



Attendance Dashboard Guide

COALITION OF KAISER PERMANENTE UNIONS

Data is power, and just a keystroke away.

Access key attendance data instantly to track the progress of your region, facility, department and team on the Coalition PSP Attendance Goal. Use this job aid to log in and navigate the Attendance Dashboard.



COALITION PSP ATTENDANCE GOAL

Your presence means our patients and members get great care, anytime and anywhere, how they want it. Reducing last-minute sick calls can also reduce stress on your co-workers and curb burnout.

The attendance improvement metric, measured in days, not hours, includes all absences **except** vacation, ETO/PTO, holiday, legally protected leaves, unprotected educational leave, unprotected military leave, flexible personal days/life balance days and unprotected union leave.

To Access the Attendance Dashboard:

- 1 Log in to **HRconnect**.
- 2 From HRconnect, select **Time**.
- 3 Click **Attendance tools**.

The screenshot shows the HRconnect interface. At the top, there's a navigation bar with 'Welcome Tracy', a location dropdown set to 'California - Southern', and links for 'My Profile', 'Help Center', and 'Sign Off'. Below this is a search bar with the placeholder text 'What can we help you find today?'. The main content area has a horizontal menu with tabs: 'Benefits & Well-Being', 'Money', 'Performance', 'Career', 'Time' (which is selected and highlighted with an orange box), 'Work@KP', and 'Manager Tools'. Under the 'Time' tab, there are four columns of links. The first column is 'Timekeeping' with links for employees/managers, contingent workers, pay calendar, meal and rest periods, and an adhoc report. The second column is 'Time Off' with links for an attendance calendar planner, request time off, my time off benefits, holidays, and taking a leave of absence. The third column is 'Manage Team Time Off' with links for 'Attendance tools' (highlighted with an orange box) and 'Leave of absence'. The fourth column is 'Alternative work arrangements' with links for an alternative work schedule and working remotely. At the bottom of the 'Timekeeping' section, there's a 'Time Away for Life Events' section with links for life events (family & children) and life happens (caring for yourself, family & community).

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From the Attendance Tools page:

- Under **Tools**, select **Coalition of KP Unions (CKPU) Attendance Dashboard | FAQs**.
 - This will launch the Attendance Dashboard.

Attendance Tools

[Copy link](#)  

Tools

View all employee time off balances using My Team, or sign-up for the time-off accrual report to receive a recap of time off balances each pay week. Use TORT to track and manage time-off requests.

- [Attendance Calendar](#)
- [Attendance Tracking Calendar](#)
- [Coalition of KP Unions \(CKPU\) Attendance Dashboard | FAQs](#)
- [My Team](#)
- [Time Off Requests \(TORT\)](#)

Policies & Guidelines

Our policies and guidelines provide best practices in managing employee attendance and fostering an environment where front-line workers want to come to work and where they are supported to stay home when they are ill.

- [Attendance Program Standard](#)
- [Attendance Standard FAQ](#)
- [Tools and Tips](#)
- [Attendance Standard Intro](#)
- [HR Policies](#)

Learn More

Browse the KP Learning Catalog for courses and demos for timekeeping and absence management.

[Browse KP Learn](#)

NOTE: This page may look different depending on your region.

Find regional goals and current attendance data on the Region page.

- View regional attendance goals and the latest attendance data, based on the most recent available pay period.

The metric, **2025 Annualized Lost Days per PFTE**, tracks unscheduled absences per full-time employee. It predicts the annual attendance outcome if current usage rates continue.

Coalition of KP Unions(CKPU) Attendance Dashboard


This data is provided to assist in tracking CKPU members' attendance performance, it is not the official PSP result. For the official results, please refer to the PSP results shared by the LMP.


Region

Medical Center

Location

Location - Department

Pay Period 1 

Region (All) 

Region	2025 Goal	2025 Annualized Lost Day per PFTE (PP1 - PP4)
Northern California	20.15	23.55
Southern California	20.98	23.69
Northwest	12.29	16.69
Hawaii	6.10	5.75
Colorado	10.64	6.22
Mid-Atlantic States	11.34	14.60
Washington	11.48	13.85
KP-IT	6.59	5.47

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The main Region page shows all regions.

- 6 Click the drop-down arrow and deselect **All**. Select your **Region** to display.

Region

Medical Center

Location

Location - Department

Pay Period 1 D 4

Region (All)

- ☒ (All)
- ☒ Colorado
- ☒ Hawaii
- ☒ KP-IT
- ☒ Mid-Atlantic States
- ☒ Northern California
- ☒ Northwest
- ☒ Southern California
- ☒ Washington

Region	2025 Goals
Northern California	20.15
Southern California	20.98
Northwest	12.29
Hawaii	6.10

Northern California

- ☐ (All)
- ☐ Colorado
- ☐ Hawaii
- ☐ KP-IT
- ☐ Mid-Atlantic States
- ☒ Northern California
- ☐ Northwest
- ☐ Southern California
- ☐ Washington

- 7 Choose the “**Medical Center**” option to see an alphabetical list of facilities.

Region

Medical Center

Location

Location - Department

Pay Period 1 D 4

Region Northern California

Med Center (Multiple values)

Region	Med Center	2025 Annualized Lost Day per PFTE (PP1 - PP4)
Northern California	AACC - Sacramento	36.64
	AACC - San Jose	35.11
	AACC - Vallejo	39.03
	Antioch	30.57
	Fremont	22.32
	Fresno	19.11
	Livermore Dist. Cntr	26.36
	Manteca	21.58
	Modesto	23.41
	Oakland	27.32
	Optical Laboratory	32.07

- 8 Using the drop-down arrow, choose **Location**.

Region

Medical Center

Location

Location - Department

Pay Period 1 D 4

Region Northern California

Location 20304 - Oakland Broadway Medical Offices

Region	Location	2025 Annualized Lost Day per PFTE (PP1 - PP4)
Northern California	20304 - Oakland Broadway Medical Offices	26.95

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9 Choose **Department**.

Region

Medical Center

Location

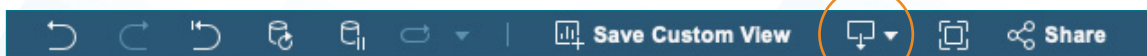
Location - Department

Pay Period 1 4
Region Northern California
Location (All)
Department (All)

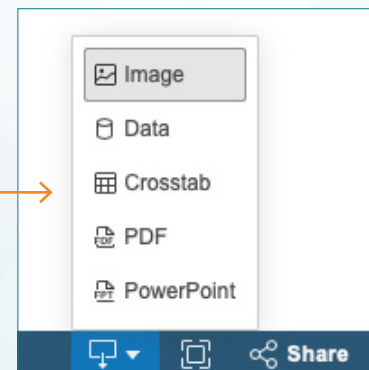
Region	Location	Department	2025 Annualized Lost Day per PFTE (PP1 - PP4)
Northern California	20001 - Oakland Reg - 2000 Broadway	9884 - RI Medical Records_Recharge	9.26
		4088 - Clinical Pharm- Specialty	17.35
		6238 - Internal Claims Service Team	15.50
		6958 - Pat. Financial Ops & Admin	2.11
		7072 - Hospital Coding Operations	12.34
	20002 - Oakland Reg - 1800 Harrison	9085 - NCA Ongoing Operating Exp	37.17
		3803 - Palliative Care - Admin	0.32
		4935 - Clinical Informatics	9.73
		5180 - Health Ed Admin	30.65
		5453 - KPAI Radlog Empl Svs	13.22
20003 - Oakland Reg - 1950 Franklin	5473 - Rgnl Mg Admn-Outside Med Svcs	10.96	
	5529 - Rgnl MG-Accounts Payable	9.24	
	5557 - Rgnl MG-End of Life Care	9.33	
	5592 - Rgnl Hosp-Home Health/Hospice	2.41	
	6239 - Rgnl Pres-Amb Nrsng Adm&Strtgy	13.00	
20006 - Oakland Reg - 2101 Webster	6664 - Rgnl HR-Float Pool	35.78	
	6822 - SNF Placement _Case Mgmt Adm	3.94	
	9130 - Accounts Payable	24.45	
	20052 - Berkeley Regional Lab - 1701	0740 - Pathology-General	2.40
		0748 - Pathology/Lab-Bacteriology	14.39
0764 - Pathology/Lab-Cytology		20.14	
0768 - Pathology/Lab-Flow Cytometry		13.41	



PRO TIP: Download and share attendance data. It's easy!



- » Scroll to the bottom of the page where you will find a **toolbar**.
- » Locate the “**download**” icon in the toolbar.
- » **Click** the download icon.
- » Select your **preferred format**.
- » **Save the file** to your computer.



RESOURCES

Remember, progress takes time. Every small step toward improving attendance brings us closer to our goal and makes a positive impact. Use these resources to help your team tackle attendance challenges.

- » Educate your team about LMP attendance programs — like life balance days, unused sick day payouts and FMLA. Explore more with the [Attendance Toolkit](#).
- » Find out how your team can meet all Coalition PSP goals in this [how-to guide](#).



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