

# Hours Not Worked Codes & Regulations



KPI Owner: Debbie Howell

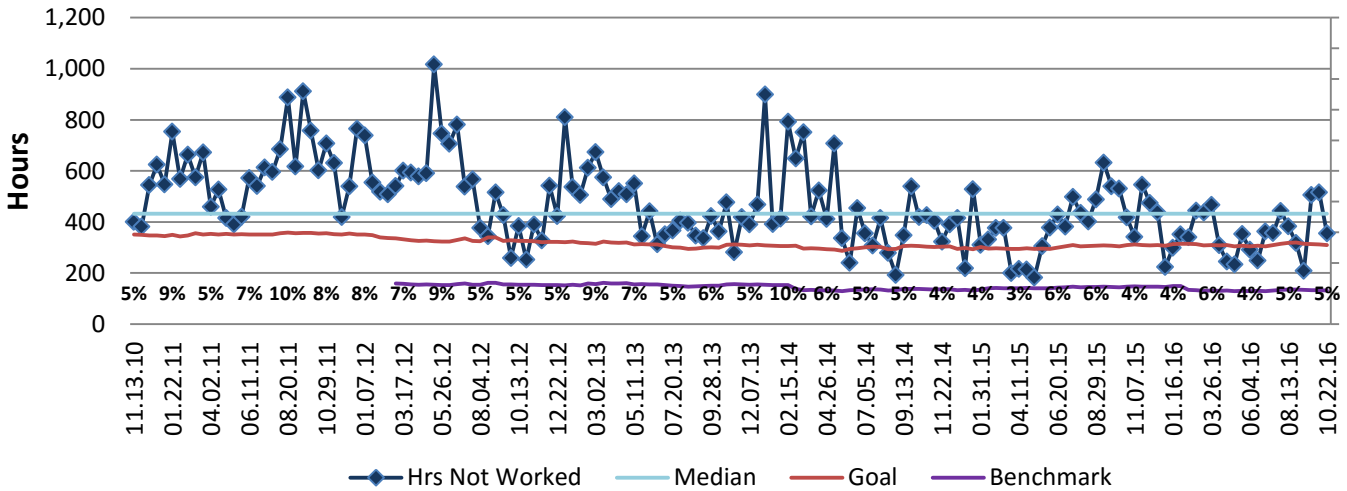
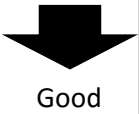
Process: Time and Attendance

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?

10.25.15-10.22.16 12 Month Goal	10.25.15-10.22.16 12 Month Actual		10.09.16-10.22.16 Goal	10.09.16-10.22.16 Actual	
<b>8,073</b>	<b>9,489</b>		<b>310</b>	<b>355</b>	
Hours	Hours		Hours	Hours	

## Hours Not Worked



## 10.25.15-10.22.16 Pareto Analysis

