**Timesheet Storyboard**

**Local Health Department Name:**
Wayne County Health Department

**Project Title:**
Timesheet Tag Team T³

**Plan**
Identify an opportunity and Plan for Improvement

1. **Getting Started**
   To increase the efficiency and accuracy of timesheets and leave forms.

2. **Assemble the Team**
   Team was led by Tara McCulloch, the admin director, and includes Beth Amstutz, Trevor Jones, Pam Armstrong, and Marcy Manack. Facilitated by Cortney Ardrey.

3. **Examine the Current Approach**
   Flow chart was created to map out process. Problems include inaccuracy, lack of priority for employees, multiple forms involved, and when the director/supervisor signs.

4. **Identify Potential Solutions**
   - Send completed leave form back to employee so that adjustments may be made before timesheets are submitted.
   - Supervisor checks accuracy and signs off before sending to Admin.
   - Offer training. Make Admin the point of contact for questions about timesheets.

5. **Develop an Improvement Theory**
   By returning leave slips to employees, having supervisors check for accuracy and sign off before sending to payroll, and offering training for those in need, accuracy of timesheets will be increased by 20% in 3 months.

6. **Test the Theory**
   The changes were implemented from the pay period ending 1/7/17 to the pay period ending 4/1/17.

7. **Check the Results**
   The data showed a clear reduction in error during the trial period. Admin stated they received timesheets in a timelier manner.

8. **Standardize the Improvement or Develop New Theory**

9. **Establish Future Plans**
   Reconvene in 1 year from date of project adaption (4/5/17), to check on productivity and continuous improvement. If there are major concerns before this time, the team can reconvene to address these concerns.