

KaufmanHall

Budgeting EPM

Bi-Weekly Productivity

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Bi-Weekly Productivity-EPM Platform

Purpose

To compare actual worked (productive) hours per unit of service to a benchmark worked hours per unit of service. The benchmark can come from an outside industry benchmark, or can come from the current year budget.

Data Needed

1. Actual Hours by JobCode by PayType (Bi-weekly Labor Distribution file for Payroll27 tables)
2. Actual key statistics by department. This can be loaded through an import and/or from a save to database report.
3. Budget Hours by JobCode by PayType (This is how data is already stored in the budget Payroll12 tables). Once the budget is complete, the budget hours can be reverse accrued into 26/27 pay periods using a save to database report.
4. Budget key statistics by department. Once the budget is complete, the budget statistics can be reverse accrued into 26/27 pay periods using a save to database report.
5. Actual bi-weekly contract labor hours if that data is available.

Outcome

Timely payroll reporting that identifies salary hours and dollar variances so that those variances can be corrected, and hopefully avoid a monthly budget variance. Timely and accurate productivity reporting can help identify each of these variances so that they can be corrected before month-end close. Salary expense usually makes up about 50-65% of a hospital's total expenses. Labor variances are broken into three categories: Efficiency, Rate, and Volume.

Summary of Steps

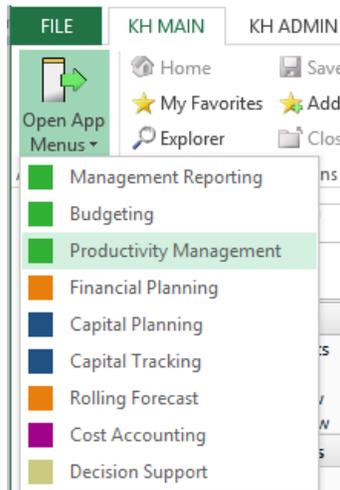
1. Load Actual Payroll data
2. Load Actual Statistical data
3. Load Actual Contract labor data
4. Accrue budget hours into 26/27 periods(only needs to be done at the start of new year)
5. Accrue budget statistics into 26/27 periods(only needs to be done at the start of the new year or when budget changes are made)
6. Process productivity reports

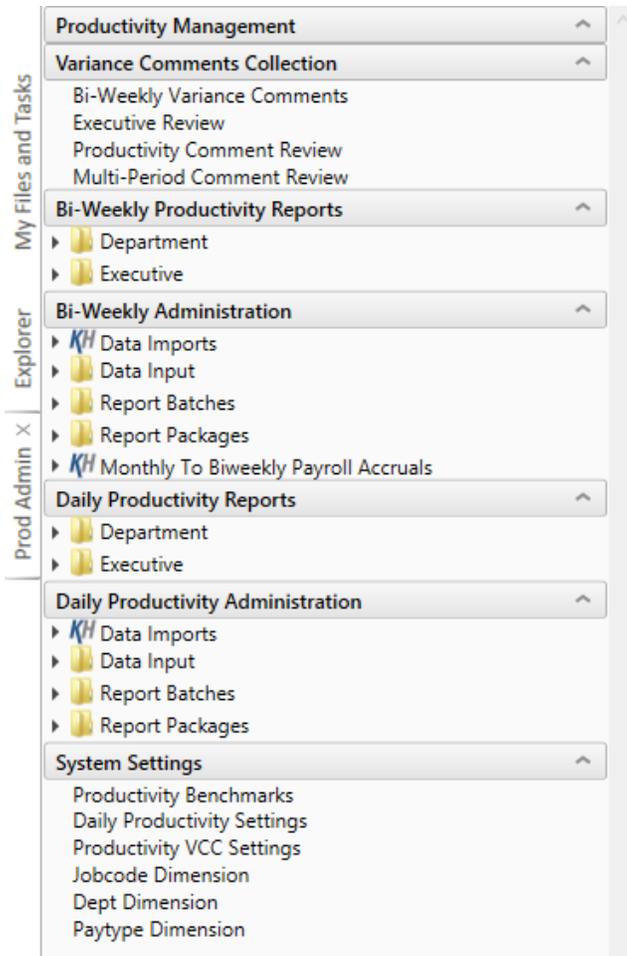
Loading Bi-weekly Key Statistics

There are three ways to load statistics for biweekly productivity.

1. Bi-weekly key stats save to database report.
2. Setup a bi-weekly stats import that loads to the hours sequence in the Payroll 27 tables.
3. Setup a bi-weekly import that is a copy of the RevUsage import, but posts to the statistics sequence in the Payroll27 tables.

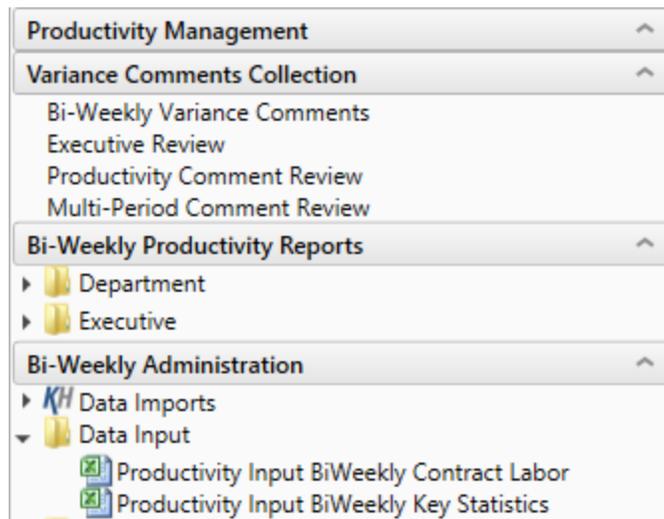
Everything needed to process Bi-weekly Productivity reports can be access from the ProdMgmt task pane. To get to this task pane, log into the Kaufman Hall EPM system. Once logged in, on the upper left hand corner of the ribbon, select *Open App Menus > Productivity Management*. The task pane will open on the left hand side of the screen.



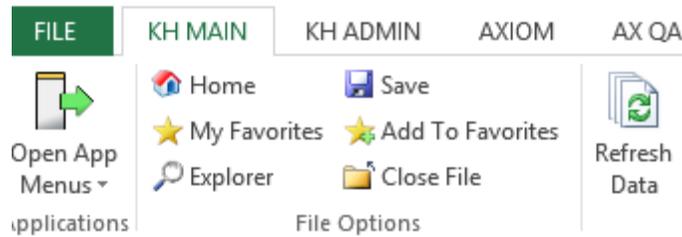


Loading Bi-weekly Key Statistics from a Report

From the task pane, under *Bi-Weekly Administration*, select *Data Input > Productivity Input BiWeekly Key Statistics*.



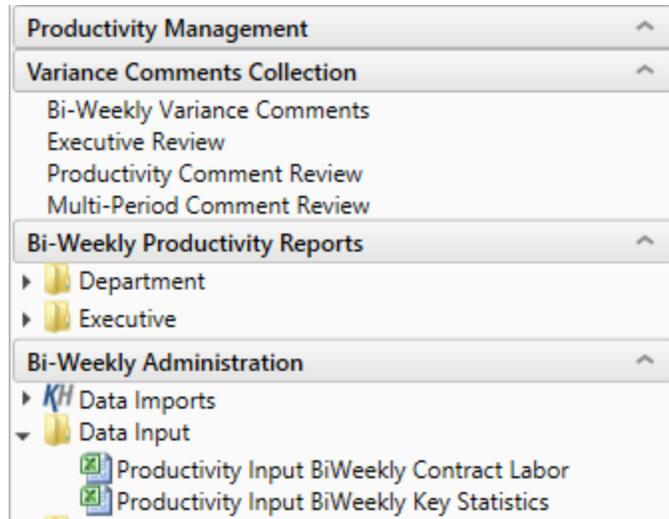
The top section of the report is used to enter data for new departments. The bottom section will bring in existing data from the database. The first time using this report, you will need to manually add enough rows to enter all new departments. To do this, highlight an existing row, and copy the entire row, highlight how many rows you want to add, then choose insert copied cells to add the rows. Once there is data in the database, you can select **Refresh** from the *KH Main Ribbon*. The data will be refreshed into the report and you can enter data by pay period or change existing pay period data. You can type into any yellow shaded cell. The top of the report is setup with dimension and table configuration settings. You should not have to change this unless you are trying to post to a different table (table setting will default to the current year unless changed) or if you would like to store statistics using a different JobCode and PayType combination (default is JStat and PStat). Once entry is completed, select **Save** from the *KH Main Ribbon* to save to the database.



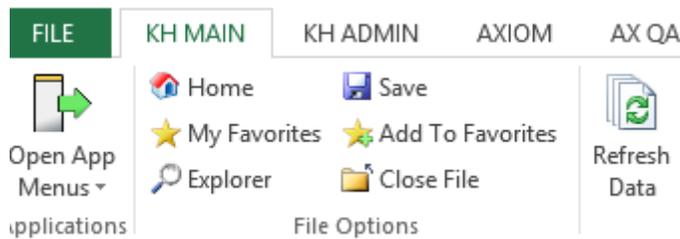
Bi-Weekly Statistic Data Entry								
EPM Healthcare								
Click "Save" to save values to database					Changes made! Click Save to update ACT_PAY27_2015			
Statistics - JobCode		JSTAT						
Statistics - PayType		PSTAT						
Columns to Update:		Stats						
Refresh from Table		ACT_PAY27_2015						
Save to table		ACT_PAY27_2015						
Department	Description	JobCode	PayType	EMPID	Stats1	Stats2	Stats3	Stats4
Add New Depts								
<input type="checkbox"/>	Default	JSTAT	PSTAT	0				
<input type="checkbox"/>	Default	JSTAT	PSTAT	0				
<input type="checkbox"/>	Default	JSTAT	PSTAT	0				
<input type="checkbox"/>	Default	JSTAT	PSTAT	0				
<input type="checkbox"/>	Default	JSTAT	PSTAT	0				
<input type="checkbox"/>	Default	JSTAT	PSTAT	0				
<Copy above rows and insert here if more are needed>								
Change Existing Depts								
17840	EHS Sports Medicine	JStat	PSTAT	0	14	14	14	14
17870	EHS "" Bldg-Med Office/East Hplex	JStat	PSTAT	0	14	14	14	14
17879	EPG Clinic Administration	JStat	PSTAT	0	14	14	14	14
17880	EPG Phys Clinic-North	JStat	PSTAT	0	14	14	14	14
17881	EPG Phys Clinic-Occ Hlth East	JStat	PSTAT	0	14	14	14	14
17883	EPG Phys Clinic-Occ Hlth Midtown	JStat	PSTAT	0	14	14	14	14
17885	EPG Phys Clinic-East	JStat	PSTAT	0	14	14	14	14

Loading Actual Contract Labor

If the data is available: from the task pane, under *Bi-Weekly Administration*, select *Data Input > Productivity Input BiWeekly Contract Labor*.



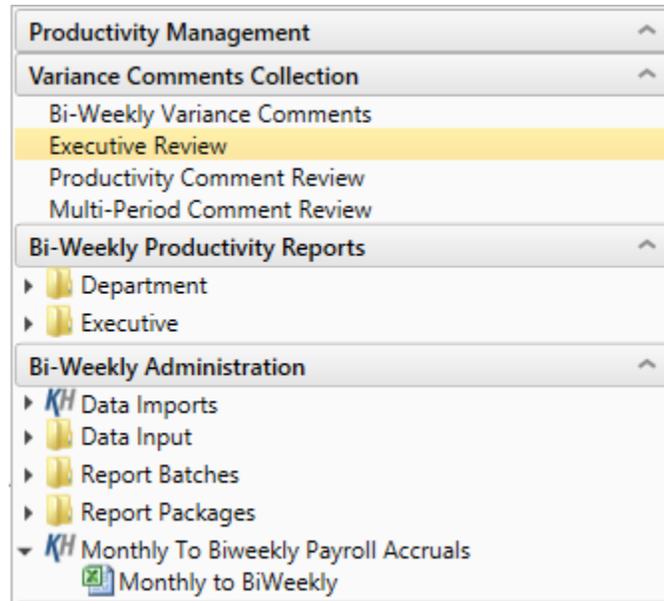
The top section of the report is used to enter data for new departments. The bottom section will bring in existing data from the database. The first time using this report, you will need to manually add enough rows to enter all new departments. To do this, highlight an existing row, and copy the entire row, highlight how many rows you want to add, then choose insert copied cells to add the rows. Once there is data in the database, you can select **Refresh** from the *KH Main Ribbon*. The data will be refreshed into the report and you can enter data by pay period or change existing pay period data. You can type into any yellow shaded cell. The top of the report is setup with dimension and table configuration settings. You should not have to change this unless you are trying to post to a different table (table setting will default to the current year unless changed) or if you would like to store contract labor hours using a different JobCode and PayType combination (default is J09999 and PAGC). Once entry is completed, select **Save** from the *KH Main Ribbon* to save to the database.



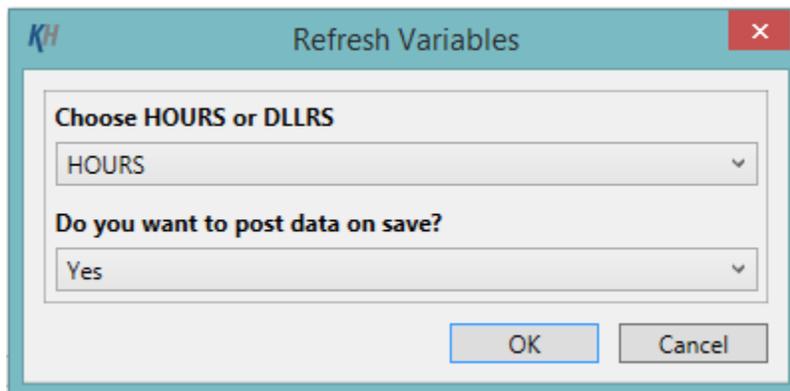
Bi-Weekly Contract Labor Data Entry											
EPM Healthcare											
Click "Save" to save values to database											
Changes made! Click Save to update ACT_PAY27_2015											
Contract Labor - JobCode		J09999									
Contract Labor - PayType		PAGC									
Columns to Update:		Hours									
Contract Labor Acct:		0									
Refresh from Table		ACT_PAY27_2015									
Save to table		ACT_PAY27_2015									
Department	Description	JobCode	PayType	EMPID	ACCT	Hours1	Hours2	Hours3	Hours4	Hours5	Hours6
Add New Depts											
	<Default	J09999	PAGC	0	0						
	<Default	J09999	PAGC	0	0						
	<Default	J09999	PAGC	0	0						
	<Default	J09999	PAGC	0	0						
	<Default	J09999	PAGC	0	0						
	<Default	J09999	PAGC	0	0						
<Copy above rows and insert here if more are needed>											
Change Existing Depts											
Total						0.00	0.00	0.00	0.00	0.00	0.00

Accruing Budget Labor and Statistic data to Payroll27 tables

Once the budget is complete (only needs to be done once per fiscal year at the beginning of the year), this report will accrue monthly budget payroll hours, statistic, and dollars from the Payroll12 budget tables to Payroll27 budget tables.



Once the report is open, a refresh variable will pop up asking if you want to accrue hours or dollars and post to the database. Select Hours and Yes to post. Once the report is opened, select Process File from the File Processing task pane to process.



Once the report is opened, from the File Processing Task Pane on the left, select Process File and the file will process and save to the database. Once finished processing the Hours, if you want to accrue Dollars, select **Refresh** from the *KH Main Ribbon*, Select Dllrs and Yes to Post. Once the report is opened, select Process File from the File Processing task pane to process.

Payroll12 to Payroll27 - Reverse Accrual							PayPeriod >	
Row	Month	Input Col	Days	DaysChk	1	2		
1	13	July	AL	31	31	14	14	
2	14	August	AM	31	31			
3	15	September	AN	30	30			
4	16	October	AO	31	31			
5	17	November	AP	30	30			
6	18	December	AQ	31	31			
7	19	January	AR	31	31			
8	20	February	AS	28	28			
9	21	March	AT	31	31			
10	22	April	AU	30	30			
11	23	May	AV	31	31			
12	24	June	AW	30	30			
Total				365	365	14	14	
Monthly Allocation					Mth1 %	0.451612903	0.451612903	
% Matrix					Mth2 %	0	0	
					Mth3 %	0	0	
					Mth4 %	0	0	
					Mth5 %	0	0	
					Mth6 %	0	0	

This report is a Save-to-Database report which maps data from the Payroll 12 month tables to the 27 period Payroll tables

The mapping matrix is set up to the right here - with the control checks shaded in green. Beginning with the first "stub" partial pay period, the pay period days are assigned to the months.

CFLAG

These %'s are applied against the monthly data in Columns AK-AV

Sheet Assistant

File Processing Settings ?

Processing Type: Save Data

Save Data Mode: Save Once at the End

Save Data tags are static for all passes

My Files and Tasks

MultiPass Settings [Show Advanced View](#)

Source Column:

[Preview Multipass List](#)

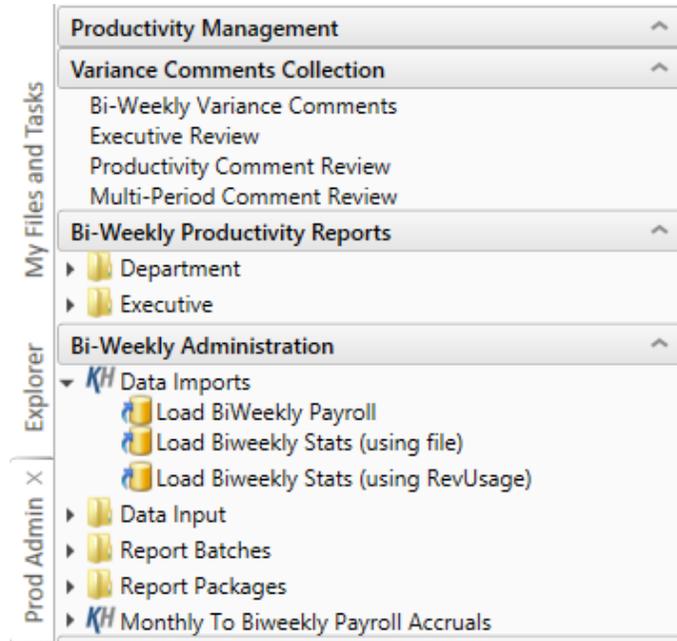
File Processing

Actions

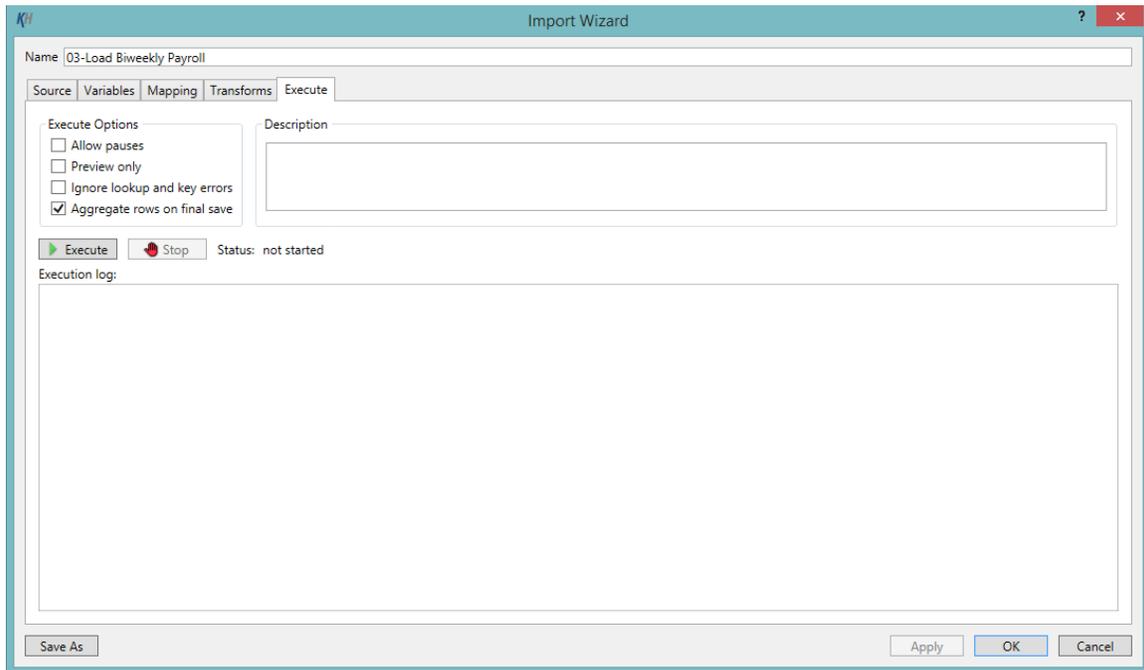
- [Refresh settings from workbook](#)
- [Process file](#)
- [Process file multipass](#)

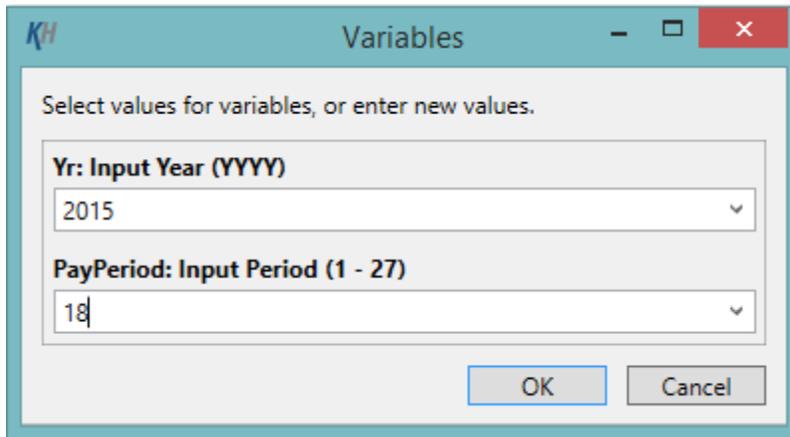
Loading Actual Payroll data to Payroll27 Tables

From the task pane, select Load BiWeekly Payroll to access the Payroll import.



The import has been setup for you during your implementation. Select the Execute tab, then select the **Execute** button. A refresh variable will pop up and enter the Year and the Pay Period you are loading. You can repeat for other pay periods by selecting Execute again and re-entering the Year and Pay Period.





Error Checking and Validation

As you complete the import settings, the Import Wizard performs error checking for missing required settings and invalid settings. If the destination table has linked columns (columns that are assigned to a lookup column), data is automatically validated against the lookup column before importing.

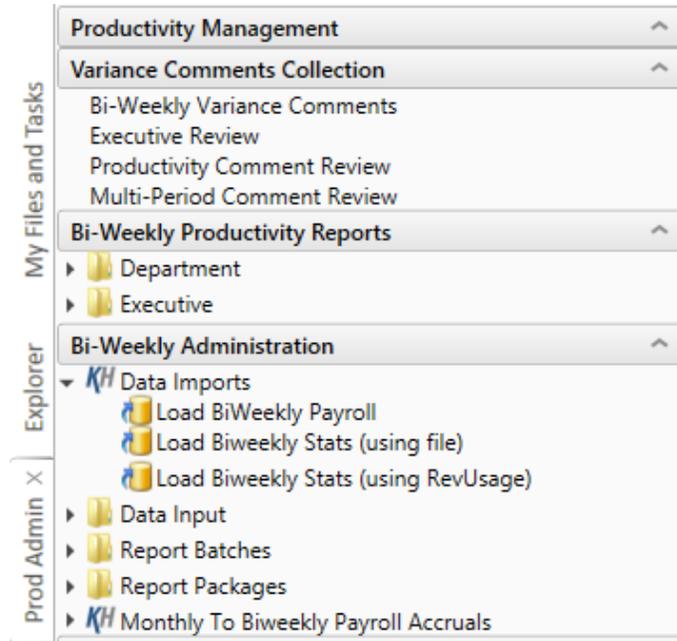
If an error is detected, an error message displays in the bottom of the dialog.

Import Error Message

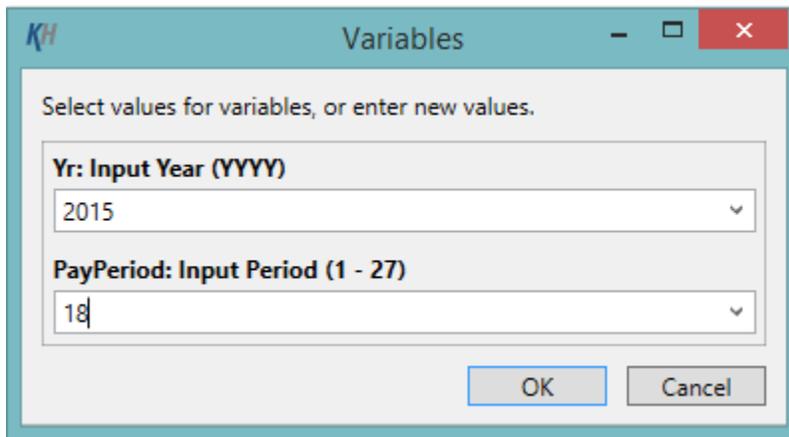
You can click the link to be taken to the tab that contains the error. Only one error is displayed at a time; once you resolve the current error message, a new message may appear. Add the missing dimension elements, then re-run the import.

Loading Actual Statistic data to Payroll27 Tables

From the task pane, select Load BiWeekly Stats (Using file) to access the Statistic import (Note: This may or may not be used depending on how you choose to load statistics. Some or all of the statistics can be loaded by the save to database report highlighted earlier in this manual).



The import has been setup for you during your implementation. Select the Execute tab, then select the **Execute** button. A refresh variable will pop up and enter the Year and the Pay Period you are loading. You can repeat for other pay periods by selecting Execute again and re-entering the Year and Pay Period.



Error Checking and Validation

As you complete the import settings, the Import Wizard performs error checking for missing required settings and invalid settings. If the destination table has linked columns (columns that are assigned to a lookup column), data is automatically validated against the lookup column before importing.

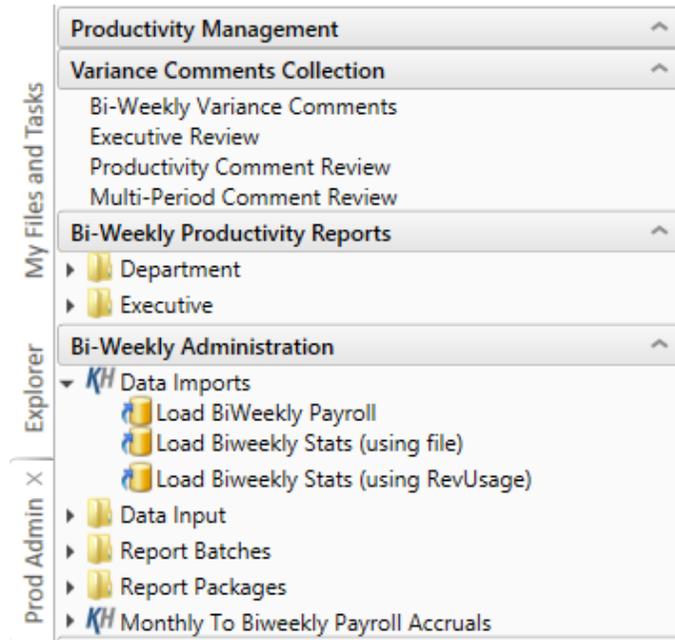
If an error is detected, an error message displays in the bottom of the dialog.

Import Error Message

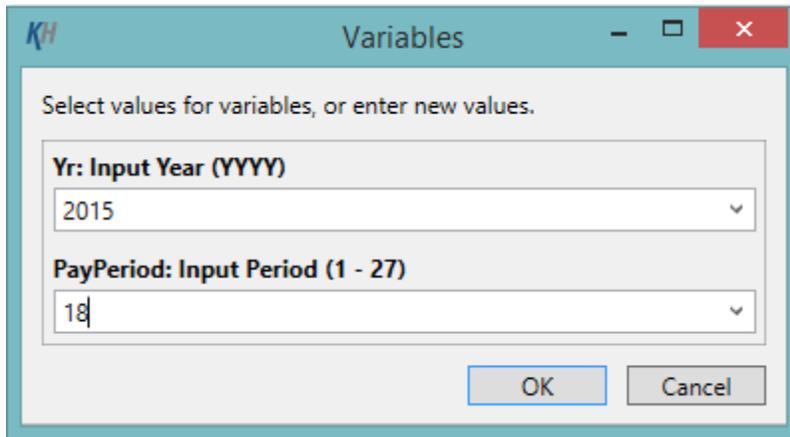
You can click the link to be taken to the tab that contains the error. Only one error is displayed at a time; once you resolve the current error message, a new message may appear. Add the missing dimension elements, then re-run the import.

Loading Actual Statistic data (From RevUsage Data) to Payroll27 Tables

From the task pane, select Load BiWeekly Stats (Using RevUsage) to access the Statistic import (Note: This may or may not be used depending on how you choose to load statistics. Some or all of the statistics can be loaded by the save to database report highlighted earlier in this manual or from another statistic import noted earlier in this manual).



The import has been setup for you during your implementation. Select the Execute tab, then select the **Execute** button. A refresh variable will pop up and enter the Year and the Pay Period you are loading. You can repeat for other pay periods by selecting Execute again and re-entering the Year and Pay Period. Please note, the data is not stored by CDMCode, but summarizes volume by pay period based on the CDMCode.KeyStat='Yes' and CDMCode.RVU settings in the CDMCode dimension



Error Checking and Validation

As you complete the import settings, the Import Wizard performs error checking for missing required settings and invalid settings. If the destination table has linked columns (columns that are assigned to a lookup column), data is automatically validated against the lookup column before importing.

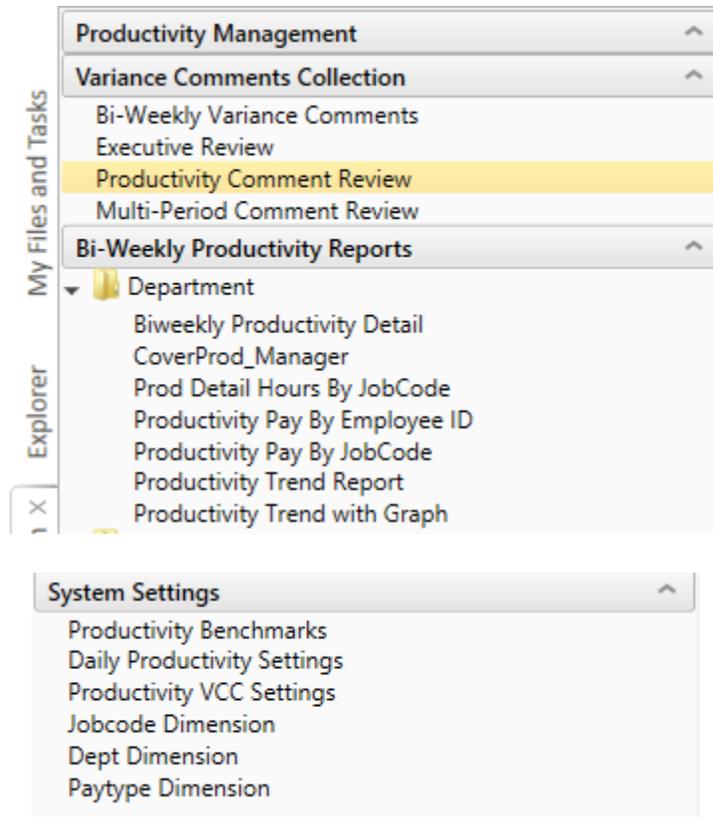
If an error is detected, an error message displays in the bottom of the dialog.

Import Error Message

You can click the link to be taken to the tab that contains the error. Only one error is displayed at a time; once you resolve the current error message, a new message may appear. Add the missing dimension elements, then re-run the import.

Available Reports-For Managers/Directors

All reports can be accessed from the task pane under the *Bi-Weekly Productivity Reports* select *Department >* section. Descriptions of each report listed below. Most reports (Excluding the ones by JobCode) have a choice where the standard comes from for the report. When you refresh the report, a refresh variable may pop up to ask if you want to use Budget or Benchmark as the standard. If using Benchmark, the benchmarks need to be updated in the Benchmark table accessed from the System Settings > Productivity Benchmarks section of the task pane. Once the table is opened, make any additions or changes, then select **Save** from the KH Main menu.



Benchmark Factors		Worked Hours per Unit	Paid Hours per Unit	Salaries per Unit	Supplies per Unit	Total Expense per Unit
17840	EHS Sports Medicine	37.14	40.86	0.00	0.00	0.00
17880	EPG Phys Clinic-North	5.71	6.29	0.00	0.00	0.00
17881	EPG Phys Clinic-Occ Hlth East	5.71	6.29	0.00	0.00	0.00
17883	EPG Phys Clinic-Occ Hlth Midtown	17.30	19.03	0.00	0.00	0.00

Biweekly Productivity Detail

Description: Displays actual and budget payroll data by jobcode, by category for the current pay period. There is also a productivity index for the current period and Year To Date.

Notes:

- Tracking productive hours and targeted productivity by JobCode
- Generated biweekly by department
- Focus on productivity index by JobCode

Biweekly Productivity Detail																		
KH Health System For The Pay Period Ending: 03/02/15 DEPT.ProdMap = '27200'																		
JobCode	Description	Actual						Budget						Variances				
		Regular & Other	Over Time	Agency	Total Productive	Non Productive	Total Paid	Actual Per Unit	Regular & Other	Over Time	Agency	Total Productive	Non Productive	Total Paid	Budget Per Unit	Amount	Per Unit	Percent
	Average Hourly Rate	\$24.82	\$34.38	\$0.00	\$25.48	\$24.51	\$25.44		\$25.92	\$24.82	\$0.00	\$25.88	\$25.81	\$25.88				
	Summary of Paid Dollars																	
J00506	Team Leader-MRI	2,631	222	-	2,854	105	2,959	6.95	2,148	200	-	2,348	344	2,692	7.19	(267)	0.23	3.3%
J00507	Radiologic Technologist	10,314	423	-	10,737	478	11,215	26.36	12,638	321	-	12,959	1,500	14,460	38.61	3,244	12.25	31.7%
J00609	Technologist Assistant-Ro	526	54	-	580	14	594	1.40	552	22	-	574	42	617	1.65	23	0.25	15.2%
J09999	Contract Labor	-	-	179	179	-	179	0.42	-	-	-	-	-	-	-	(179)	(0.42)	0.0%
	Total - Dollars	13,471	700	179	14,349	598	14,947	35.13	15,339	543	0	15,882	1,887	17,768	47.44	2,821	12.31	26.0%
	Summary of Paid Hours																	
J00506	Team Leader-MRI	76	5	-	81	4	85	0.20	70	7	-	77	12	89	0.24	4	0.04	15.9%
J00507	Radiologic Technologist	394	10	-	404	19	423	0.99	449	12	-	460	55	516	1.38	93	0.38	27.8%
J00609	Technologist Assistant-Ro	73	5	-	78	2	80	0.19	74	3	-	77	6	82	0.22	2	0.03	14.5%
	Total - Hours	543	20	0	563	24	587	1.38	592	22	0	614	73	687	1.83	99	0.45	24.7%
	FTEs	6.78	0.25	0.00	7.04	0.31	7.34		7.40	0.27	0.00	7.67	0.91	8.58				

CoverProd_Manager

Description: Cover page for distributed packages for Managers/Directors displaying the reports in the package.

Notes:

- Can be customized for your organization
- Generated biweekly by department

Pay The Period Ending: 03/02/2015

Department Productivity Report Package-DEPT.ProdMap = '27200'-Radiology-MRI

This package contains a copy of your current productivity reports for your review and records. Please review the contents for accuracy and omissions.

Need Help?
Please call/email Finance at 123-456-7890

REPORT TYPES	
Tab Name	Type of Report
Prod_Dept Number	Hours and Dollars by JobCode
ProdJC_Dept Number	Hours by JobCode
ProdTrend_Dept Number	Productivity by Pay Period, with Graph
ProdGraph_Dept Number	Productivity by Pay Period
ProdID_Dept Number	Pay By Employee ID
JCProd_Dept Number	Pay By JobCode

Prod Detail Hours By Jobcode

Description: Displays actual and budget payroll data by jobcode, by category for the current pay period. There is also a productivity index for the current period and Year To Date.

Notes:

- Tracking productive hours and targeted productivity by JobCode
- Generated biweekly by department

- Focus on productivity index by JobCode

Productivity Detail Hours by JobCode													
KH Health System For The Pay Period Ending: 03/02/15 DEPT.ProdMap = 27200													
JobCode	Description	Non Statistic	Over Time	Agency	Actual Data				Target Data			Productivity Index Current Period	Year To Date
					Productive	Total Regular	Total Productive	Total Paid Hours	FTEs	Productive Hours	Operating Standard		
Workload Statistic: Procedures		426											
J00506	Team Leader-MRI	4	5	-	76	81	85	1.06	87	0.205	107.4%	40.5%	
J00507	Radiologic Technologist	19	10	-	394	404	423	5.28	523	1.229	129.4%	84.2%	
J00609	Technologist Assistant-Ro	2	5	-	73	78	80	1.00	87	0.205	111.7%	81.1%	
Total		24	20	-	543	563	587	7.34	697	1.6383	123.8%	73.8%	

Productivity Pay By Employee ID

Description: Displays actual data by Employee ID for Productive, Overtime, Contract, and Non Productive categories, trended for multiple pay periods

Notes:

- Trended by pay category

Dept Payroll Summary - By Employee ID														
KH Health System For The Pay Period Ending: 03/02/15 DEPT.ProdMap = 27200														
Job Code	Description	Employee ID	Employee Name	Pay Period Ending:										FY 2015 YTD-Actual Hours
				12/15/14 PP-12	12/29/14 PP-13	01/12/15 PP-14	01/26/15 PP-15	02/09/15 PP-16	02/23/15 PP-17	03/09/15 PP-18				
J00507	Radiologic Technologist	26363	Hani, Ruth	73	72	78	71	72	80	80	80	80	1296	
J00507	Radiologic Technologist	27531	Sales, Holly	67	62	77	80	80	54	54	54	54	1362	
J00609	Technologist Assistant-Ro	27703	Betz, Martha	88	80	54	74	68	73	73	73	577		
Total - Productive Hours (excluding Overtime)				593	577	593	520	595	543	543	543	543	9,852	
Total FTEs - Productive (excluding Overtime)				7.41	7.21	6.29	6.49	6.94	6.78	6.78	6.78	6.78	6.36	
J00506	Team Leader-MRI	21973	Potter, Anthony	14	15	11	17	11	5	5	5	126		
J00507	Radiologic Technologist	22071	Bergeron, Robert	-	-	-	-	-	-	-	-	29		
J00507	Radiologic Technologist	23859	East, Sandra	2	1	4	2	-	2	2	2	46		
J00507	Radiologic Technologist	23958	Clay, James	-	4	1	2	4	-	-	-	33		
J00507	Radiologic Technologist	26042	Forst, Joyce	1	6	2	7	-	2	2	2	52		
J00507	Radiologic Technologist	26369	Hani, Ruth	0	0	-	-	1	7	7	7	23		
J00507	Radiologic Technologist	27531	Sales, Holly	-	-	-	6	2	-	-	-	7		
J00609	Technologist Assistant-Ro	27703	Betz, Martha	-	5	1	-	-	5	5	5	28		
Total - Overtime Hours				17	30	19	34	17	20	20	20	344		
Total FTEs - Overtime				0.22	0.38	0.24	0.43	0.21	0.25	0.25	0.25	0.24		
Total FTEs - Worked				7.63	7.59	6.52	6.93	7.15	7.04	7.04	7.04	6.59		
J00506	Team Leader-MRI	21973	Potter, Anthony	-	-	38	-	4	4	4	4	219		
J00507	Radiologic Technologist	22071	Bergeron, Robert	5	59	15	-	-	-	-	-	220		
J00507	Radiologic Technologist	23859	East, Sandra	-	8	-	-	-	0	0	0	114		
J00507	Radiologic Technologist	23958	Clay, James	15	1	1	1	3	12	12	12	304		
J00507	Radiologic Technologist	26042	Forst, Joyce	-	16	10	40	3	-	-	-	181		
J00507	Radiologic Technologist	26369	Hani, Ruth	-	8	4	3	8	-	-	-	133		
J00507	Radiologic Technologist	27531	Sales, Holly	-	7	-	-	-	6	6	6	74		
J00609	Technologist Assistant-Ro	27703	Betz, Martha	7	-	14	6	8	2	2	2	38		
Total - NonProductive Hours				27	84	87	56	26	24	24	24	1,163		
Total FTEs - NonProductive				0.34	1.05	1.09	0.70	0.33	0.31	0.31	0.31	0.81		
Grand Total Hours				637	691	693	610	538	587	587	587	10,664		
Total FTEs				7.97	8.64	7.62	7.62	7.48	7.34	7.34	7.34	7.41		

Productivity Pay By JobCode

Description: Displays actual data by JobCode for Productive, Overtime, Contract, and Non Productive categories, trended for multiple pay periods

Notes:

- Trended by pay category

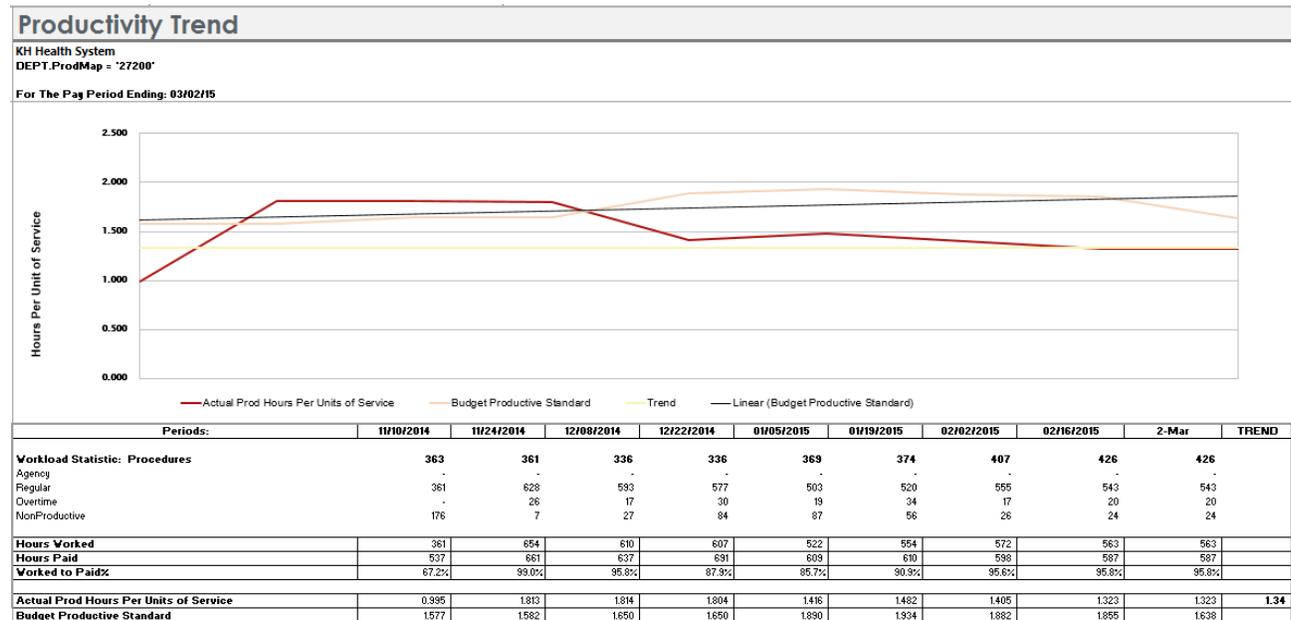
Department Payroll Summary - By Job Code										
KH Health System For The Pay Period Ending: 03/02/15 DEPT.ProdMap = 27200										
Pay Period Ending:		12/15/14	12/29/14	01/12/15	01/26/15	02/09/15	02/23/15	03/09/15	FY 2015	FY 2015
Job Code	Description	PP-12 Hours	PP-13 Hours	PP-14 Hours	PP-15 Hours	PP-16 Hours	PP-17 Hours	PP-18 Hours	YTD-Actual Hours	YTD-Budget Hours
J00506	Team Leader-MRI	80	80	42	80	75	76	76	1,219	1,221
J00507	Radiologic Technologist	445	417	407	366	412	394	394	7,356	7,872
J00609	Technologist Assistant-Ro	68	80	54	74	68	73	73	577	1,293
Total - Productive Hours (excluding OT)		593	577	503	520	555	543	543	9,152	10,386
Total FTEs-Productive (excluding OT)		7.41	7.21	6.29	6.49	6.94	6.78	6.78	6.36	7.21
J00506	Team Leader-MRI	14	15	11	17	11	5	5	126	125
J00507	Radiologic Technologist	4	10	7	17	6	10	10	190	207
J00609	Technologist Assistant-Ro	0	5	1	0	0	5	5	28	52
Total - Overtime Hours		17	30	19	34	17	20	20	344	384
Total FTEs-Overtime		0.22	0.38	0.24	0.43	0.21	0.25	0.25	0.24	0.27
Total FTEs-Worked		7.63	7.59	6.52	6.93	7.15	7.04	7.04	6.59	7.48
J00506	Team Leader-MRI	0	0	38	0	4	4	4	219	215
J00507	Radiologic Technologist	20	84	36	50	14	19	19	912	969
J00609	Technologist Assistant-Ro	7	0	14	6	8	2	2	38	99
Total - NonProductive Hours		27	84	87	56	24	24	24	1,169	1,283
Total FTEs-NonProductive		0.34	1.05	1.09	0.70	0.33	0.31	0.31	0.81	0.89
Grand Total Hours		637	691	609	610	598	587	587	10,664	12,053
Total FTEs		7.97	8.64	7.62	7.62	7.48	7.34	7.34	7.41	8.37

Productivity Trend Report With Graph

Description: Displays actual and target payroll hours data for one department, trended by pay period. The actual hours per unit of service is compared to the target per unit of service. There is also a trend line displayed to show the current trend.

Notes:

- Tracking volume and hours per unit on a biweekly basis
- Based on a 9 pay period rolling cycle
- Graph is intended to compare actual hours per unit of service to a benchmark standard



Biweekly Productivity Trend Report

Description: Displays actual and budget payroll data by jobcode, by category for the current pay period.

Notes:

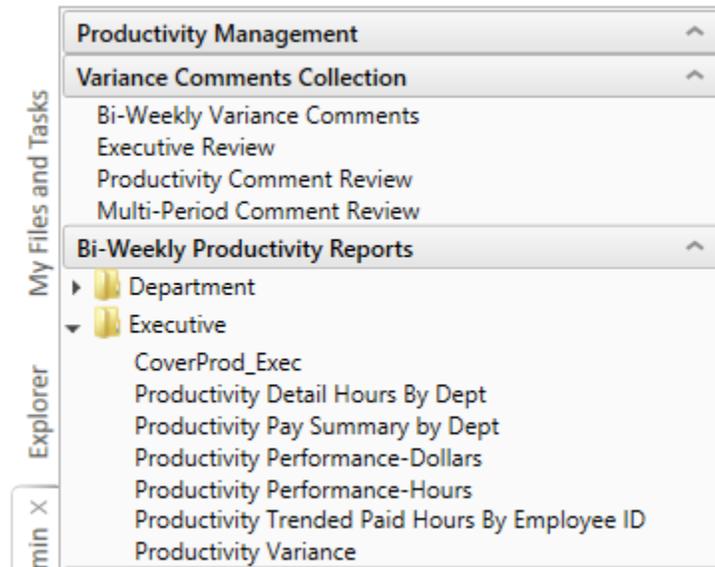
- Tracking volume, productive hours and productive hours per unit-actual to target
- Based on cumulative YTD pay period cycle

- Exceptions created based on Productivity Index

Productivity Trend												
KH Health System For The Pay Period Ending: 03/02/15 27200 - EMC Radiology - MRI (JobCode)												
Pay Period	Period End Date	Actual Data			Target Data- Budget			Variance Analysis			Summary	
		Workload Procedures	Productive Hours	Prod Hrs / Statistic	Productive Hours	Prod Hrs / Statistic	Prod Hrs / Statistic	Hours	FTEs	Dollars	Productivity Index	Alert
1	06-Jul-13	355	527	1.485	595	1.676	0.191	68	0.85	1,637	112.8%	
2	20-Jul-13	355	507	1.428	595	1.676	0.248	88	1.10	2,124	117.3%	
3	03-Aug-13	407	539	1.325	730	1.795	0.470	191	2.39	3,865	135.5%	
4	17-Aug-13	421	459	1.090	770	1.830	0.740	311	3.89	6,008	167.9%	
5	31-Aug-13	383	480	1.252	662	1.728	0.476	183	2.28	4,094	138.0%	
6	14-Sep-13	355	511	1.440	589	1.659	0.219	78	0.97	1,961	115.2%	
7	28-Sep-13	336	515	1.535	574	1.710	0.175	59	0.73	1,519	111.4%	
8	12-Oct-13	310	400	1.293	552	1.783	0.491	152	1.90	4,088	138.0%	
9	26-Oct-13	321	550	1.713	557	1.733	0.020	6	0.08	173	101.2%	
10	09-Nov-13	363	361	0.995	572	1.577	0.582	211	2.64	5,670	158.6%	
11	23-Nov-13	361	654	1.813	571	1.582	(0.231)	(83)	(1.04)	(2,229)	87.2%	Pr
12	07-Dec-13	336	610	1.814	555	1.650	(0.164)	(55)	(0.69)	(1,378)	91.0%	Pr
13	21-Dec-13	336	607	1.804	555	1.650	(0.154)	(52)	(0.65)	(1,295)	91.5%	Pr
14	04-Jan-14	369	522	1.416	697	1.890	0.474	175	2.18	3,692	133.5%	
15	18-Jan-14	374	554	1.482	723	1.934	0.452	169	2.11	3,476	130.5%	
16	01-Feb-14	407	572	1.405	766	1.882	0.476	194	2.42	3,935	133.9%	
17	15-Feb-14	426	563	1.323	790	1.855	0.532	226	2.83	4,565	140.2%	
18	01-Mar-14	426	563	1.323	697	1.638	0.315	134	1.68	2,929	123.8%	
YTD Total		7,065	9,495	1.344	12,202	1.961	0.617	2,707	1.88	59,691	128.5%	
YTD Average		393	528	1.344	678	1.961	0.617	150	1.88	3,316	128.5%	

Available Reports-For Vice Presidents

All reports can be accessed from the task pane under the *Bi-Weekly Productivity Reports* select *Executive* > section. Descriptions of each report listed below.



CoverProd_Exec

Description: Cover page for distributed packages for Vice Presidents displaying the reports in the package.

Notes:

- Can be customized for your organization

- Generated biweekly by Vice President

For The Pay Period Ending: 03/02/2015

Executive Productivity Report Package-DEPT.VP = 'Sally Klein'

This package contains a copy of your current productivity reports for your review and records. Please review the contents for accuracy and omissions.

Need Help?

Please call/email Finance at 123-456-7890

REPORT TYPES

Tab Name	Type of Report
ProdHrs_	Productivity by Department, by pay category
PerformanceDlrs_	Productivity by Department Dollars-red, yellow, green summary
PerformanceHrs_	Productivity by Department Hours-red, yellow, green summary
ProdVar_	Productivity by Department
PayProd_	Pay Detail by Department
PaidTrend_	Paid Hours by Employee

Productivity Detail Hours By Department

Description: Displays actual and budget payroll data by department, by category for the current pay period. There is also a productivity index for the current period and Year To Date.

Notes:

- Tracking actual hours and target productivity by department
- Generated biweekly by Vice President
- Focus on productivity index by department

Productivity Detail Hours by Dept													
KH Health System For The Pay Period Ending: 03/02/15 DEPT.VP = 'Sally Klein'													
Department	Workload Statistic	Workload Volume	Non Productive	Over Time	Agency	Total Regular	Total Productive	Total Paid Hours	FTEs	Productive Hours	Operating Standard	Current Period	Year To Date
26100 EMC Nursing Administration	Calendar Days	14	241	62	-	1,306	1,368	1,809	20.11	2,879	205,656	210.5%	202.4%
26140 EMC Emergency Room (EDM)	Visits	2,038	372	477	-	4,850	5,326	5,936	71.23	5,440	2,593	102.1%	106.3%
26230 EMC CVS	Days	32	323	24	-	1,965	1,989	1,712	21.39	812	25,778	58.5%	78.3%
26310 EMC 3 East	Days	394	262	287	-	3,446	3,733	3,995	49.93	4,528	11,494	121.3%	100.7%
26320 EMC 3 West	Days	400	253	236	-	3,324	3,560	3,813	47.66	4,671	11,693	131.2%	107.1%
26340 EMC CCU (Staffing)	Days	80	141	47	-	1,671	1,816	1,353	24.49	1,556	19,455	85.6%	106.7%
26350 EMC ACU	Days	218	211	415	-	3,865	4,220	4,436	55.46	5,391	24,766	121.9%	103.5%
26430 EMC Well Baby/Nursery	Days	88	34	21	-	342	363	397	4.97	341	3,899	94.0%	118.9%
26440 EMC Mother/Baby	Days	231	348	198	-	4,019	4,217	4,566	57.07	3,837	13,207	91.0%	101.1%
26450 EMC NICU	Days	281	146	188	-	2,551	2,739	2,886	36.07	4,838	17,250	176.6%	186.4%
26460 EMC S/North	Days	367	295	86	-	3,023	3,191	3,476	43.45	3,219	8,772	100.3%	96.3%
26480 EMC O/P Oncology	Visits	246	39	40	-	216	257	249	3.69	607	2,473	236.5%	188.8%
26520 EMC Pediatrics	Days	247	221	130	-	2,265	2,395	2,615	32.69	3,360	13,633	140.3%	111.5%
26530 EMC SC	Days	426	399	138	-	3,295	3,434	3,832	47.90	3,571	8,391	104.0%	99.3%
26610 EMC 6A (JobCode ADC)	Days	434	356	172	-	3,106	3,278	3,934	46.42	3,560	8,211	108.6%	97.0%
26620 EMC 6B	Days	422	397	129	-	2,957	2,765	3,152	39.39	3,690	8,745	132.5%	103.8%
26630 EMC 6C	Days	225	157	201	-	2,230	2,431	2,588	32.36	2,441	10,875	100.4%	97.0%
26640 EMC 6D	Days	440	285	277	-	2,879	3,156	3,441	43.01	3,544	8,064	112.3%	98.6%
26750 EMC Breast Health Center	Visits	194	24	3	-	332	395	419	5.24	639	3,232	161.7%	137.3%
26760 EMC Women Services	Calendar Days	14	30	-	-	208	208	238	2.97	439	31,343	210.3%	268.4%
26770 EMC Oncology Services	Calendar Days	14	3	20	-	829	849	852	10.65	1,914	15,270	190.0%	216.8%
26780 EMC Heart Services	Calendar Days	14	-	-	-	160	160	160	2.00	456	32,572	284.6%	256.7%
26790 EMC Same Day Surgery	Procedures	741	144	63	-	2,155	2,217	2,361	29.51	2,101	2,835	94.6%	100.4%
26850 EMC Labor And Delivery	Cases	127	276	99	-	2,845	2,944	3,220	40.25	3,268	25,835	111.0%	111.7%
27640 EMC Surgery	Minutes	47,160	659	170	-	6,163	6,333	6,932	112.40	6,950	0,190	107.4%	105.4%
27700 EMC Genetics Programs	Calendar Days	14	-	-	-	160	160	160	2.00	152	10,825	94.7%	77.8%
27800 EMC Recovery Services	Cases	460	336	70	-	2,495	2,565	2,901	36.26	1,821	3,364	71.0%	66.3%
27805 EMC Geropsych	Procedures	134	91	56	-	1,283	1,339	1,431	17.89	1,453	10,845	108.5%	102.5%
27910 EMC Partial Program	Visits	59	8	1	-	313	313	321	4.01	485	8,296	154.3%	116.0%
46540 RCH Restorative Care Unit (4B)	Days	305	391	355	-	3,556	3,911	4,301	53.77	4,239	14,096	105.3%	93.8%
47370 RCH Rehab Svcs	Calendar Days	14	8	8	-	199	206	215	2.68	186	13,274	90.1%	98.9%
Total		6,414	4,152	0	69,108	73,260	79,674	995.92	84,156	114.9%	114.9%	108.1%	

Productivity Pay Summary By Department

Description: Displays actual data by Department for Productive, Overtime, Contract, and Non Productive categories, trended for multiple pay periods

Notes:

- Trended by pay category

Department Payroll Summary - By Department										
KH Health System For The Pay Period Ending: 03/02/15 DEPT.VP = Sally Klein										
Pay Period Ending:		12/08/14	12/22/14	01/05/15	01/19/15	02/02/15	02/16/15	03/02/15	FY 2015	FY 2015
Department	Description	PP-12 Hours	PP-13 Hours	PP-14 Hours	PP-15 Hours	PP-16 Hours	PP-17 Hours	PP-18 Hours	YTD-Actual Hours	YTD-Budget Hours
26100	EMC Nursing Administration	1,352	1,316	1,447	1,091	1,196	1,350	1,351	24,436	49,783
26140	EMC Emergency Room (CDM)	4,708	4,942	4,777	4,803	5,131	4,545	4,850	83,210	86,894
26230	EMC CVS	1,633	1,811	1,653	1,748	1,803	1,363	1,365	29,161	28,252
26310	EMC 3 East	3,703	3,684	3,612	3,629	3,874	3,794	3,885	70,321	68,329
26320	EMC 3 West	3,957	4,088	3,857	3,720	3,655	3,881	3,885	73,359	74,386
26340	EMC CCU (Staffing)	1,755	1,730	1,734	1,768	1,866	1,800	1,800	31,486	31,234
26350	EMC AICU	4,086	4,101	3,880	3,916	3,987	4,046	4,051	71,615	66,762
26430	EMC Well Baby Nursery	224	204	195	190	358	350	350	4,615	5,522
26440	EMC Mother/Baby	3,916	3,942	4,155	3,942	4,208	4,162	4,167	66,970	65,127
26450	EMC NICU	2,777	2,677	2,870	3,106	3,283	3,272	3,275	46,017	53,083
26460	EMC 5 North	3,074	3,150	3,239	3,160	3,169	3,162	3,166	56,611	52,966
26480	EMC O/P Oncology	246	255	250	250	241	216	216	4,142	6,176
26520	EMC Pediatrics	2,412	2,349	2,396	2,431	2,668	2,592	2,595	44,456	41,594
26530	EMC SC	3,538	3,649	3,578	3,466	3,216	3,485	3,489	62,394	59,382
26610	EMC 6A (JobCode ADC)	3,373	3,357	3,367	3,370	3,317	3,254	3,254	61,002	56,930
26620	EMC 6B	3,403	3,059	2,834	2,957	2,937	3,024	3,028	58,807	60,827
26630	EMC 6C	2,391	2,527	2,317	2,199	2,321	2,558	2,561	40,768	48,616
26640	EMC 6D	3,232	3,054	2,994	3,117	3,105	3,319	3,323	59,188	55,004
26750	EMC Breast Health Center	404	370	385	369	376	392	392	7,029	7,937
26760	EMC Women Services	232	217	237	218	232	208	208	2,877	7,715
26770	EMC Oncology Services	756	759	727	653	618	629	629	12,883	27,789
26780	EMC Heart Services	160	240	240	240	232	160	160	3,128	8,030
26790	EMC Same Day Surgery	1,769	1,947	1,913	1,683	1,975	2,152	2,152	30,419	30,441
26850	EMC Labor And Delivery	2,919	2,956	3,377	3,229	2,795	2,893	2,896	51,767	51,973
27640	EMC Surgery	6,057	7,962	7,898	7,572	7,555	8,163	8,163	156,815	147,790
27770	EMC Geriatric Programs	160	144	160	160	144	160	160	3,412	2,662
27800	EMC Recovery Services	2,827	2,735	2,662	2,610	2,602	2,507	2,509	50,282	46,532
27905	EMC Geropsych	1,241	1,319	1,333	1,238	1,230	1,294	1,296	22,823	22,775

Productivity Performance – Dollars

Description: Displays actual and budget payroll dollars data by department, for the current pay period. There is also a productivity index for the current period and Performance Flag.

Notes:

- Tracking actual and target/budget dollars and dollars per statistic
- Generated biweekly by Vice President
- Focus in unfavorable totals and productivity index
- Stratifies departments into three categories based on user defined criteria

Productivity Performance - Dollars													
KH Health System For The Pay Period Ending: 03/02/15 DEPT.VP = Sally Klein													
		Actual Data			Budget Data			Target Data		Variance		Summary	
Dept	Department	Workload Statistic	Workload Volume	Productive Dollars	Prod \$\$ / Statistic	Budget Volume	Budget Dollars	Prod \$\$ / Statistic	Productive Dollars	Dollars	/Stat	Productivity Index	Flag
Favorable Totals			1,238,030			1,359,580			1,472,209	234,179		118.9%	
Unfavorable Totals			378,960			374,387			328,075	(50,885)		86.6%	
26100	EMC Nursing Administration	Calendar Days	14	32,462	2,318.69	14	52,248	3,731.98	52,248	19,786	1,413.29	161.0%	▲
26140	EMC Emergency Room (CDM)	Visits	2,098	54.91	2,109	122,365	58.02	121,735	6,543	3.12	105.7%	▲	
26230	EMC CVS	Days	32	31,468	989.00	64	39,365	612.58	19,296	(12,172)	(386.42)	61.3%	▼
26310	EMC 3 East	Days	394	80,355	203.95	383	93,037	242.93	95,716	15,361	39.99	119.1%	▲
26320	EMC 3 West	Days	400	78,451	196.37	389	89,047	229.18	91,556	13,104	32.80	116.7%	▲
26340	EMC CCU (Staffing)	Days	80	50,449	630.62	99	48,310	489.18	39,135	(11,315)	(141.43)	77.6%	▼
26350	EMC AICU	Days	218	103,006	472.50	173	99,559	574.00	125,132	22,127	101.50	121.5%	▲
26430	EMC Well Baby Nursery	Days	86	7,519	85.34	86	10,027	117.15	10,251	2,733	31.22	136.3%	▲
26440	EMC Mother/Baby	Days	291	77,721	267.54	293	75,999	259.27	75,317	(2,404)	(8.29)	96.9%	◌
26450	EMC NICU	Days	281	97,410	347.27	188	83,920	445.79	125,043	27,633	98.51	128.4%	▲
26460	EMC 5 North	Days	367	63,093	171.91	357	60,909	170.69	62,642	(451)	(1.23)	99.3%	▶
26480	EMC O/P Oncology	Visits	246	6,066	24.71	153	9,371	61.07	14,992	8,925	36.35	247.1%	▲
26520	EMC Pediatrics	Days	247	57,840	234.65	187	52,387	280.59	69,165	11,325	45.94	119.6%	▲
26530	EMC SC	Days	426	66,252	155.70	422	72,875	172.71	73,490	2,238	17.01	110.9%	▲
26610	EMC 6A (JobCode ADC)	Days	434	67,540	155.80	428	72,520	169.51	73,485	5,945	13.71	108.8%	▲

Productivity Performance - Dollars

For The Pay Period Ending: 03/02/15

Below Threshold			Warning			Above Threshold		
Dept	Description	Performance	Dept	Description	Performance	Dept	Description	Performance
26230	EMC CVS	61.32%	26440	EMC Mother/Baby	96.91%	26100	EMC Nursing Administration	160.95%
26340	EMC CCU (Staffing)	77.57%	26460	EMC 5 North	99.29%	26140	EMC Emergency Room (CDM)	105.68%
26630	EMC 6C	82.96%	26790	EMC Same Day Surgery	99.60%	26310	EMC 3 East	119.12%
27800	EMC Recovery Services	69.43%	27770	EMC Geriatric Programs	96.62%	26320	EMC 3 West	116.70%
			47370	RCH Rehab Svcs	96.10%	26350	EMC AICU	121.48%
						26430	EMC Well Baby Nursery	136.33%
						26450	EMC NICU	128.37%
						26480	EMC O/P Oncology	247.12%
						26520	EMC Pediatrics	119.58%
						26530	EMC 5C	110.92%
						26610	EMC 6A (JobCode ADC)	108.80%
						26620	EMC 6B	121.21%
						26640	EMC 6D	102.56%
						26750	EMC Breast Health Center	169.64%
						26760	EMC Women Services	216.83%
						26770	EMC Oncology Services	193.06%
						26780	EMC Heart Services	416.44%
						26850	EMC Labor And Delivery	104.96%
						27640	EMC Surgery	107.05%
						27805	EMC Geropsych	110.73%
						27810	EMC Partial Program	161.36%
						46540	RCH Restorative Care Unit (4B)	110.46%

Productivity Performance-Hours

Description: Displays actual and budget payroll hours data by department, by category for the current pay period. There is also a productivity index for the current period and Performance Flag.

Notes:

- Tracking actual and target/budget hours and hours per statistic including the dollar impact
- Generated biweekly by Vice President
- Focus on unfavorable totals and productivity index
- Stratifies departments into three categories based on user defined criteria

Productivity Performance - Hours										Above Threshold %	100%			
KH Health System										Below Threshold %		93%		
For The Pay Period Ending: 03/02/15														
DEPT.VP = 'Sally Klein'														
Dept	Department	Workload Statistic	Actual Data			Budget Data			Target Data		Variance		Summary	
			Workload Volume	Productive Hours	Prod \$ / Statistic	Budget Volume	Budget Hours	Prod \$ / Statistic	Productive Hours	Hours	/Stat	Productivity Index	Flag	
Favorable Totals			51,061			55,815			60,575	9,514		118.6%		
Unfavorable Totals			26,559			25,670			23,581	(2,977)		88.8%		
26100	EMC Nursing Administration	Calendar Days	14	1,413	100.94	14	2,879	205.66	2,879	1,466	104.72	203.7%	▲	
26140	EMC Emergency Room (CDM)	Visits	2,099	5,326	2.54	2,109	5,468	2.59	5,440	113	0.05	102.1%	▲	
26230	EMC CVS	Days	32	1,389	44.09	64	1,656	25.78	812	(577)	(18.32)	58.5%	▼	
26310	EMC 3 East	Days	394	4,085	10.37	383	4,402	11.49	4,528	443	1.13	110.9%	▲	
26320	EMC 3 West	Days	400	4,121	10.32	389	4,543	11.69	4,671	550	1.38	113.4%	▲	
26340	EMC CCU (Staffing)	Days	80	1,948	24.35	99	1,921	19.46	1,556	(391)	(4.89)	79.9%	▼	
26350	EMC NICU	Days	218	4,466	20.48	173	4,294	24.76	5,397	931	4.27	120.9%	▲	
26430	EMC Well Baby Nursery	Days	88	371	4.24	86	334	3.90	341	(30)	(0.35)	91.9%	▼	
26440	EMC Mother/Baby	Days	291	4,365	15.03	293	3,871	13.21	3,837	(528)	(1.82)	87.9%	▼	
26450	EMC NICU	Days	281	3,463	12.35	188	3,247	17.25	4,838	1,375	4.90	139.7%	▲	
26460	EMC 5 North	Days	367	3,334	9.08	357	3,130	8.77	3,219	(114)	(0.31)	96.6%	▶	
26480	EMC O/P Oncology	Visits	246	257	1.05	153	379	2.47	607	350	1.48	236.5%	▲	
26520	EMC Pediatrics	Days	247	2,725	11.05	187	2,545	13.63	3,360	636	2.58	123.3%	▲	
26530	EMC 5C	Days	426	3,627	8.52	422	3,541	8.39	3,571	(57)	(0.13)	98.4%	▶	
26610	EMC 6A (JobCode ADC)	Days	434	3,430	7.91	428	3,513	8.21	3,560	130	0.30	103.8%	▲	
26620	EMC 6B	Days	422	3,156	7.48	427	3,734	8.74	3,690	535	1.27	116.9%	▲	
26630	EMC 6C	Days	225	2,762	12.30	266	2,891	10.88	2,441	(320)	(1.43)	88.4%	▼	
26640	EMC 6D	Days	440	3,600	8.19	433	3,490	8.06	3,544	(56)	(0.13)	98.4%	▶	
26750	EMC Breast Health Center	Visits	194	395	2.04	138	453	3.29	639	244	1.26	161.7%	▲	
26760	EMC Women Services	Calendar Days	14	208	14.86	14	439	31.34	439	231	16.48	210.9%	▲	

Productivity Performance - Hours

For The Pay Period Ending: 03/02/15

Below Threshold			Warning			Above Threshold		
Dept	Description	Performance	Dept	Description	Performance	Dept	Description	Performance
26230	EMC CVS	58.46%	26460	EMC 5 North	96.57%	26100	EMC Nursing Administration	203.74%
26340	EMC CCU (Staffing)	79.91%	26530	EMC 5C	98.44%	26140	EMC Emergency Room (CDM)	102.13%
26430	EMC Well Baby Nursery	91.86%	26640	EMC 6D	98.44%	26310	EMC 3 East	110.85%
26440	EMC Mother/Baby	87.90%	26790	EMC Same Day Surgery	94.76%	26320	EMC 3 West	113.35%
26630	EMC 6C	88.40%	27770	EMC Geriatric Programs	94.66%	26350	EMC AICU	120.85%
27800	EMC Recovery Services	70.62%				26450	EMC NICU	139.71%
47370	RCH Rehab Svcs	90.08%				26480	EMC O/P Oncology	236.47%
						26520	EMC Pediatrics	123.33%
						26610	EMC 6A (JobCode ADC)	103.79%
						26620	EMC 6B	116.94%
						26750	EMC Breast Health Center	161.70%
						26760	EMC Women Services	210.90%
						26770	EMC Oncology Services	190.04%
						26780	EMC Heart Services	284.84%
						26850	EMC Labor And Delivery	109.12%
						27640	EMC Surgery	107.41%
						27805	EMC Geropsych	107.49%
						27810	EMC Partial Program	154.86%
						46540	RCH Restorative Care Unit (4B)	107.11%

Productivity Trended Paid Hours By Employee

Description: Displays actual paid hours by Employee, trended over multiple pay periods.

Notes:

- Sorted by highest average paid hours by Employee

Trended Paid Hours - By Employee ID											
KH Health System For The Pay Period Ending: 03/02/15 DEPT.VP = Sally Klein											
Pay Period Ending:				12/08/14	12/22/14	01/05/15	01/19/15	02/02/15	02/16/15	03/02/15	FY 2015
Job Code	Description	Employee ID	Employee Name	PP-12 Hours	PP-13 Hours	PP-14 Hours	PP-15 Hours	PP-16 Hours	PP-17 Hours	PP-18 Hours	Average Hours
J00772	Patient Care Associate	25308	Brown, Gwendolyn	158	146	138	140	106	128	128	135
J00862	Clinical Lead Nurse	19349	Bibb, James	127	128	146	132	129	123	123	130
J00772	Patient Care Associate	24564	Hodges, Jerolyn	104	109	123	111	156	141	141	124
J00772	Patient Care Associate	26425	Gholar, Charles	137	129	89	114	125	129	129	122
J00318	Staff RN	12052	Link, Jennifer	118	102	222	92	107	101	102	121
J00890	LPN - RCH	9415	Johnson, Linda	111	123	123	135	122	97	97	115
J00772	Patient Care Associate	26396	Weich, Jennifer	125	128	144	116	92	92	92	113
J00966	Clinical Technician	14205	Grayet, Tammy	119	106	122	104	110	110	110	112
J00772	Patient Care Associate	17905	Hanley, David	80	105	89	116	122	128	128	110
J00966	Clinical Technician	20206	Link, Penny	110	114	108	115	113	100	101	109
J00318	Staff RN	18872	Berryhill Jr, Angela	112	119	130	89	93	103	103	107
J00973	Staff Nurse/Clinical Lead	16617	Mallory, Fanny	120	82	101	114	105	113	113	107
J00318	Staff RN	24746	Malley, Sharon	152	146	137	71	73	64	64	107
J00323	LPN/BBHS	4170	Russell, Stephanie	80	111	106	118	85	119	119	106
J00318	Staff RN	27002	Michalovic, James	121	123	105	113	97	80	80	105
J00318	Staff RN	27197	Wansley, Thomas	91	123	107	135	83	94	94	104
J00318	Staff RN	23502	Singleton, Rebecca	96	98	132	97	82	109	109	103
J00966	Clinical Technician	22150	Dixon, Kristen	113	112	112	102	102	89	89	103
J00772	Patient Care Associate	26393	Albright, Larry	100	99	106	104	87	110	110	102

Productivity Variance

Description: Displays actual and target payroll hours data for multiple departments. There is also a productivity index for the current pay period and flag when they failed to meet their productivity index. There is a summary section for favorable and unfavorable departments.

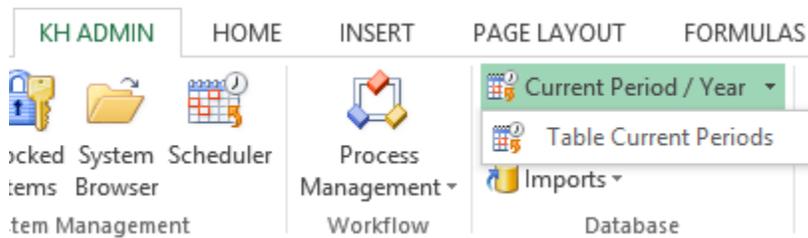
Notes:

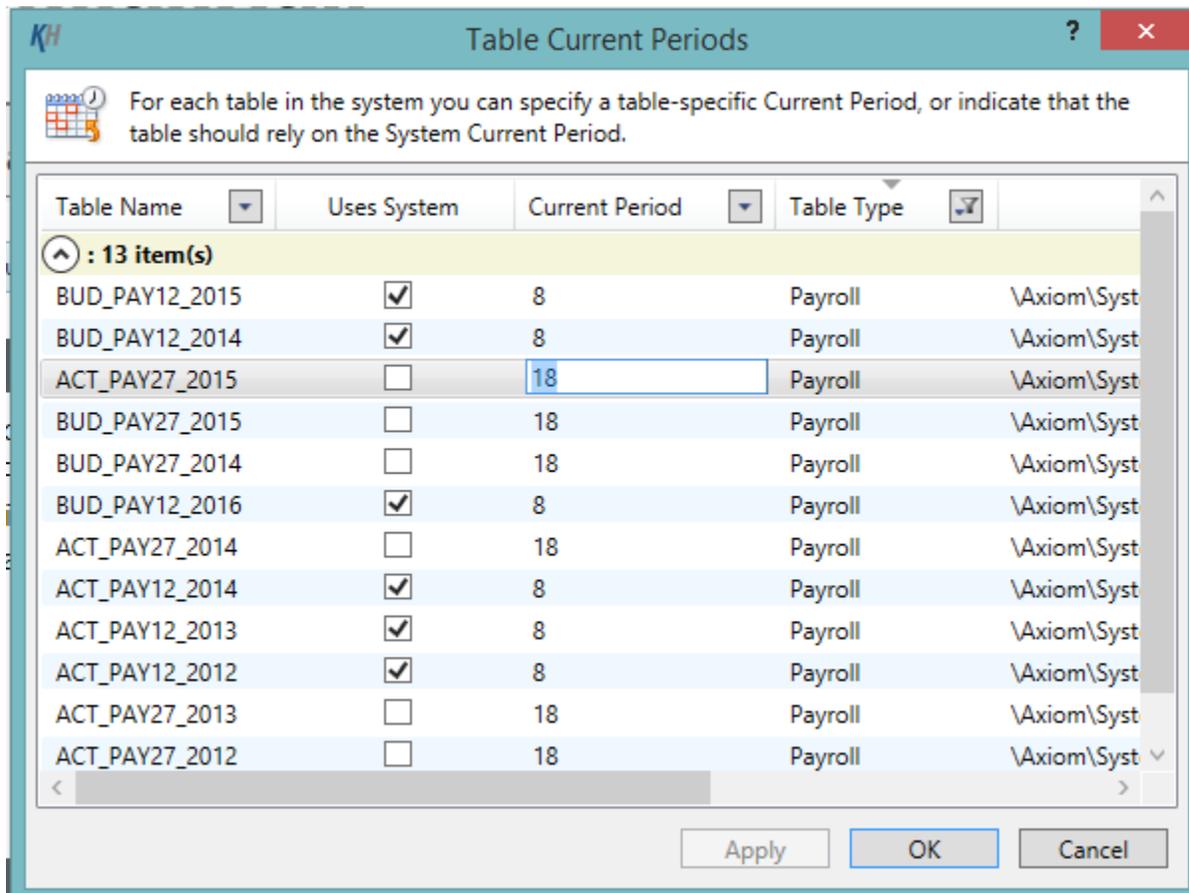
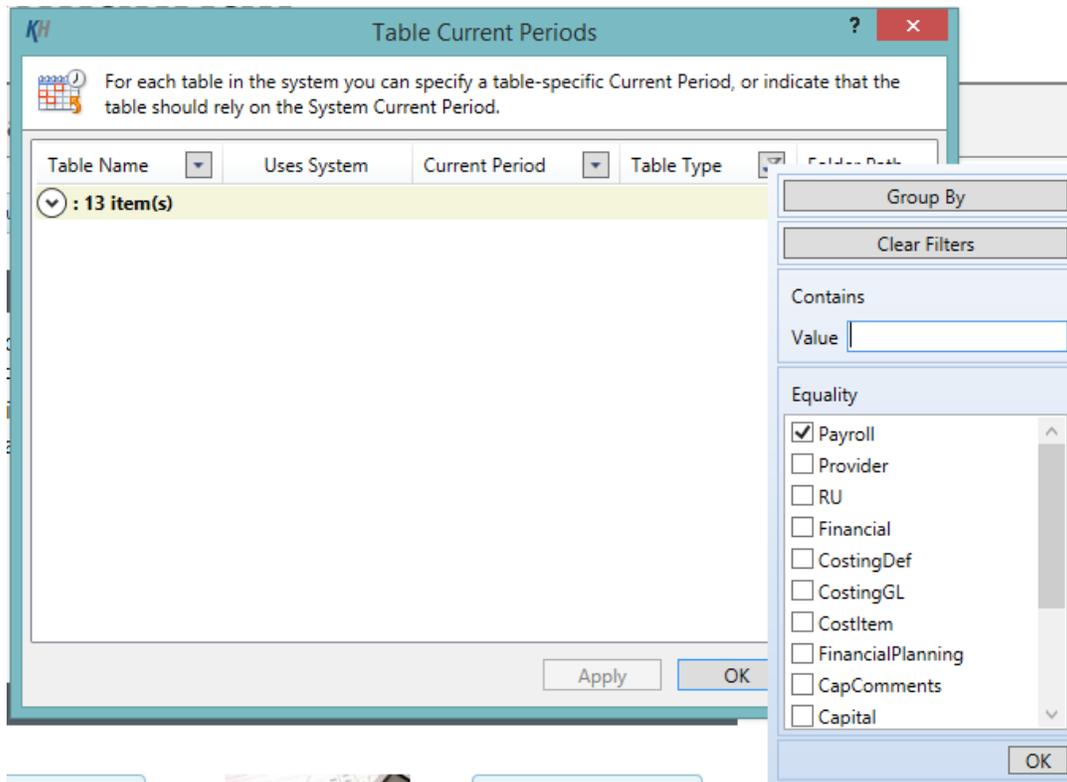
- Tracking actual and target/budget hours and hours per statistic
- Generated biweekly by Vice President
- Focus in unfavorable totals and productivity index

Productivity Variance Analysis													
KH Health System For The Pay Period Ending: 03/02/15 DEPT.VP - 'Sally Klein'													
Dept	Department	Workload Statistic	Actual Data			Target Data			Variance Analysis			Summary	
			Workload Volume	Productive Hours	Prod Hrs / Statistic	Productive Hours	Prod Hrs / Statistic	Prod Hrs / Statistic	Hours	FTEs	Dollars	Productivity Index	Flag
Favorable Totals			61,853			69,891			8,038	100	7,459	113.0%	
Unfavorable Totals			11,407			9,522			(1,885)	(24)	(3,263)	83.5%	
26100	EMC Nursing Administration	Calendar Days	14	1,368	97.700	1,251	89,258	(6,342)	(177)	(146)	(269)	91.5%	▼
26140	EMC Emergency Room (CDM)	Visits	2,098	5,326	2.539	6,649	3,169	0.830	1,323	16.53	1,068	124.8%	
26230	EMC CVS	Days	32	1,388	44.094	1,391	44,167	0.074	2	0.03	3	100.2%	
26300	EMC 3 East	Days	394	3,733	9.474	4,682	11,910	2,436	960	12.00	900	125.7%	
26320	EMC 3 West	Days	400	3,560	8.911	4,370	10,940	2,028	810	10.13	842	122.8%	
26340	EMC CCU (Staffing)	Days	80	1,918	22.729	1,699	21,242	(1,458)	(199)	(149)	(195)	93.5%	▼
26350	EMC ICU	Days	218	4,220	19.357	4,680	21,466	2,009	460	5.75	422	100.9%	
26430	EMC Wall Baby Nursery	Days	88	363	4.149	276	3,150	(0.939)	(97)	(1.09)	(106)	75.9%	▼
26440	EMC Mother/Baby	Days	291	4,217	14.517	3,515	12,100	(2,417)	(702)	(8.78)	(773)	83.4%	▼
26450	EMC NICU	Days	281	2,739	9.766	3,341	11,910	2,144	601	7.52	585	122.0%	
26460	EMC 5 Month	Days	367	3,191	8.694	3,434	9,356	0.662	243	3.04	221	107.6%	
26480	EMC OP Oncology	Visits	245	297	1.945	303	1,232	0.187	45	0.57	58	117.9%	
26520	EMC Pediatrics	Days	247	2,395	9.714	2,759	11,193	1,479	365	4.56	338	115.2%	
26530	EMC 5C	Days	426	3,434	8.070	3,785	8,895	0.826	351	4.39	329	110.2%	
26610	EMC 6A (JobCode ADC)	Days	434	3,278	7.562	3,762	8,656	1,094	474	5.93	444	114.5%	
26620	EMC 6E	Days	422	2,705	6.598	3,762	8,950	2,291	967	12.09	962	134.7%	
26630	EMC 6C	Days	225	2,431	10.830	2,727	12,149	1,318	296	3.70	314	112.2%	
26640	EMC 6D	Days	440	3,156	7.181	3,889	8,848	1,667	733	9.16	658	123.2%	
26750	EMC Breast Health Center	Visits	194	395	2.036	390	2,010	(0.026)	(5)	(0.06)	(6)	98.7%	
26760	EMC Women Services	Calendar Days	14	208	14.862	75	5,374	(19,488)	(133)	(1.66)	(775)	36.2%	▼
26770	EMC Oncology Services	Calendar Days	14	849	60.657	989	42,162	(18,555)	(268)	(3.25)	(711)	69.4%	▼
26780	EMC Heart Services	Calendar Days	14	160	11.435	147	10,491	(0.944)	(13)	(0.17)	(41)	91.7%	▼
26790	EMC Same Day Surgery	Procedures	741	2,217	2.992	1,786	2,424	(0.569)	(421)	(5.27)	(419)	81.0%	▼
26850	EMC Labor And Delivery	Cases	127	2,944	23.272	2,935	23,199	(0.073)	(9)	(0.12)	(10)	99.7%	
27640	EMC Surgery	Minutes	47,180	8,333	0.177	8,144	0.173	(0.004)	(188)	(2.39)	(199)	97.7%	
27770	EMC Geriatric Programs	Calendar Days	14	495	35.357	155	11,944	(0.333)	(5)	(0.07)	(5)	96.8%	
27800	EMC Recoverey Services	Cases	460	2,565	5.582	3,195	6,954	1,372	630	7.88	535	124.6%	
27805	EMC Geropsych	Procedures	134	1,339	9.996	1,340	9,997	0.001	0	0.00	0	100.0%	
27810	EMC Partial Program	Visits	59	313	5.307	315	5,383	0.026	2	0.02	1	100.5%	
48540	FCH Restorative Care Unit (HE)	Days	305	3,911	12.822	3,894	12,766	(0.056)	(17)	(0.21)	(20)	99.6%	
47370	FCH Rehab Svcs	Calendar Days	14	206	14.736	174	12,418	(2,317)	(32)	(0.41)	(35)	94.3%	▼
Total			73,260			79,414			(6,154)	(77)	4,196	108.4%	

Changing the Current Period For Report Distribution

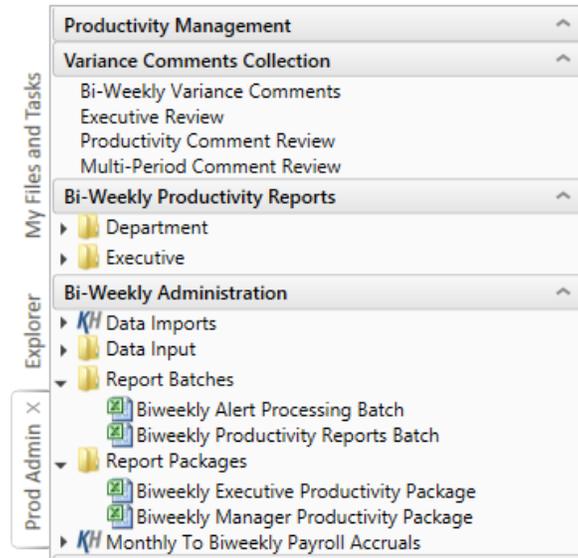
In order for the current period and Year To Date values to be correct in reports, the current period of the payroll tables needs to be changed to the most recently loaded pay period. From the KH Admin Menu, select the dropdown next to Current Period / Year, then Table Current Periods. Use the dropdown by Table Type, and check the box next to Payroll, then select OK. Expand the section on the left where it says 13 item (s). For all of the Payroll 27 tables (The ones with _Pay27 in the middle of the name), change the current period to the last period of loaded payroll data, then select OK.





Processing File Collect Packages-Biweekly Productivity

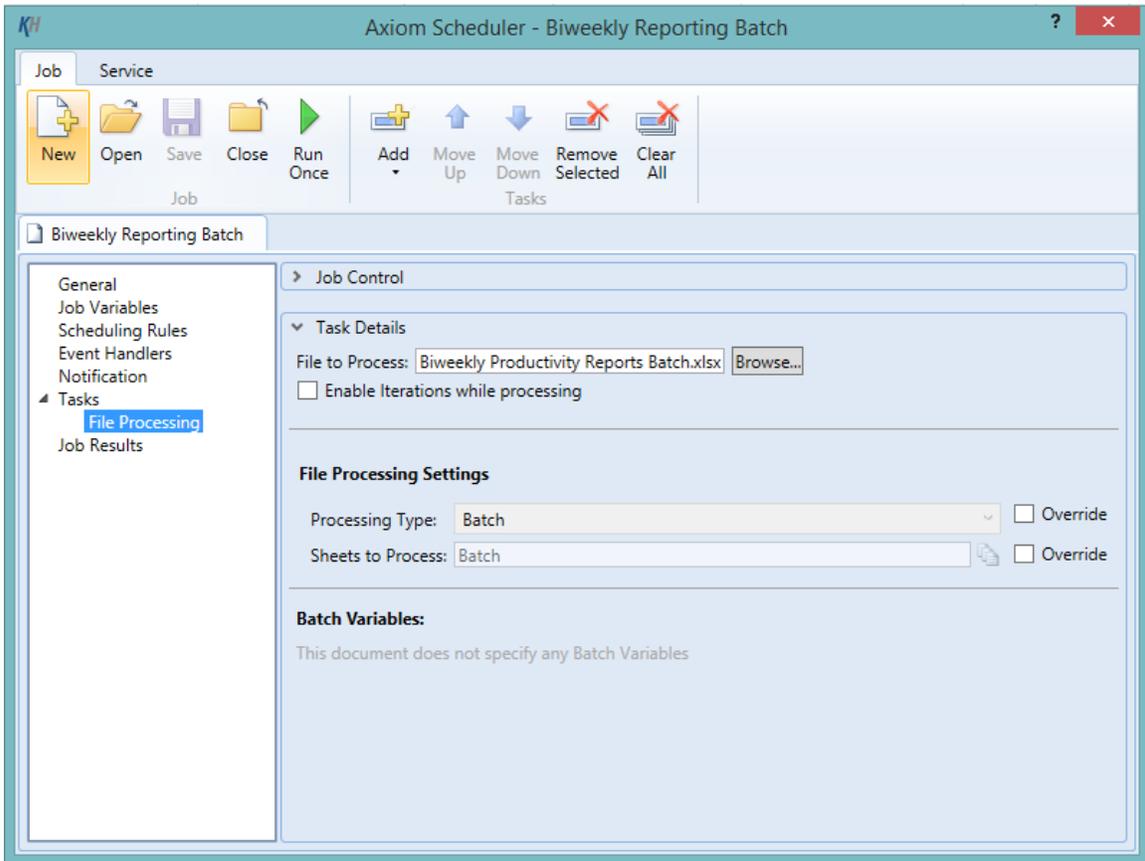
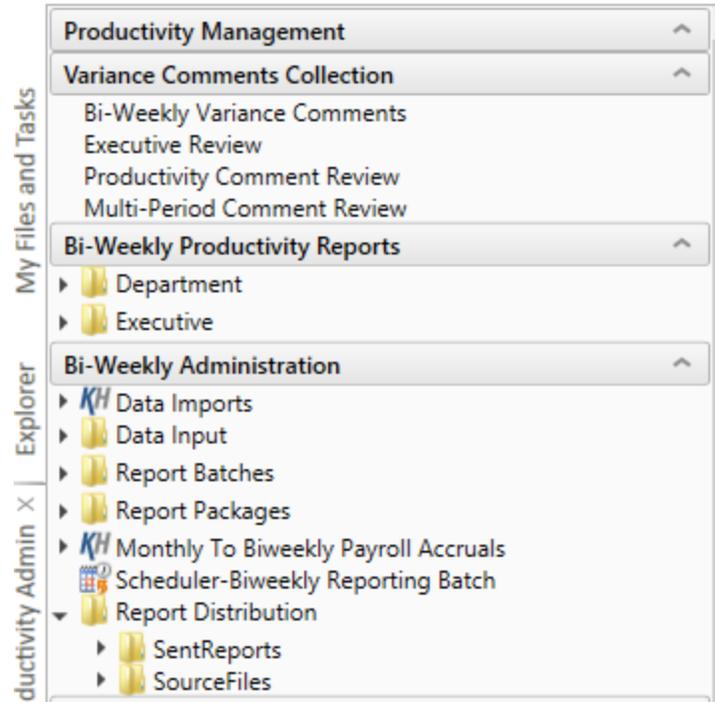
To process Budgeting file collect packages, you can run the Biweekly Productivity Reports Batch.



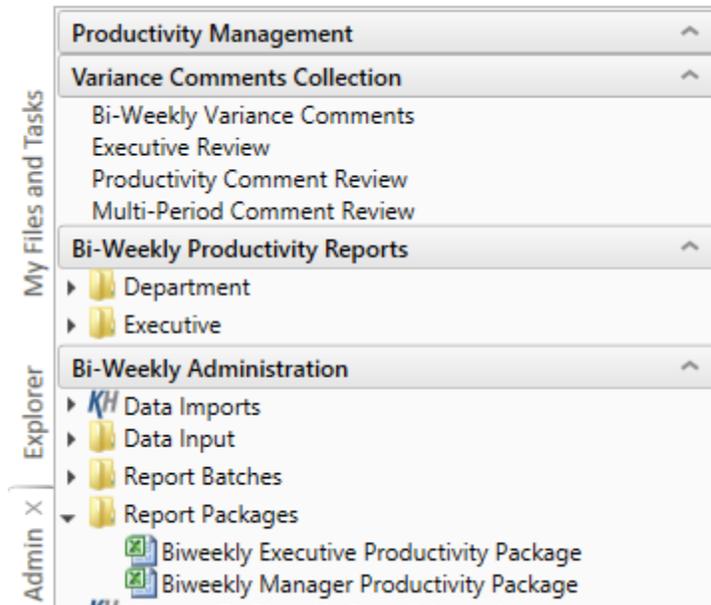
You can make specific configuration settings in the batch to match your desired report distribution package. If you want to run all reports, the batch is setup as a default to do that. The Enabled column is where you can turn on or off specific reports, or you can delete the row of that report if you want to permanently remove the report.

BATCH CONTROL SHEET				
File Path	Enabled	Process Multipass	Multipass Source Column	Multipass Data Filter
\\Axiom\Reports Library\Productivity Reporting\BiWeekly Productivity\Department\Biweekly Productivity Detail.xlsx	On	On	Dept.ProdMap	
\\Axiom\Reports Library\Productivity Reporting\BiWeekly Productivity\Department\Prod Detail Hours By JobCode.xlsx	On	On	Dept.ProdMap	
\\Axiom\Reports Library\Productivity Reporting\BiWeekly Productivity\Department\Productivity Trend Report.xlsx	On	On	Dept.ProdMap	
\\Axiom\Reports Library\Productivity Reporting\BiWeekly Productivity\Department\Productivity Trend with Graph.xlsx	On	On	Dept.ProdMap	
\\Axiom\Reports Library\Productivity Reporting\BiWeekly Productivity\Executive\Productivity Detail Hours By Dept.xlsx	On	On	Dept.VP	
\\Axiom\Reports Library\Productivity Reporting\BiWeekly Productivity\Executive\Productivity Performance-Dollars.xlsx	On	On	Dept.VP	
\\Axiom\Reports Library\Productivity Reporting\BiWeekly Productivity\Executive\Productivity Performance-Hours.xlsx	On	On	Dept.VP	
\\Axiom\Reports Library\Productivity Reporting\BiWeekly Productivity\Executive\Productivity Variance.xlsx	On	On	Dept.VP	
\\Axiom\Reports Library\Productivity Reporting\BiWeekly Productivity\Executive\CoverProd_Exec.xlsx	On	On	Dept.VP	
\\Axiom\Reports Library\Productivity Reporting\BiWeekly Productivity\Department\CoverProd_Manager.xlsx	On	On	Dept.ProdMap	
\\Axiom\Reports Library\Productivity Reporting\BiWeekly Productivity\Department\Productivity Pay By Employee ID.xlsx	On	On	Dept.ProdMap	
\\Axiom\Reports Library\Productivity Reporting\BiWeekly Productivity\Department\Productivity Pay By JobCode.xlsx	On	On	Dept.ProdMap	
\\Axiom\Reports Library\Productivity Reporting\BiWeekly Productivity\Executive\Productivity Pay Summary by Dept.xlsx	On	On	Dept.VP	
\\Axiom\Reports Library\Productivity Reporting\BiWeekly Productivity\Executive\Productivity Trended Paid Hours By Employee ID.xlsx	On	On	Dept.VP	

You can schedule the batch to run using the Scheduler from the task pane. To run on demand, select the File Processing task, then select Run Once from the top ribbon. The completed reports will be stored in the *Report Distribution > Source Files* folder.



Select the collect package you wish to process, either the Manager or VP Package. There is a default package setup for each.



The BuildSetup sheet lists the reports to be included in the package, the "table code" (Dimension) for which reports will be processed and the "grouping column" that the report will reference to determine how reports will be collected and distributed (e.g., "VP" to group reports into packages for each vice president).

- Email information, if the output file is to be emailed. Use the plus sign on the left to expand the configuration sections. On Row 19 is where you can set the Email function to be on/off.

	C	K	L	M
1	FILE COLLECT CONFIGURATION	10000	15000	15300
11	Director	Tom Gilbert	Charlie Credit	Charlie Credit
12	Email Settings			
13	Email to list			
14	Email CC list			
15	Email from			
16	Subject text	PPE-03-01-2014 Reports	PPE-03-01-2014 Reports	PPE-03-01-2014 Reports
17	Body text	Attached are your PPE 03-01-2014 reports. If you have any questions please contact your Finance liaison.	Attached are your PPE 03-01-2014 reports. If you have any questions please contact your Finance liaison.	Attached are your PPE 03-01-2014 reports. If you have any questions please contact your Finance liaison.
18	Message priority	Normal	Normal	Normal
19	Attach file to email	On	On	On
20				
21	Source Folder Settings			
22	File source (Axiom or Local)	Axiom Repository	Axiom Repository	Axiom Repository
23				
24	Source folder path	\\Axiom\Reports Library\Productivity Utilities\Biweel	\\Axiom\Reports Library\Productivity Utilities\Biweel	\\Axiom\Reports Library\Productivity Utilities\Biweel
25	File filter list			
26				
27	Source folder path			
28	File filter list			
29				
30	Output File Settings			
31	Output location (local file or Axiom)	Axiom Repository	Axiom Repository	Axiom Repository
32	Output folder path	\\Axiom\Reports Library\Productivity Utilities\Biweel	\\Axiom\Reports Library\Productivity Utilities\Biweel	\\Axiom\Reports Library\Productivity Utilities\Biweel
33	Output file name (no extension)	10000_PPE-03-01-2014	15000_PPE-03-01-2014	15300_PPE-03-01-2014
34	Output file type	.xlsx	.xlsx	.xlsx
35	Save or email generated files	Save File	Save File	Save File
36	Open output file after collect	Off	Off	Off

Click Refresh Data or F9 to ensure that columns are created for each grouping item (e.g., each vice president) that was setup on the BuildSetup tab.

Open the File Processing task pane and select "Process file collect" to generate report packages based on the configuration settings for the Collect.

Report packages will be saved to the folder(s) and emailed to the recipient(s) designated on the FileCollect sheet. This will depend on how you wish to setup the FileCollect.