HROne | HIRING BUDGET WORKSHEET

Procurement manager | China

Separate published salary references from your own offer assumptions.

1. Source reference - basic monthly salary, RMB

First-tier group: 30,000-55,000 Second-tier group: 20,000-40,000

Randstad 2026 Chinese mainland salary guide, p.22. Source checked: 18 Nov 2026.

Excludes benefits, bonuses, commissions and subsidies. Not individual city quotes.

2. Your vacancy and offer assumptions

Work location / role scope _____

Reference period / prepared by _____

A	Basic monthly salary (RMB)	
B	Number of months in budget period	
C	Basic pay for period: A x B	
D	Additional cash payments / bonus assumption	
E	Employer social insurance for the period	
F	Employer housing fund for the period	
G	Other benefits and administration	
H	Recruitment, setup and planned business travel	
I	Planned total: C + D + E + F + G + H	

3. Complete before treating the total as final

Record the source, effective period and assessed bases for E and F.

Do not add employee deductions again as employer costs.

Mark missing inputs as outstanding; a blank does not mean zero.

A bonus entry is your assumption, not a benefit promised by this worksheet.

Source: randstad.cn - 2026 Market Outlook & Salary Guide, Chinese mainland.

Planning worksheet. No automatic calculations; verify each input for the actual vacancy.