

Hours Not Worked Office of Management & Budget



KPI Owner: Daniel Frockt

Process: Time and Attendance

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: FY15 (Jul2014: 2,685) Goal: 2% of Total Opportunities (BLS) Benchmark: Local Government rate of 2%	Data Source: Payable Time PeopleSoft Goal Source: Enterprise KPI for productivity 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 address sick leave since it's the biggest driver of this KPI

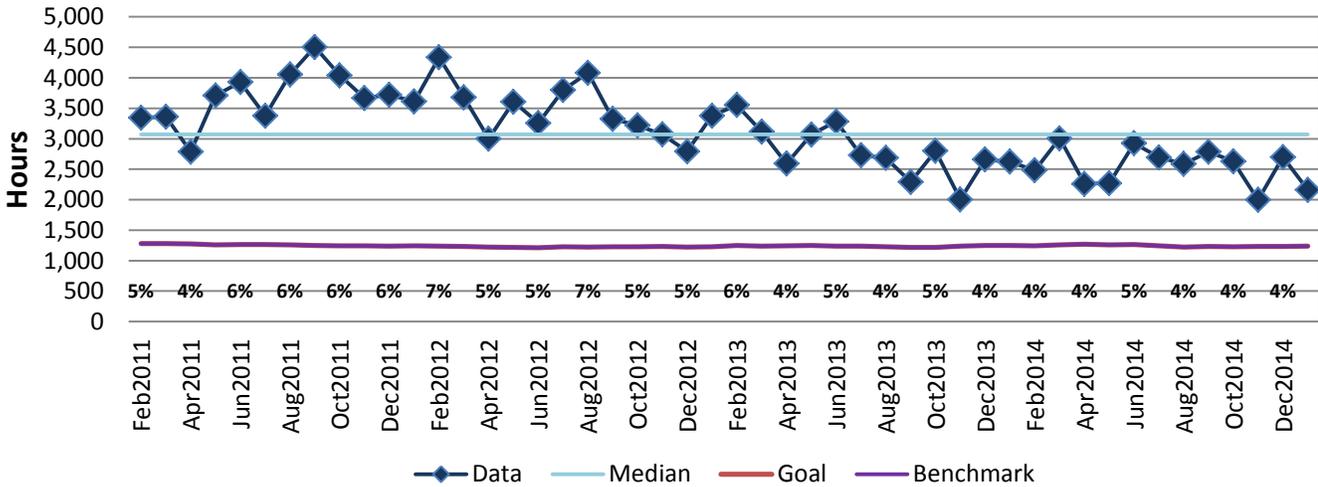
How Are We Doing?

Feb2014-Jan2015 12 Month Goal	Feb2014-Jan2015 12 Month Actual		Jan2015 Goal	Jan2015 Actual	
14,921	30,494		1,236	2,161	
Hours	Hours		Hours	Hours	

Hours Not Worked



Good



Feb2014-Jan2015 Pareto Analysis

