

# Hours Not Worked Human Relations Commission



KPI Owner: Diniah Calhoun

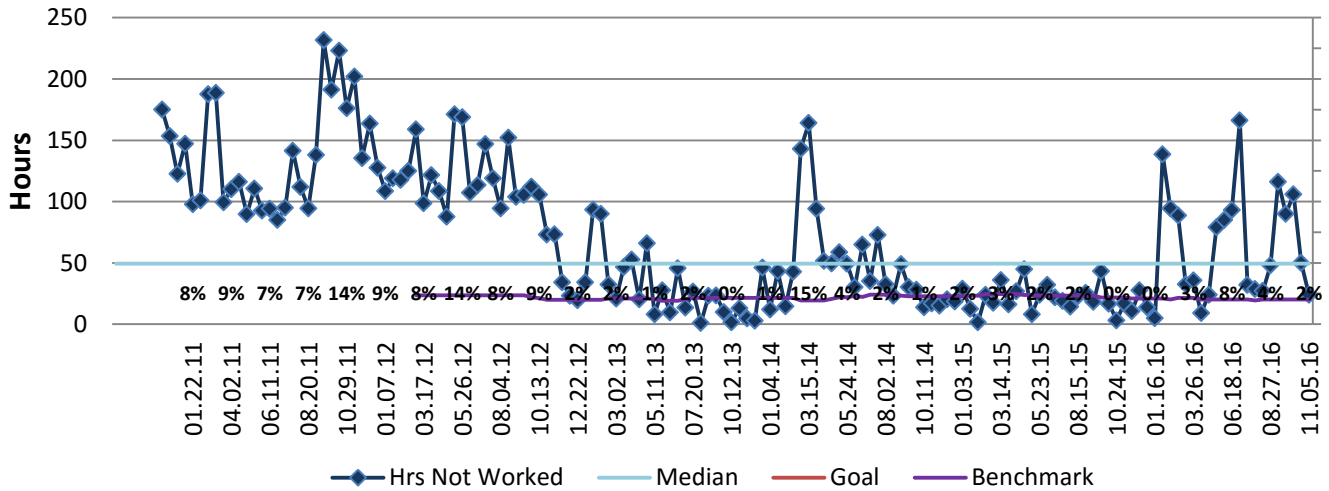
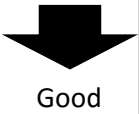
Process: Time & Attendance

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: FY14 = 980.35 Goal: Proposed- reduce to 900 hours annually or 75 hours monthly or less.  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: Monitor.

### How Are We Doing?

10.11.15-11.05.16 12 Month Goal	10.11.15-11.05.16 12 Month Actual		10.23.16-11.05.16 Goal	10.23.16-11.05.16 Actual	
<b>975</b>	<b>1,444</b>	🚦	<b>75</b>	<b>24</b>	🚦
Hours	Hours		Hours	Hours	

## Hours Not Worked



## 10.11.15-11.05.16 Pareto Analysis

