives in the summary payout process and commission statement report.

# Set Incentive

Payee ID: Pete Cramden    Plan ID: Management Plan

Incentive ID: Management Revenue Override    [Add Incentive]

Payout As Often As: Monthly

**Include/Exclude**

☑ Include In Summary Payout    ☑ Include In Commission Statement

Incentive Description: Management Revenue Override

In Basic Crediting tab, the radio button 'Transaction Payee ID' is selected, for a 100% credit on the Sales Amount. The Payout rate/Amount is 5%. The Management gets an override for all the revenue.



## Calculate Plan

The plan wizard guides you in setting up the credit rules, calculations and summarization in order to calculate the payout. The credit amount and payouts rates for payees will be calculated based upon credit rules set in the plan wizard. Credit rules defines how a specific transaction can be processed, and who receives the credit. The crediting process is applied to the transaction to determine the credit amount in-order to calculate the payout of the selected payee. The plan and its rules are set prior to calculating the plan for the payees.

There are two ways to calculate the plan. You may calculate all the plans for the current period by selecting "Calculate All Plans" from the Action Menu. If you want to execute the plan for a single payee, click the Plan tab and select the payee plan tab that is available at the bottom of the screen. The appropriate plan statement opens for the selected.