

# Hours Not Worked Codes & Regulations



KPI Owner: Debbie Howell

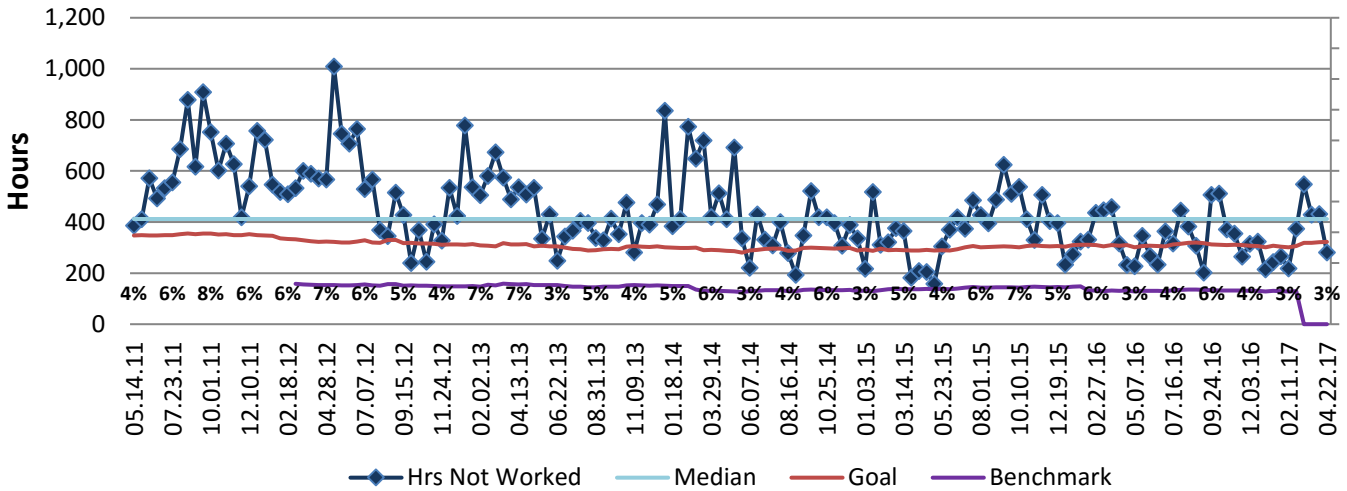
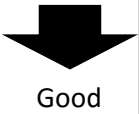
Process: Time and Attendance

| Baseline, Goal, & Benchmark  | Source Summary  | Continuous Improvement Summary  |
|--|---|---|
| Baseline: 7% Monthly Average in CY 2012<br>Goal: Reduce hours not worked to 4% of the total hours standard hours<br>Benchmark: Local Government Rate of 1.7% | Data Source: Payable Time PeopleSoft<br>Goal Source: Scope Summary<br>Benchmark Source: Bureau Labor Statistics | Plan-Do-Check-Act Step 8: Monitor and diagnose<br>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<br>Why Measure: Better understand culture impact on employee attendance<br>Next Improvement Step: Continue to council high sick leave consumers. |

## How Are We Doing?

| 04.24.16-04.22.17<br>12 Month Goal | 04.24.16-04.22.17<br>12 Month Actual |  | 04.09.17-04.22.17<br>Goal | 04.09.17-04.22.17<br>Actual |  |
|------------------------------------|--------------------------------------|--|---------------------------|-----------------------------|--|
| <b>8,079</b>                       | <b>8,743</b>                         |  | <b>322</b>                | <b>281</b>                  |  |
| Hours                              | Hours                                |  | Hours                     | Hours                       |  |

## Hours Not Worked



## 04.24.16-04.22.17 Pareto Analysis

