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Targets

Instructions

This worksheet stores the number of variable hours or fixed hours for a Pay Period. This data is used to calculate the targeted variable hours or targeted fixed hours for a work unit.
Daily variable target hours are used for reports that require a single day target within a pay period. Daily targets can be used if you have different ratios for different days. *Example* : If a work unit does not work on Saturday or Sunday, you need to set the ratios for Monday - Friday and set the ratio to 0 for Saturday and 0 for Sunday.
This worksheet also establishes the fixed portion of the target hours. Target hours for a Work Unit may be entirely fixed, entirely variable, or a combination of the two. The data in this worksheet is used to populate the Fixed Hours Target table and reflects the number of hours spent by the work unit (on a pay period basis) on activities that are not directly related to the volume statistic. This value can be set for any or all of the work groups within a work unit, or it can be set for the entire work unit.

Cross Table

Target Metric
Paid Amount
Paid Hours
Productive Amount
Productive Hours

Field Name	Work Unit Code	Pay Period End Date	Effective Date	Expiration Date	Target Metric	Var. Pay Period Ratio	Var. Pay Period Ratio_1	Var Daily Monday	Var Daily Tuesday	Var Daily Wednesday	Var Daily Thursday	Var Daily Friday	Var Daily Saturday	Var Daily Sunday	Fix Target Adjustment Flag	Fix Daily Monday
Data Type	*Character*	Date	Date	Date	String	Decimal	Decimal	Decimal	Decimal	Decimal	Decimal	Decimal	Decimal	Decimal	Character	Decimal
Max Length	50	*MM-DD-YYYY*	*MM-DD-YYYY*	*MM-DD-YYYY*	40	16,6	16,6	16,6	16,6	16,6	16,6	16,6	16,6	16,6	1	16,6
Example	1	1/10/2025	12/27/2024	1/10/2025	Productive Hours	7.89	7.89	7.89	7.89	7.89	7.89	7.89	7.89	7.89	Y	7.89

Your Data

Work Unit Code	Pay Period End Date	Effective Date	Expiration Date	Target Metric	Var. Pay Period Ratio	Var. Pay Period Ratio_1	Var Daily Monday	Var Daily Tuesday	Var Daily Wednesday	Var Daily Thursday	Var Daily Friday	Var Daily Saturday	Var Daily Sunday	Fix Target Adjustment Flag	Fix Daily Monday
414	11/15/2024	11/01/2024	11/15/2024	Productive Hours	0.65	0.70	0.65	0.65	0.65	0.65	0.65	0.00	0.00		0.00
415	11/15/2024	11/01/2024	11/15/2024	Productive Hours	0.80	0.90	0.85	0.85	0.85	0.85	0.85	0.00	0.00		0.00
415	12/06/2024	11/22/2024	12/06/2024	Productive Hours	0.70	7.50	0.70	0.70	0.70	0.70	0.70	0.00	0.00		0.00
416	11/15/2024	11/01/2024	11/15/2024	Productive Hours	0.80	0.90	0.85	0.85	0.85	0.85	0.85	0.00	0.00	F	
417	11/15/2024	11/01/2024	11/15/2024	Productive Hours	0.65	0.70	0.65	0.65	0.65	0.65	0.65	0.65	0.65	Y	8.00
418	11/15/2024	11/01/2024	11/15/2024	Productive Hours	0.60	0.70	0.60	0.60	0.60	0.60	0.60	0.60	0.60		6.00