

# Hours Not Worked Office of Management & Budget



KPI Owner: Steve Rowland

Process: Time and Attendance

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: July 2015 4% or 2651 Hours Goal: 2% of Total Opportunities (BLS)  Benchmark: 2% of Total Opportunities (BLS)	Data Source: Psoft Payable Time Goal Source: OPI Internal Study  Benchmark Source: Bureau of 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) 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

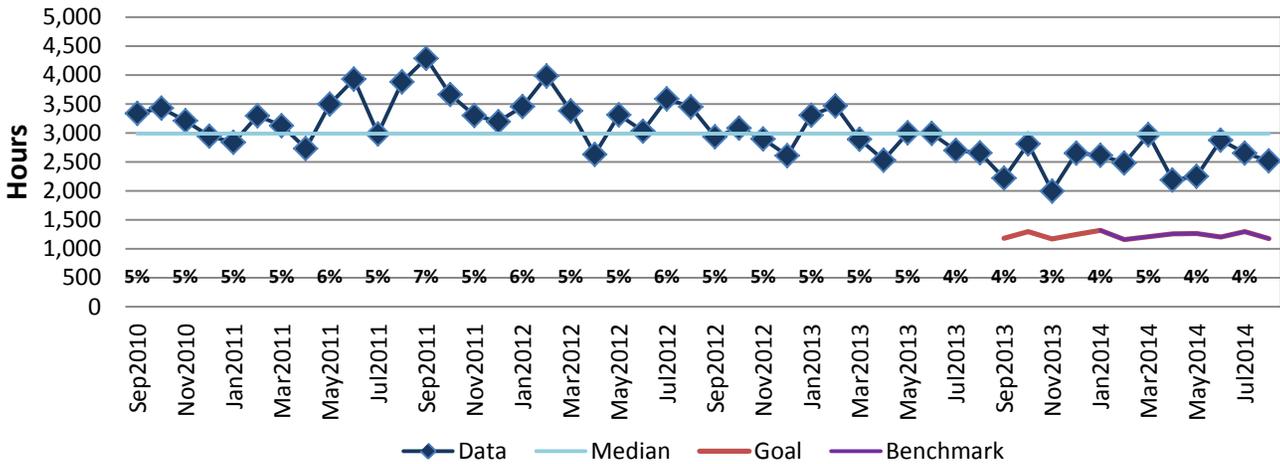
### How Are We Doing?

Sep2013-Aug2014 12 Month Goal	Sep2013-Aug2014 12 Month Actual		Aug2014 Goal	Aug2014 Actual	
<b>14,788</b>	<b>30,238</b>	⚡	<b>1,176</b>	<b>2,519</b>	⚡
Hours	Hours		Hours	Hours	

## Hours Not Worked



Good



## Sep2013-Aug2014 Pareto Analysis

