

# Hours Not Worked Human Relations Commission



KPI Owner: Dinish Calhoun

Process: Time & Attendance

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: FY14 = 980.35 Goal: Proposed Reduce to 900 hours annually or 75 hours monthly or less  Benchmark: Local Government rate of 2%	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: Monitor

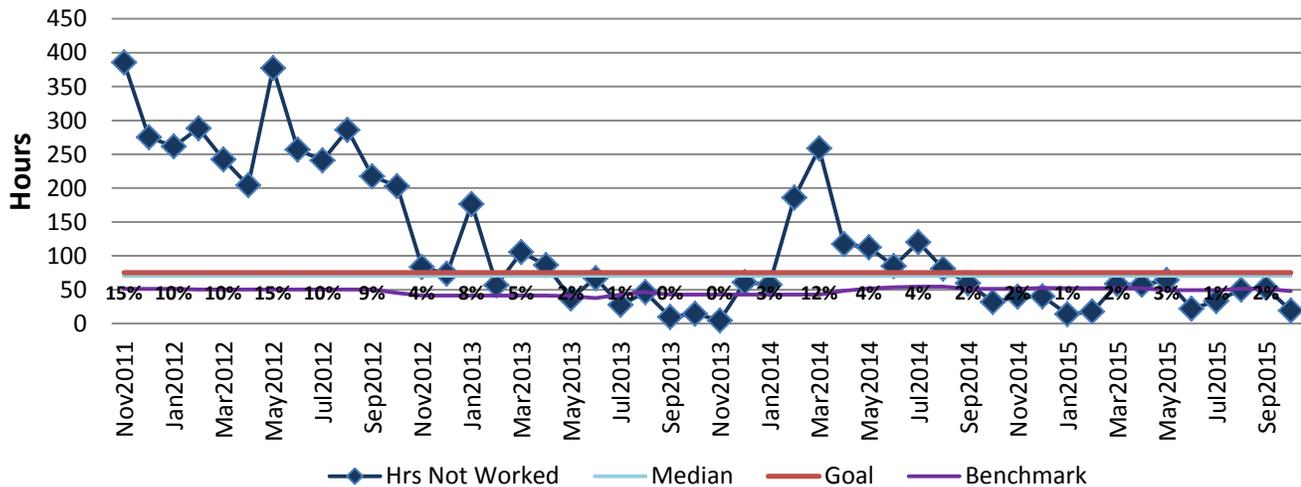
### How Are We Doing?

Nov2014-Oct2015 12 Month Goal	Nov2014-Oct2015 12 Month Actual		Oct2015 Goal	Oct2015 Actual	
<b>900</b>	<b>468</b>		<b>75</b>	<b>19</b>	
Hours	Hours		Hours	Hours	

## Hours Not Worked



Good



## Nov2014-Oct2015 Pareto Analysis

