

# Hours Not Worked Codes & Regulations



KPI Owner: Debbie Howell

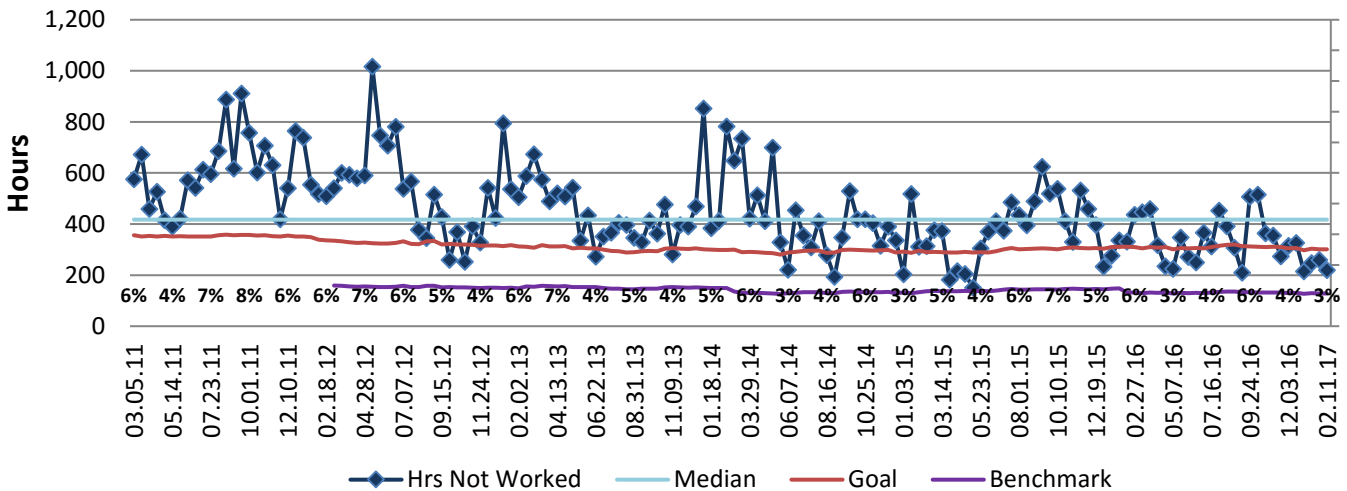
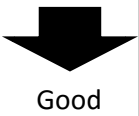
Process: Time and Attendance

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?

02.14.16-02.11.17 12 Month Goal	02.14.16-02.11.17 12 Month Actual		01.29.17-02.11.17 Goal	01.29.17-02.11.17 Actual	
<b>8,012</b>	<b>8,623</b>		<b>301</b>	<b>219</b>	
Hours	Hours		Hours	Hours	

## Hours Not Worked



## 02.14.16-02.11.17 Pareto Analysis

