

# Viewing Team Info: Step 1 Login to My HR

# Step 2 Access UBT Tracker

- Go to the **My HR** Link
1. Click Sign-On
  2. Enter NUID and Password
  3. Verify Login to My HR
  4. Click **Workspace** Tab
  5. Click **Team Tools** Link
  6. Verify UBT Tracker is displayed

**Note:** UBT Tracker is designed for **Internet Explorer 6 (IE 6)**

If you are using **IE 7**, upgrade to **IE 8** and run in **Compatibility Mode**

## Click **My Teams** to view your Team(s):

**Roles are:**  
Sponsor, Consultant, Proxy, Co-Lead, Representative, or Member

ID	Name of UBT	Team Rating	GL String	Entity	Area	Location	Cost Center	Shift	View Details
1552	Allergy	1	06-014-5800	06	Greater Southern Alameda	HAYWARD	5800-Allergy	All	- Select -
1806	Dermatology	1	06-014-5830	06	Greater Southern Alameda	HAYWARD	5830-Dermatology	All	- Select -
1851	UAT-EdineProxy-EdMem-KarenColead	1	04-016-5234	04	Greater Southern Alameda	EMERYVILLE	5331-Admitting	All	- Select -
1883	Patient Care Services	1	06-014-5800	06	Greater Southern Alameda	HAYWARD	5203-Adult Services Mgmt	Day	- Select -
2503	KP Intranet	1	06-014-5800	06	Greater Southern Alameda	HAYWARD	5670-Pedi-A	Night	- Select -

## Add a Team to My Teams page

**Note:** If you have a Role in the team there will be no button.

ID	Name of UBT	Service Type	Using Huddles	Date Team Estab.
1552	Allergy	----	N	1-6-2009

## Pop-Up Reports: Team Summary & Team Details

**Team Summary Report** shows:

- Team information including Rating,
- Names of the members in privileged roles like Sponsor and Co-Lead.
- Project overview like the Focus Area, Metric and date the project was last updated

**Team Details Report** shows:

- Information on each performance improvement project
- Includes the project results and learning's.

**Pop-Up Report limits:**

- Select a UBT - up to 200 teams
- Search Projects - up to 250 Projects

**Note:** Data is updated nightly. Changes will not be included in these reports until the next business day.

**Printing:** Each Team starts on a new page  
**To SAVE:** Print to MS Office Doc. Image Writer or Adobe PDF

## Find a Team — ( Click *Select a UBT* on the left )

Home KP & Me Workspace About HR PF\_MenuTesting [Bookmark this page](#)

Manager Tools  
HR Pro Tools  
Team Tools  
UBT Tracker  
Select a UBT  
My Teams  
Search Projects  
Feedback

List Unit Based Teams

**Filter Results**

Region: Northern California

Area: All **1**

Location: All **3**

Entity: All **2**

Center: All

Cost Center (Ctrl-Click to select multiple):  
All  
5000 - Area Administration  
5001 - Patient Care Svcs  
5002 - Continuum Of Care  
5003 - Support Services  
5005 - Hr Business Partner  
5007 - Bus Strategy/Finance

**Note:**  
Selecting an Area will find the Centers in that Area and populate the Center dropdown.  
Selecting a Center will auto-populate the Location dropdown.

Filter by UBT Name:

**4** Search Refine Search

ID	Name of UBT	Team Rating	GL String	Entity	Area	Location	Cost Center	Shift	View Details

**How to Clear Search choices**

Search [Refine Search](#)

**Click Refine Search**  
Set or Verify :

- Area = All
- Entity = All
- Cost Center = All
- UBT Name Field is cleared

**On Find Projects:**

- Set Focus Area = All
- Add Checkmarks for Results & Ratings

## Find Projects — ( Click *Search Projects* on the left )

Home KP & Me Workspace About HR PF\_MenuTesting [Bookmark this page](#)

Manager Tools  
HR Pro Tools  
Team Tools  
UBT Tracker  
Select a UBT  
My Teams  
Search Projects  
Feedback

Search Projects

**Search Performance Improvement Projects**

Region: Northern California

Area: All **1**

Location: All

Entity: All

Center: All

Cost Center (Ctrl-Click to select multiple):  
All  
5000 - Area Administration  
5001 - Patient Care Svcs  
5002 - Continuum Of Care  
5003 - Support Services  
5005 - Hr Business Partner  
5007 - Bus Strategy/Finance

Value compass: All

Focus Area: All

Metric: All

**Results**

Results not Available  
 Target Not Achieved--No Measurable Progress  
 Target Not Achieved--Some Progress toward Target  
 Target Met  
 Target Sustained for =>6 Mos

**Test Of Change Rating**

0 Unrated  
 1 Abandon  
 2 Adapt  
 3 Adopt

**4** Search Refine Search

**Useful to locate other teams working on the same metric**

Use the dropdowns, cost center box, Results or Test of Change Rating to set the search criteria.

- Search based on geographic location, entity or cost center
- Search by type of Project
- Search based on successful Results
- Click Search button
- Click on the Project Name to view the teams project page and project details

Selecting a Focus Area will auto-populate the metrics.

Click column header to sort

ID	UBT Name	Team Rating	Center Name	Location Name	Name of Project	Focus Area	Metric	Results
1	Unit Assistants and Department Secretaries	Unit Based Team	Roseville	ROSEVILLE	Workplace Safety <b>5</b>	Employee Well-Being (including Workplace Safety)	Improve Workplace Safety (reduce # accepted claims)	J1 Results not Available
		Unit Based Team	Roseville	ROSEVILLE	Teamwork/Good Communication	Cost Management (including Attendance)	Improve Attendance (reduce Annualized Sick Days/PFTE)	J1 Results not Available

## Viewing Project Information: Project Details, Tests of Change & Test of Change Data

### Navigate to the Project page:

- From *Search Projects*  
Click the Name of the Project
- From *Select a UBT*  
Click the Name of the UBT

- Find the project in the List
- Select the Project
- View Project details
- Click Test of Change Details tab
  - view all Test of Change for this Project
  - Select a Test of Change
- Click Test Data tab to view all the data for this Test of Change

- Reports on all the projects for this team
- Report and Test Data Chart on a single project

Performance Improvement Projects

**Performance Improvement Projects and Tests Of Change**

ABOUT THIS UBT  
[Members](#) [History](#) [Add To My Teams](#)

ID	Name of UBT	Service Type	Using Huddles	Date Team Established	Team Rating
921	Women's Health PLS	Outpatient	N	11-14-2008	4 - Unit Based Team

Performance Improvement Projects

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Status	Last Updated	Start Date	Name Of Project	Focus Area	Performance Metric
Active	6-29-2010	6-29-2010	Improve access	Cost Management (including Attendance)	Other
Active	6-29-2010	6-29-2009	Attendance	Employee Well-Being (including Workplace Safety)	Maintain Healthy Workforce

Project Details Test Of Change Details Test Data

**1** List of Projects

**2** Selected Project Details

**3** Performance Improvement Projects

**4** Attendance

**5** Employee Well-Being (including Workplace Safety)

**A** Team Reports & Exports  
Team Summary  
Team Details  
Export PIP History (CSV)  
Export PIP Details (CSV)  
Export Test of Change (CSV)

**B** Project Reports & Exports  
Print Project Record  
Test Data Charts  
Export Test Data (CSV)

Performance Improvement Projects	Attendance	Value Compass	Best Place to Work