

# Hours Not Worked Public Works & Assets



KPI Owner: Vanessa Burns

Process: Time & Attendance

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: 9% FY12 monthly average Goal: Reduce the number of Non-Worked hours compared to the standard number of hours from 9% in FY12, to 5% by the end of FY13, and 4% by the end of FY17. 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 5: Pilot short term and/or long term solutions 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: Validate effectiveness of Sick Leave Report. Continue to track and monitor.

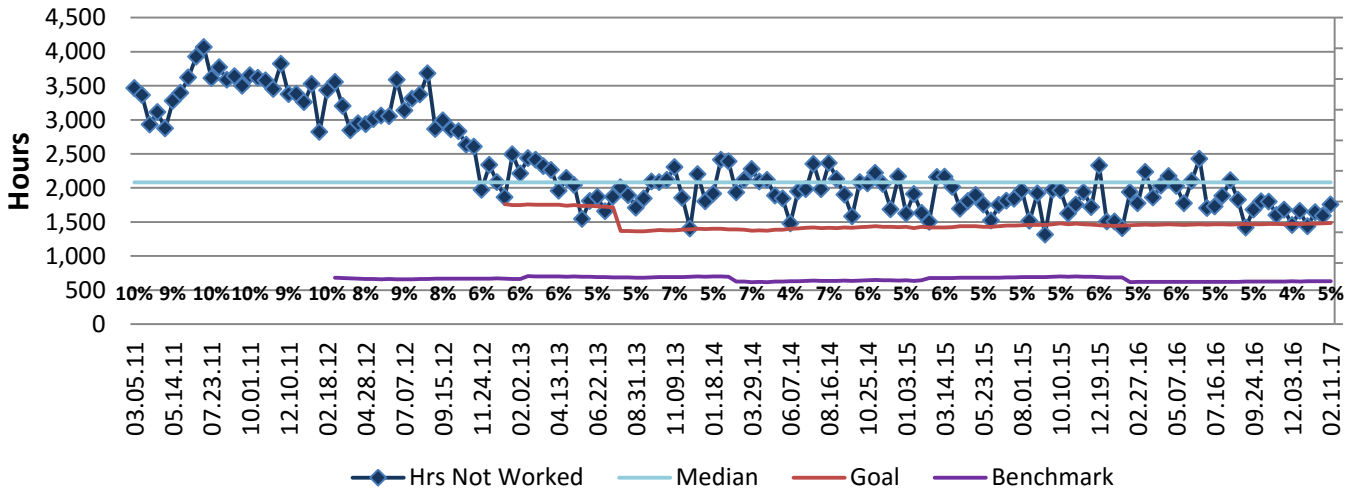
## How Are We Doing?

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>38,162</b>	<b>47,183</b>		<b>1,484</b>	<b>1,754</b>	
Hours	Hours		Hours	Hours	

## Hours Not Worked



Good



## 02.14.16-02.11.17 Pareto Analysis

