Hours Not Worked
Human Resources

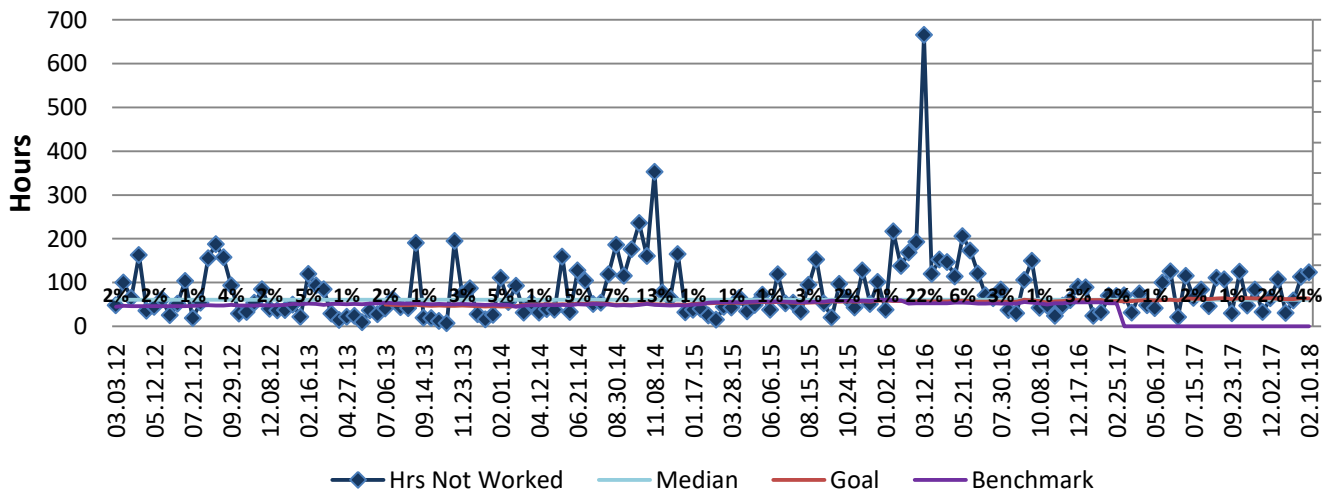**KPI Owner: JP Hamm**   **Process: Time and & Attendance**

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: FY15 average rate 3% Goal: Compared to FY14, maintain the number of hours not worked at <=1.85% of the total number of hours worked. 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: Identify and diagnose root causes of what makes performance less than desirable

How Are We Doing?

02.12.17-02.10.18 12 Month Goal	02.12.17-02.10.18 12 Month Actual		01.28.18-02.10.18 Goal	01.28.18-02.10.18 Actual	
1,610	**1,924**		**64**	**123**	
Hours	Hours		Hours	Hours	

Hours Not Worked

Good

02.12.17-02.10.18 Pareto Analysis

	SICK	FMLA	UNPAID ABSENCE	JURY DUTY	FUNERAL
Number	1,365	271	135	87	66
Individual %	71%	14%	7%	4%	3%

Report Generated: 02/16/2018   Data Expires: 02/20/2018

Biweekly Measurement