



# 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.

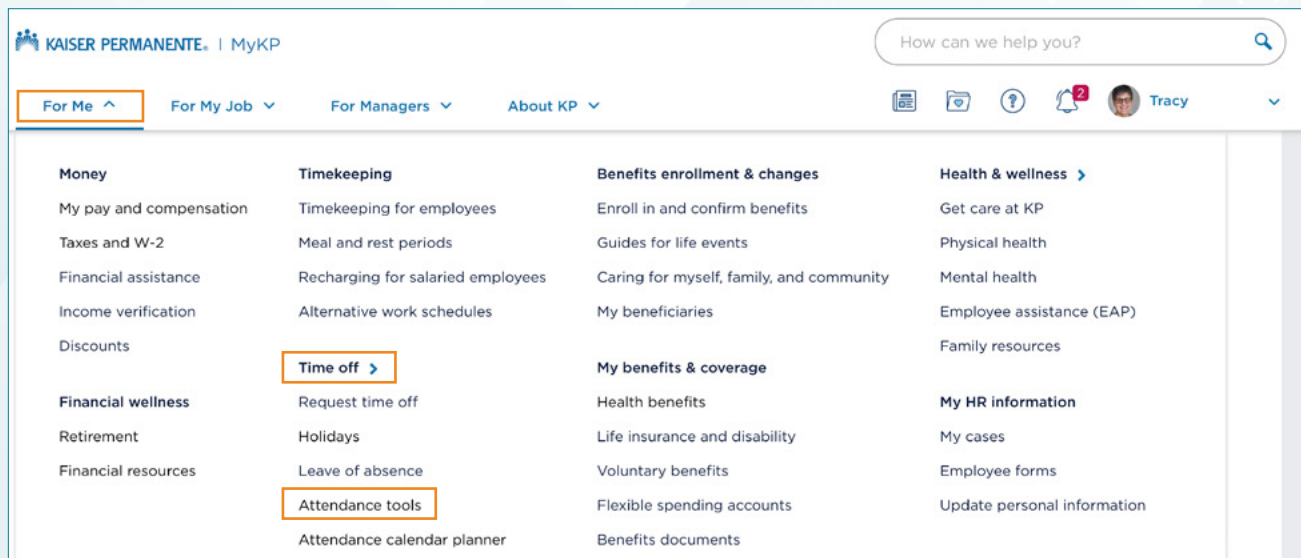
### To Access the Attendance Dashboard:

- 1 Log in to **MyKP** [KP intranet].
- 2 From MyKP, select **For Me** tab.
- 3 Under **Time off**, select **Attendance tools**.



#### QUICK TIP:

If you're on the KP network, open the [attendance dashboard](#)



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COALITION OF KAISER PERMANENTE UNIONS

## From the Attendance Tools page:

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

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

# Attendance tools

Is this page helpful? [Yes](#) [No](#)

**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 the tracking calendar to document employee absences.

[Attendance Tracking Calendar](#)

[Coalition of KP Unions \(CKPU\)](#)

[Attendance Dashboard | FAQs](#)

[My Team](#)

**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.

[HR Policies](#)

## 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, **2026 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 4

Region: (All)

Region	2026 Goal	2026 Annualized Lost Day per PFTE (PP1 - PP4)
Northern California	19.75	22.21
Southern California	20.57	28.26
Northwest	12.05	15.11
Hawaii	5.98	14.96
Colorado	10.43	5.32
Mid-Atlantic	11.12	14.61
Washington	11.25	10.48

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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: (All) [v] (All) [x] Colorado [x] Hawaii [x] KP-IT [x] Mid-Atlantic [x] Northern California [x] Northwest [x]

Region	2026 Goal
Northern California	19.75
Southern California	20.57

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

Region: Northern California [v] Med Center: (Multiple values) [v]

Region	Med Center	2026 Annualized Lost Day per PFTE (PP1 - PP4)
Northern California	AACC - Sacramento	48.50
Northern California	AACC - San Jose	41.74
Northern California	AACC - Vallejo	50.43
Northern California	Antioch	30.57
Northern California	Fremont	18.96
Northern California	Fresno	18.77
Northern California	Livermore Dist. Cntr	23.29
Northern California	Manteca	23.46
Northern California	Modesto	23.64
Northern California	Oakland	21.48

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

Region: Northern California [v] Location: 20335 - Oakland Specialty MOB [v]

Region	Location	2026 Annualized Lost Days per PFTE
Northern California	20335 - Oakland Specialty MOB	17.88

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## 9 Choose Department.

Region Medical Center Location Location - Department

Pay Period 1 4

Region Northern California

Location (All)

Department (All)

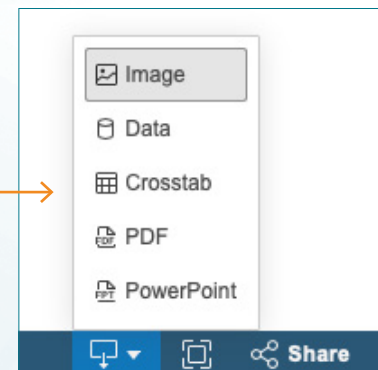
Region	Location	Department	2026 Annualized Lost Day per PFTE (PP1 - PP4)	
Northern California	20000 - NCAL Region	1883 - Ophthalmology-Eye Care Monitor	4.14	
		3803 - Palliative Care - Admin	13.59	
		4969 - Med Ofc Adm-CV Scheduling	6.20	
		5557 - Rgnl MG-End of Life Care	49.59	
		6967 - Central Eligibility Unit	13.45	
		20001 - Oakland Reg - 2000 Broadway	9884 - RI Medical Records_Recharge	1.10
		20002 - Oakland Reg - 1800 Harrison	4088 - Clinical Pharm- Specialty	9.91
			6238 - Internal Claims Service Team	19.66
			6664 - Rgnl HR Float Pool	57.58
			6949 - Ptnl Acct-Collections/Cust Svc	48.48
6964 - Rev Cycle Administration	13.73			
7072 - Hospital Coding Operations	4.59			
20003 - Oakland Reg - 1950 Franklin	9085 - NCA Ongoing Operating Exp	13.66		
	4843 - Medical Secretary	29.23		
	4935 - Clinical Informatics	11.06		
	4945 - Medical Office	0.25		
	5180 - Health Ed Admin	13.24		



## 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](#).
  - » Questions about timekeeping or coding? Visit [MyKP](#) [KP intranet] or contact the National HR Service Center (HRSC) at 877-457-4772.

