

Hours Not Worked Codes & Regulations



KPI Owner: Debbie Howell

Process: Time and Attendance

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: 7% Monthly Average in CY 2012 Goal: Reduce hours not worked to 4% of the total hours standard hours Benchmark: Local Government Rate of 1.7%	Data Source: Payable Time PeopleSoft Goal Source: Scope Summary Benchmark Source: Bureau Labor Statistics	Plan-Do-Check-Act Step 8: Monitor and diagnose Measurement Method: Total # of hrs per month employees were not at work performing normal job functions (excludes vacations & holidays), rate calculated by dividing by total standard hours Why Measure: Better understand culture impact on employee attendance Next Improvement Step: Continue to council high sick leave consumers.

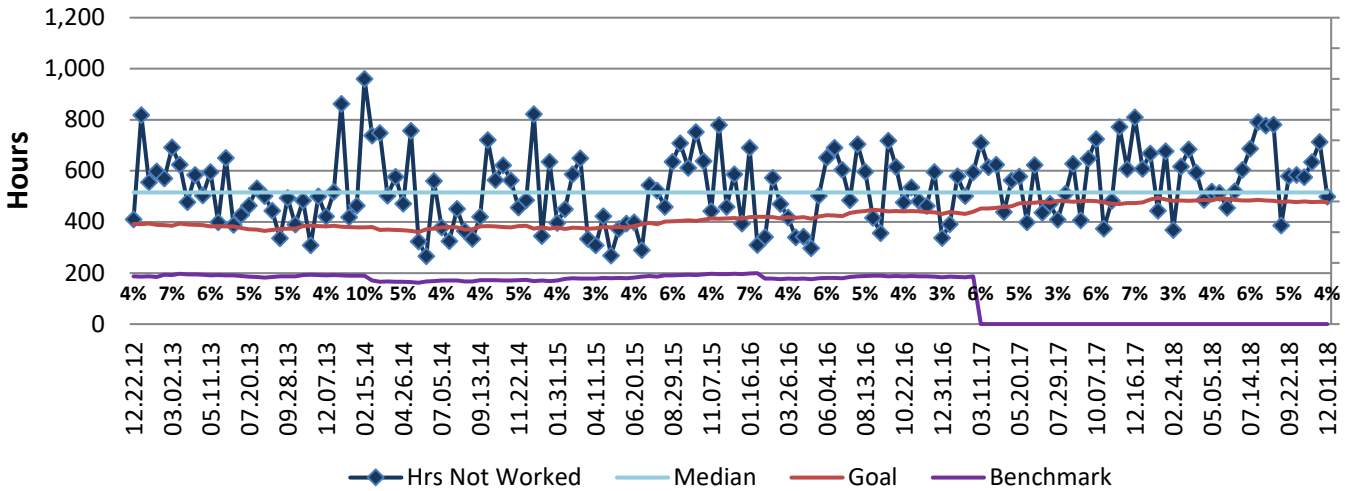
How Are We Doing?

12.03.17-12.01.18 12 Month Goal	12.03.17-12.01.18 12 Month Actual		11.18.18-12.01.18 Goal	11.18.18-12.01.18 Actual	
12,568	15,582		477	500	
Hours	Hours		Hours	Hours	

Hours Not Worked



Good



12.03.17-12.01.18 Pareto Analysis

