

# Hours Not Worked Human Relations Commission



KPI Owner: Diniah Calhoun

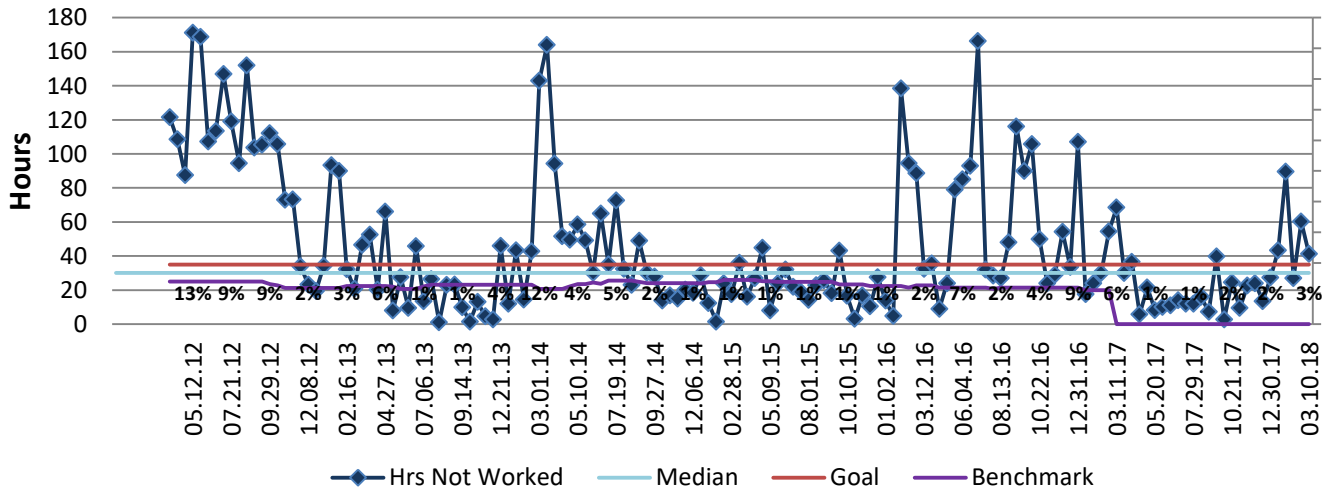
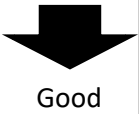
Process: Time & Attendance

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: FY 16 = 915.93 Goal: Proposed- reduce to 840 hours annually or 70 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?

02.26.17-03.10.18 12 Month Goal	02.26.17-03.10.18 12 Month Actual		02.25.18-03.10.18 Goal	02.25.18-03.10.18 Actual	
<b>840</b>	<b>678</b>		<b>35</b>	<b>41</b>	
Hours	Hours		Hours	Hours	

## Hours Not Worked



## 02.26.17-03.10.18 Pareto Analysis

