

Common Lost Time Metric (CLTM)

Frequently Asked Questions

(FAQ's)

Reports:

1. What is the Common Lost Time Metric (CLTM)?

The Common Lost Time Metric (CLTM) was created as a result of the 2005 National Agreement as a means to report attendance data consistently across all regions. CLTM includes ALL "lost" time across the Organization.

2. Who was/is involved in the creation of CLTM?

Due to each region's unique timekeeping practices, regional leaders, timekeeping and attendance subject matter experts participated in the creation. Also, they are consulted annually to ensure earning codes and their corresponding pay types are mapped to the appropriate attendance category.

3. What is each attendance categories comprised of?

The CLTM is comprised of seven categories or buckets of lost time. These buckets include:

- FMLA Sick
- FMLA Vacation
- Workers Compensation
- Sick/ Short Term Disability/Leave of Absence
- Vacation/PTO
- Other Leaves
- Education and Admin

Each bucket is comprised of specific earnings codes and their corresponding pay codes.

4. How were the buckets of time for CLTM determined?

The CLTM attendance categories were determined by Regional Timekeepers during the inception of the project; which was representative of all regions. All earnings codes were assigned an attendance category.

5. Where does the data come from?

The data is derived from KP TIME the payroll application for Kaiser Permanente and EPM for MyHR employee data.

Common Lost Time Metric (CLTM) Frequently Asked Questions (FAQ's)

6. What is the difference between the three report layouts?

The Common Lost Time Metrics has three different report layouts. The YTD trendline displays data **by pay period** for the selected year. The pay period bar chart displays data for the **one pay period** selected. Using this layout, an example report would display pay period 1 data for the year 2012. The YTD bar chart displays data **through the selected pay period** for the year selected. For example, a user can select pay period 15 within this layout and the system will produce a report which aggregates data for pay period 1 through 15. This layout can also be used to create quarterly reports.

7. What does an annualized lost day per PFTE mean?

Annualized lost days are a projected value based on the current rate of usage. Annualized lost days project a value based on the assumption that a region/location/union will continue to perform at the same rate for the remainder of the year. PFTE stands for productive full-time equivalent.

8. Where is Hawaii's entity code?

The Entity prompt is derived from a company code table. Hawaii's data rolls up into KFH and KHP. If a user is interested in only seeing Hawaii, they can select *Hawaii* in the Region prompt box.

9. Is the CLTM used for my regional PSP, pay-out incentive?

Each region is different and may use their own regional data for pay-out incentive. Please consult with your regional HR representative to confirm how your region is paid-out.

10. Who do I contact for assistance or questions on the data or reports?

Questions on CLTM reports and data can be directed to NAT-CLTM@kp.org.

Common Lost Time Metric (CLTM) Frequently Asked Questions (FAQ's)

Cognos Reporting Interface:

1. I am clicking the excel button to export the report, but it isn't working. Why?

In order to export a report in Excel format, follow these steps:

- a. Press and hold down the control button
- b. While holding the control button, select the excel icon
- c. Continue to hold down control and an Excel pop up screen will displays
- d. Select *open* and the excel document will open

2. How often is the data refreshed?

The CLTM data is refreshed every pay period, after all regions data for that pay period is available.

3. Why is there a question mark in the prompt field?

Question marks open up to display a glossary document that can be used to define the prompts within the system.

4. Why are there blank spaces in some of the fields?

Blank spaces may display in the data grid when a specific region does not utilize the respective category, earning code or pay code.

5. How do I print the graphs and/or charts?

Charts and graphs can be printed by *right* clicking the desired chart and selecting *print*.

6. Who can see the CLTM and where is it found?

Anyone with a valid MyHR single sign on ID and password can access the CLTM. The CLTM linked can be located through the *MyHR portal*, by selected the *Workspace tab* and navigating to *Manage Time and Attendance*.

7. Who do I contact for assistance or questions on the CLTM system?

Questions on the CLTM system can be directed to NAT-CLTM@kp.org.