

# Hours Not Worked Codes & Regulations



KPI Owner: Debbie Howell

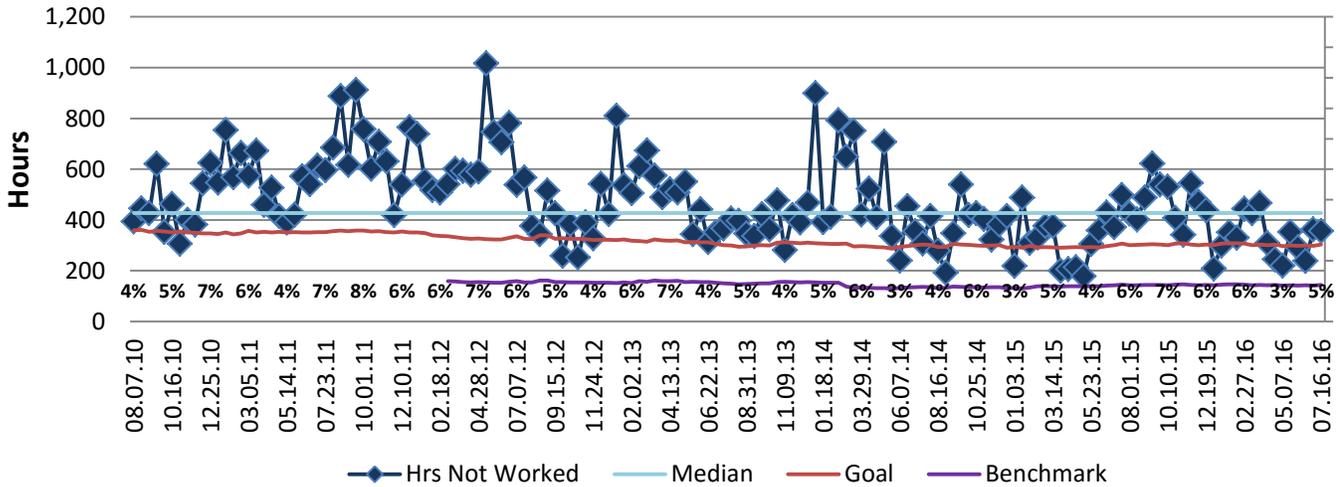
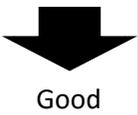
Process: Time and Attendance

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 1.9%	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?

07.19.15-07.16.16 12 Month Goal	07.19.15-07.16.16 12 Month Actual		07.03.16-07.16.16 Goal	07.03.16-07.16.16 Actual	
<b>7,876</b>	<b>10,116</b>		<b>303</b>	<b>356</b>	
Hours	Hours		Hours	Hours	

## Hours Not Worked



## 07.19.15-07.16.16 Pareto Analysis

