

Facilities work planning/
allocation by computing
team members' actual
utilization rates.

Personnel Utilization Report

Although graph indicates that for selected time period only 44.2% of Instructor work hours were on assigned tasks/activities, daily activities reveal that work distribution is uneven & required Instructor to work overtime in March.

User	Rate
Instructional Designer	10.1%
Management Instructor	44.23%

Instructional Designer

January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Hours: 0 Rate:	2 Hours: 2 Rate: 25%	3 Hours: 2 Rate: 25%	4 Hours: 2 Rate: 25%	5 Hours: 2 Rate: 25%	6 Hours: 2 Rate: 25%	7 Hours: 0 Rate:
8 Hours: 0 Rate:	9 Hours: 0 Rate: 0%	10 Hours: 0 Rate: 0%	11 Hours: 0 Rate: 0%	12 Hours: 0 Rate: 0%	13 Hours: 0 Rate: 0%	14 Hours: 0 Rate:
15 Hours: 0 Rate:	16 Hours: 2.67 Rate: 33.33%	17 Hours: 2.67 Rate: 33.33%	18 Hours: 2.67 Rate: 33.33%	19 Hours: 2.67 Rate: 33.33%	20 Hours: 2.67 Rate: 33.33%	21 Hours: 0 Rate:
22 Hours: 0 Rate:	23 Hours: 2.67 Rate: 33.33%	24 Hours: 2.67 Rate: 33.33%	25 Hours: 2.67 Rate: 33.33%	26 Hours: 2.67 Rate: 33.33%	27 Hours: 2.67 Rate: 33.33%	28 Hours: 0 Rate:
29 Hours: 0 Rate:	30 Hours: 2.67 Rate: 33.33%	31 Hours: 2.67 Rate: 33.33%				

Green: Activities carried out during regular business hours.

Grey: Weekends, vacations, or other activities where individual is not available.

February 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Hours: 2.67 Rate: 33.33%	2 Hours: 2.67 Rate: 33.33%	3 Hours: 2.67 Rate: 33.33%	4 Hours: 0 Rate:
5 Hours: 0 Rate:	6 Hours: 0 Rate: 0%	7 Hours: 3.75 Rate: 46.88%	8 Hours: 3.75 Rate: 46.88%	9 Hours: 3.75 Rate: 46.88%	10 Hours: 3.75 Rate: 46.88%	11 Hours: 0 Rate:
12 Hours: 0 Rate:	13 Hours: 0 Rate: 0%	14 Hours: 0 Rate: 0%	15 Hours: 0 Rate: 0%	16 Hours: 0 Rate: 0%	17 Hours: 0 Rate: 0%	18 Hours: 0 Rate:
19 Hours: 0 Rate:	20 Hours: 0 Rate: 0%	21 Hours: 2.86 Rate: 35.71%	22 Hours: 2.86 Rate: 35.71%	23 Hours: 2.86 Rate: 35.71%	24 Hours: 2.86 Rate: 35.71%	25 Hours: 0 Rate:
26 Hours: 0 Rate:	27 Hours: 2.86 Rate: 35.71%	28 Hours: 2.86 Rate: 35.71%				

Hours: # of hours individual worked on assigned activities.
Rate: % of individual's available time worked on assigned activities.

March 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Hours: 2.86 Rate: 35.71%	2 Hours: 2.86 Rate: 35.71%	3 Hours: 2.86 Rate: 35.71%	4 Hours: 0 Rate:
5 Hours: 0 Rate:	6 Hours: 2.86 Rate: 35.71%	7 Hours: 2.86 Rate: 35.71%	8 Hours: 2.86 Rate: 35.71%	9 Hours: 2.86 Rate: 35.71%	10 Hours: 2.86 Rate: 35.71%	11 Hours: 0 Rate:
12 Hours: 0 Rate:	13 Hours: 0 Rate: 0%	14 Hours: 0 Rate: 0%	15 Hours: 0 Rate: 0%	16 Hours: 0 Rate: 0%	17 Hours: 0 Rate: 0%	18 Hours: 0 Rate:
19 Hours: 0 Rate:	20 Hours: 0 Rate: 0%	21 Hours: 0 Rate: 0%	22 Hours: 0 Rate: 0%	23 Hours: 0 Rate: 0%	24 Hours: 0 Rate: 0%	25 Hours: 0 Rate:
26 Hours: 0 Rate:	27 Hours: 0 Rate: 0%	28 Hours: 0 Rate: 0%	29 Hours: 0 Rate: 0%	30 Hours: 0 Rate: 0%	31 Hours: 0 Rate: 0%	

April 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Hours: 0 Rate:
2 Hours: 0 Rate:	3 Hours: 0 Rate: 0%	4 Hours: 0 Rate: 0%	5 Hours: 0 Rate: 0%	6 Hours: 0 Rate: 0%	7 Hours: 0 Rate: 0%	8 Hours: 0 Rate:
9 Hours: 0 Rate:	10 Hours: 0 Rate: 0%	11 Hours: 0 Rate: 0%	12 Hours: 0 Rate: 0%	13 Hours: 0 Rate: 0%	14 Hours: 0 Rate: 0%	15 Hours: 0 Rate:
16 Hours: 0 Rate:	17 Hours: 0 Rate: 0%	18 Hours: 0 Rate: 0%	19 Hours: 0 Rate: 0%	20 Hours: 0 Rate: 0%	21 Hours: 0 Rate: 0%	22 Hours: 0 Rate:
23 Hours: 0 Rate:	24 Hours: 0 Rate: 0%	25 Hours: 0 Rate: 0%	26 Hours: 0 Rate: 0%	27 Hours: 0 Rate: 0%	28 Hours: 0 Rate: 0%	29 Hours: 0 Rate:
30 Hours: 0 Rate:						

May 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Hours: 0 Rate: 0%	2 Hours: 0 Rate: 0%	3 Hours: 0 Rate: 0%	4 Hours: 0 Rate: 0%	5 Hours: 0 Rate: 0%	6 Hours: 0 Rate:
7 Hours: 0 Rate:	8 Hours: 0 Rate: 0%	9 Hours: 0 Rate: 0%	10 Hours: 0 Rate: 0%	11 Hours: 0 Rate: 0%	12 Hours: 0 Rate: 0%	13 Hours: 0 Rate:
14 Hours: 0 Rate:	15 Hours: 0 Rate: 0%	16 Hours: 0 Rate: 0%	17 Hours: 0 Rate: 0%	18 Hours: 0 Rate: 0%	19 Hours: 0 Rate: 0%	20 Hours: 0 Rate:
21 Hours: 0 Rate:	22 Hours: 0 Rate: 0%	23 Hours: 0 Rate: 0%	24 Hours: 0 Rate: 0%	25 Hours: 0 Rate: 0%	26 Hours: 0 Rate: 0%	27 Hours: 0 Rate:
28 Hours: 0 Rate:	29 Hours: 0 Rate: 0%	30 Hours: 0 Rate: 0%	31 Hours: 0 Rate: 0%			

June 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Hours: 0 Rate: 0%	2 Hours: 0 Rate: 0%	3 Hours: 0 Rate:
4 Hours: 0 Rate:	5 Hours: 0 Rate: 0%	6 Hours: 0 Rate: 0%	7 Hours: 0 Rate: 0%	8 Hours: 0 Rate: 0%	9 Hours: 0 Rate: 0%	10 Hours: 0 Rate:
11 Hours: 0 Rate:	12 Hours: 0 Rate: 0%	13 Hours: 0 Rate: 0%	14 Hours: 0 Rate: 0%	15 Hours: 0 Rate: 0%	16 Hours: 0 Rate: 0%	17 Hours: 0 Rate:
18 Hours: 0 Rate:	19 Hours: 0 Rate: 0%	20 Hours: 0 Rate: 0%	21 Hours: 0 Rate: 0%	22 Hours: 0 Rate: 0%	23 Hours: 0 Rate: 0%	24 Hours: 0 Rate:
25 Hours: 0 Rate:	26 Hours: 0 Rate: 0%	27 Hours: 0 Rate: 0%	28 Hours: 0 Rate: 0%	29 Hours: 0 Rate: 0%	30 Hours: 0 Rate: 0%	

Management Instructor

January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Hours: 0 Rate:	2 Hours: 0 Rate: 0%	3 Hours: 0 Rate: 0%	4 Hours: 0 Rate: 0%	5 Hours: 0 Rate: 0%	6 Hours: 0 Rate: 0%	7 Hours: 0 Rate:
8 Hours: 0 Rate:	9 Hours: 0 Rate: 0%	10 Hours: 0 Rate: 0%	11 Hours: 0 Rate: 0%	12 Hours: 0 Rate: 0%	13 Hours: 0 Rate: 0%	14 Hours: 0 Rate:
15 Hours: 0 Rate:	16 Hours: 0 Rate: 0%	17 Hours: 0 Rate: 0%	18 Hours: 0 Rate: 0%	19 Hours: 0 Rate: 0%	20 Hours: 0 Rate: 0%	21 Hours: 0 Rate:
22 Hours: 0 Rate:	23 Hours: 0 Rate: 0%	24 Hours: 0 Rate: 0%	25 Hours: 0 Rate: 0%	26 Hours: 0 Rate: 0%	27 Hours: 0 Rate: 0%	28 Hours: 0 Rate:
29 Hours: 0 Rate:	30 Hours: 0 Rate: 0%	31 Hours: 0 Rate: 0%				

February 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Hours: 0 Rate: 0%	2 Hours: 0 Rate: 0%	3 Hours: 0 Rate: 0%	4 Hours: 0 Rate:
5 Hours: 0 Rate:	6 Hours: 4.05 Rate: 50.68%	7 Hours: 4.05 Rate: 50.68%	8 Hours: 4.05 Rate: 50.68%	9 Hours: 4.05 Rate: 50.68%	10 Hours: 4.05 Rate: 50.68%	11 Hours: 0 Rate:
12 Hours: 0 Rate:	13 Hours: 4.05 Rate: 50.68%	14 Hours: 4.05 Rate: 50.68%	15 Hours: 4.05 Rate: 50.68%	16 Hours: 4.05 Rate: 50.68%	17 Hours: 4.05 Rate: 50.68%	18 Hours: 0 Rate:
19 Hours: 0 Rate:	20 Hours: 5.34 Rate: 66.8%	21 Hours: 5.34 Rate: 66.8%	22 Hours: 5.34 Rate: 66.8%	23 Hours: 5.34 Rate: 66.8%	24 Hours: 5.34 Rate: 66.8%	25 Hours: 0 Rate:
26 Hours: 0 Rate:	27 Hours: 5.34 Rate: 66.8%	28 Hours: 5.34 Rate: 66.8%				

March 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Hours: 5.34 Rate: 66.8%	2 Hours: 5.34 Rate: 66.8%	3 Hours: 5.34 Rate: 66.8%	4 Hours: 0 Rate:
5 Hours: 0 Rate:	6 Hours: 5.34 Rate: 66.8%	7 Hours: 5.34 Rate: 66.8%	8 Hours: 5.34 Rate: 66.8%	9 Hours: 5.34 Rate: 66.8%	10 Hours: 5.34 Rate: 66.8%	11 Hours: 0 Rate:
12 Hours: 0 Rate:	13 Hours: 5.34 Rate: 66.8%	14 Hours: 9.4 Rate: 117.48%	15 Hours: 9.4 Rate: 117.48%	16 Hours: 9.4 Rate: 117.48%	17 Hours: 9.4 Rate: 117.48%	18 Hours: 0 Rate:
19 Hours: 0 Rate:	20 Hours: 9.4 Rate: 117.48%	21 Hours: 9.4 Rate: 117.48%	22 Hours: 9.4 Rate: 117.48%	23 Hours: 9.4 Rate: 117.48%	24 Hours: 9.4 Rate: 117.48%	25 Hours: 0 Rate:
26 Hours: 0 Rate:	27 Hours: 9.4 Rate: 117.48%	28 Hours: 10.69 Rate: 133.61%	29 Hours: 6.63 Rate: 82.93%	30 Hours: 6.63 Rate: 82.93%	31 Hours: 6.63 Rate: 82.93%	

Red: Individual worked overtime to fulfill obligations on assigned activities.

April 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Hours: 0 Rate:
2 Hours: 0 Rate:	3 Hours: 6.63 Rate: 82.93%	4 Hours: 6.63 Rate: 82.93%	5 Hours: 6.63 Rate: 82.93%	6 Hours: 6.63 Rate: 82.93%	7 Hours: 6.63 Rate: 82.93%	8 Hours: 0 Rate:
9 Hours: 0 Rate:	10 Hours: 6.63 Rate: 82.93%	11 Hours: 6.63 Rate: 82.93%	12 Hours: 6.63 Rate: 82.93%	13 Hours: 6.63 Rate: 82.93%	14 Hours: 6.63 Rate: 82.93%	15 Hours: 0 Rate:
16 Hours: 0 Rate:	17 Hours: 6.63 Rate: 82.93%	18 Hours: 6.63 Rate: 82.93%	19 Hours: 6.63 Rate: 82.93%	20 Hours: 6.63 Rate: 82.93%	21 Hours: 6.63 Rate: 82.93%	22 Hours: 0 Rate:
23 Hours: 0 Rate:	24 Hours: 6.63 Rate: 82.93%	25 Hours: 6.63 Rate: 82.93%	26 Hours: 6.63 Rate: 82.93%	27 Hours: 6.63 Rate: 82.93%	28 Hours: 6.63 Rate: 82.93%	29 Hours: 0 Rate:
30 Hours: 0 Rate:						

May 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Hours: 6.63 Rate: 82.93%	2 Hours: 6.63 Rate: 82.93%	3 Hours: 6.63 Rate: 82.93%	4 Hours: 2.58 Rate: 32.26%	5 Hours: 2.58 Rate: 32.26%	6 Hours: 0 Rate:
7 Hours: 0 Rate:	8 Hours: 2.58 Rate: 32.26%	9 Hours: 2.58 Rate: 32.26%	10 Hours: 2.58 Rate: 32.26%	11 Hours: 2.58 Rate: 32.26%	12 Hours: 2.58 Rate: 32.26%	13 Hours: 0 Rate:
14 Hours: 0 Rate:	15 Hours: 2.58 Rate: 32.26%	16 Hours: 2.58 Rate: 32.26%	17 Hours: 1.29 Rate: 16.13%	18 Hours: 1.29 Rate: 16.13%	19 Hours: 1.29 Rate: 16.13%	20 Hours: 0 Rate:
21 Hours: 0 Rate:	22 Hours: 1.29 Rate: 16.13%	23 Hours: 1.29 Rate: 16.13%	24 Hours: 1.29 Rate: 16.13%	25 Hours: 1.29 Rate: 16.13%	26 Hours: 1.29 Rate: 16.13%	27 Hours: 0 Rate:
28 Hours: 0 Rate:	29 Hours: 1.29 Rate: 16.13%	30 Hours: 1.29 Rate: 16.13%	31 Hours: 1.29 Rate: 16.13%			

June 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Hours: 1.29 Rate: 16.13%	2 Hours: 1.29 Rate: 16.13%	3 Hours: 0 Rate:
4 Hours: 0 Rate:	5 Hours: 1.29 Rate: 16.13%	6 Hours: 1.29 Rate: 16.13%	7 Hours: 1.29 Rate: 16.13%	8 Hours: 1.29 Rate: 16.13%	9 Hours: 1.29 Rate: 16.13%	10 Hours: 0 Rate:
11 Hours: 0 Rate:	12 Hours: 1.29 Rate: 16.13%	13 Hours: 1.29 Rate: 16.13%	14 Hours: 1.29 Rate: 16.13%	15 Hours: 1.29 Rate: 16.13%	16 Hours: 1.29 Rate: 16.13%	17 Hours: 0 Rate:
18 Hours: 0 Rate:	19 Hours: 1.29 Rate: 16.13%	20 Hours: 1.29 Rate: 16.13%	21 Hours: 1.29 Rate: 16.13%	22 Hours: 0 Rate: 0%	23 Hours: 0 Rate: 0%	24 Hours: 0 Rate:
25 Hours: 0 Rate:	26 Hours: 0 Rate: 0%	27 Hours: 0 Rate: 0%	28 Hours: 0 Rate: 0%	29 Hours: 0 Rate: 0%	30 Hours: 0 Rate: 0%	