Style Guide

Kaiser Permanente’s
My HR
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Typography
Typography: Font Family

For consistency within My HR, we use only one font family, with two weights.

- Two variations: Gotham 4r (regular), Gotham 7r (bold)
- Headings are always Dark Gray, #706259
- Body Text is always #555555
- If on a dark background, default color is white, #FFFFFF and preferably bold (7r) for legibility

Gotham 7r - 28px
Gotham 7r - 24px
Gotham 7r - 20px
Gotham 7r - 18px
Gotham 7r - 15px
Gotham 7r - 14px
Gotham 7r - 13px
GOTHAM 7R - CAPS TREATMENT

Gotham 4r - 28px
Gotham 4r - 24px
Gotham 4r - 20px
Gotham 4r - 18px
Gotham 4r - 15px
Gotham 4r - 14px
Gotham 4r - 13px
GOTHAM 4R - CAPS TREATMENT
Typography: Sample Placements

Below are some of the common typographical treatments in context. On the following pages, look for the corresponding numbers to see details.

1. Page Heading
2. Page Subheading
3. Subheading
4. Body Test
5. Aside Heading
6. Aside Subheading
Typography: Headings

For consistency within My HR, we use only one font, with two weights.

- Two fonts: Gotham 4r (regular), Gotham 7r (bold)
- Headings are always Dark Gray (#706259)
- Body Text is always #555555
- Links can vary in appearance, but if they are text, they should be Mid Blue, with a hover state of Dark Blue
Typography: Body Text and Asides

- Sizes varies slightly for some text elements between mobile and desktop
- Body Text is always #555555
- Links can vary in appearance, but if they are text, they should be Mid Blue, with a hover state of Dark Blue


<table>
<thead>
<tr>
<th></th>
<th>font</th>
<th>color</th>
<th>size</th>
</tr>
</thead>
<tbody>
<tr>
<td>desktop</td>
<td>Gotham 4r</td>
<td>#555555</td>
<td>15px</td>
</tr>
<tr>
<td>mobile</td>
<td>***</td>
<td>***</td>
<td>13px</td>
</tr>
</tbody>
</table>

5. Aside Heading

<table>
<thead>
<tr>
<th></th>
<th>font</th>
<th>color</th>
<th>size</th>
</tr>
</thead>
<tbody>
<tr>
<td>desktop</td>
<td>Gotham 7r</td>
<td>#706259</td>
<td>18px</td>
</tr>
<tr>
<td>mobile</td>
<td>***</td>
<td>***</td>
<td>***</td>
</tr>
</tbody>
</table>

Aside Subheading

<table>
<thead>
<tr>
<th></th>
<th>font</th>
<th>color</th>
<th>size</th>
</tr>
</thead>
<tbody>
<tr>
<td>desktop</td>
<td>Gotham 7r</td>
<td>N/A</td>
<td>13px</td>
</tr>
<tr>
<td>mobile</td>
<td>***</td>
<td>***</td>
<td>***</td>
</tr>
</tbody>
</table>

6. Aside Body Content

<table>
<thead>
<tr>
<th></th>
<th>font</th>
<th>color</th>
<th>size</th>
</tr>
</thead>
<tbody>
<tr>
<td>desktop</td>
<td>Gotham 4r</td>
<td>#555555</td>
<td>13px</td>
</tr>
<tr>
<td>mobile</td>
<td>***</td>
<td>***</td>
<td>***</td>
</tr>
</tbody>
</table>
Colors
Colors

My HR uses the Kaiser Permanente brand colors whenever possible. In our efforts to make the site accessible to everyone, we adhere to ADA guidelines for contrast. See usage key to the right.

DEEP COLORS
- deep blue #003B71
- deep violet #472F91
- deep rose #BB1654
- deep orange #E5661F
- deep teal #00625C
- deep green #4A7628
- deep gray #706259

MID COLORS
- mid blue #006BA6
- mid violet #5F6DB3
- mid rose #F05674
- mid orange #FF9E16
- mid teal #00A19B
- mid green #5FA621
- mid gray #A7C94

LIGHT COLORS
- light blue #90CEF1
- light violet #97ADDA
- light rose #FFA4B4
- light orange #FFD200
- light teal #55DBD6
- light green #AADE33
- light gray #D8D1CA

Can be used as a background for white, 14px+ bold text or as text over a white background
Can be used as a background for dark, 14px+ bold text
Components
Grid Patterns and Dividing Lines

We adhere to a 12-column layout for our pages, nested inside a 1024px body

- For legibility, blocks of text should not span more than 8 columns.
- Aside (sidebar) content goes on the rightmost 4 columns if present.

Note: While we try to separate sections with whitespace, occasionally we need to use a dividing line to maintain clarity. If this be the case, the line should be 2px wide and gray (#DDDDDD).
Buttons

My HR uses two types of buttons for two different purposes: doing things and submitting things. Sizes can vary depending on context, but noted are the most common sizes.

• For ADA compliance, the button label font must be at least 14px, bold, and #FFFFFF.
• Default buttons are 32px in height to match the default height of Bootstrap form fields.
• On hover, the buttons become the darker version of the color they were before.
• Large buttons are designed to fit across 4-column sections of the layout.
• On Mobile, the buttons expand to 100% of their container (assuming padding on the container).

**PRIMARY (ACTION) BUTTONS:**
Click them to go somewhere or start a task.

DEFAULT: COLOR: #006BA6

Download 2014 Results

LG DEFAULT: COLOR: #006BA6

View Account / Get Reimbursed

LG DISABLED: COLOR: #A69B93

View Account / Get Reimbursed

HOVER: COLOR: #003B71

Download 2014 Results

LG HOVER: COLOR: #003B71

View Account / Get Reimbursed

14px Gotham 7r - #FFFFFF

**SECONDARY (INPUT) BUTTONS:**
Click them to submit a form field or search query.

DEFAULT: #00A19B

Search

HOVER: #00625C

Search

DISABLED: #A69B93

Search

140px
My HR uses two types of buttons for two different purposes: doing things and submitting things. Sizes can vary depending on context, but noted are the most common sizes.

- On Mobile, the buttons expand to 100% of their container (assuming padding on the container).

**MOBILE:**
On mobile, buttons stay the same, except that they expand to the width of their container.
For the most part, My HR uses links to navigate from page to page. Exceptions are made for actions such as marking a page as “Helpful” or causing a list to expand.

- Unless otherwise specified, links are indicated to the user with our Mid Blue color, #006BA6. On hover, they become Dark Blue, #003B71.
- If a link will open a .pdf or some other sort of non-web page document, we warn the user with a Dark Blue document icon.
- Links that open expandable lists keep their default text color.

### NORMAL (DEFAULT) LINKS:
#00BA6 default, #003B71 and underline on hover

#### Link → Hovered Link

### SPECIAL LINKS:
Used to indicate special link behavior

#### LINK TO DOCUMENT: Opens .pdf, .doc, etc.

#### EXANDABLE LIST LINK: Toggles dropdown

#### ACTION LINK: Allows user to take an action, like writing

#### FOOTER LINK: Allows user to navigate quickly to important parts of the site.

**Footer Link | Footer Link** Dark Gray (#555555) Gotham 4r with no hover state, 14px, 1px separator
For special content in My HR, colors can help indicate its meaning or purpose, and these colors can take the form of a background or be the color of the text itself.

- These colors make use of Bootstrap’s “Helper Classes”
- Use cases include form-validation feedback and expandable help or info boxes

**TEXT-DANGER: COLOR: #BB1654**

Etiam porta sem malesuada magna mollis euismod.

**TEXT-SUCCESS: COLOR: #4A7628**

Duis mollis, est non commodo luctus, nisi erat porttitor ligula.

**TEXT-MUTED: COLOR: #777777**

Fusce dapibus, tellus ac cursus commodo, tortor mauris nibh.

**BG-INFO: COLOR: #C7E6F7**

Maecenas sed diam eget risus varius blandit sit amet non magna.

**BG-WARNING: COLOR: #FFD1D9**

Donec ullamcorper nulla non metus auctor fringilla.

**BG-SUCCESS: COLOR: #D4EE98**

Duis mollis, est non commodo luctus, nisi erat porttitor ligula.
Forms: Comment Fields

My HR uses Bootstrap forms for its Comments and Discussion components.

- Uses Bootstrap “form-control” class
- Descriptive placeholder text
- Links that open expandable lists keep their default text color.
- Keep fields expandable to prevent users from having to scroll when writing longer comments.
- Reply field should be indented.
- Reply field expands to three rows on click.
- Reply field Submit button less wide.

REPORT FIELD:
Used to gather input from users and facilitate discussion.

COMMENT FIELD:
- Gotham 4r - 13px
- Default Bootstrap Active State
- rows = “2”
- Fine print: Gotham 4r - 9px
- Secondary Button
- Expandable field
- Rows = “1”
- Time stamp: Gotham 4r - 11px
- Expands to 3 rows on click

REPLY FIELD:
- Indented, shorter field for replies, expands to three rows on click.
- Expands to 3 rows on click
- Indent: 30px
- Time stamp: Gotham 4r - 11px
My HR uses fields for Comments and Search. These are based largely on default Bootstrap styles.

- Uses “form-control” Bootstrap class
- Search bars not expandable
- Placeholder text should guide users in what to search for
- Icon persists even when user is typing in field.
- Height is auto-determined by Bootstrap by specifying number of rows (in this case, one row)
- Width is meant to fit in an eight-column container. Can vary if in a different container.
My HR uses fields for Comments and Search. These are based largely on default Bootstrap styles.

- For the Global search bar that appears in the header, we wanted a slightly different style.
- For this field, we utilize Bootstrap’s “input group” class, which allows for a button to be added at the end of the field.
- Will have to override defaults to achieve square corners.
Breadcrumbs

Breadcrumbs are an essential part of the navigation for complex portals like My HR.

- The breadcrumbs begin with the megamenu category the user is currently in. Because there is no category “home page,” these are unlinked.
- The rest of the crumbs are linked, including the current location.
- On hover, links behave like other links.
- Page reloads on click.

Global Action Icons

These icons are present on every page and enable printing, liking, sharing, and looking for help.

- Number next to thumbs-up increases with clicks on the “Helpful” part
- “Helpful” section behaves like a link (as on Facebook)
Tables in My HR are useful in displaying more “structured” information (schedules, etc.)

- Uses “table-striped” Bootstrap class
- Table Headings are in Gotham 7r, Table Body is in Gotham 4r, both at 15px
- Font reduces to 13px on mobile
- Embed in “table-responsive” Bootstrap class (scrollable on mobile, makes use of “overflow-y”)
- Default padding
- Expands to full width of container

<table>
<thead>
<tr>
<th>Rank</th>
<th>Country</th>
<th>GDP/Per Capita ($)</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Luxembourg</td>
<td>91,388</td>
<td>IMF</td>
</tr>
<tr>
<td>2</td>
<td>Macau</td>
<td>87,765</td>
<td>World Bank</td>
</tr>
<tr>
<td>3</td>
<td>Qatar</td>
<td>83,460</td>
<td>CIA</td>
</tr>
</tbody>
</table>
Lists in My HR come in simple and complex forms.

- Simple lists are usually styled with no bullets or numbers. Space between items and alignment is used to indicate a list.
- Complex lists contain expandable menus and a clear heirarchy.

**SIMPLE LIST:**
No list style, use white space for clear division between items

- Attend a Screening Event for “In Our Boots — The Veterans’ Journey”
  December 05, 2014

- New Retirement Savings Plan Contribution Limits for 2015
  December 03, 2014

- December 1 to 9: Mystify the Masters!
  November 24, 2014

- Q&A: The Commuter Spending Account Moves to WageWorks
  November 24, 2014

**COMPLEX LIST:**
Expandable lists, icons to indicate non-web resources, share icons at right

- Employment
  - At Will Employment NATL.HR.37
  - Authorized States for KP Employment Natl 17 Employment Screening
  - Employment Screening NATL.HR.11
    - Equal Employment Opportunity (EEO) is the Law Poster
    - Poster Supplement
    - Equal Employment Opportunity and Affirmative Action
    - Immigration Visa Sponsorship Guidelines
  - Privacy, Security, & Protection of Assets
  - Workplace, Behavior, Performance, & Training
  - Pay, Benefits, and Expenses

For multiple-line items like these, double their own line spacing for margin between them.

Share icons at right edge of parent container
Asides (Sidebars)

Asides are sections of a page that contain related or otherwise relevant content or actions. These usually take the form of right sidebars in My HR.

- 4 Bootstrap md columns wide
- Usually separated by a line
- Nature of content can vary -- can include text, links, videos, images, etc.
- On Mobile,Aside sinks below main content.

4-col Aside

(Aside Heading not necessary if nature of content is obvious.)
Modals

Used sparingly in My HR, modals are styled simply as smaller pages.

- Minimum width: 600px
- Can expand to fit larger content.
- 2px gray (#DDDDDD) bottom border after heading
- 1px gray (#DDDDDD) top border on footer (if footer is present)
- Default Bootstrap drop shadow to indicate overlay.
Flyouts

Flyouts are used when needed for Help content in My HR.

- To mimic button behavior, tabs are darker when active, turning from mid-green background to dark green background.
- Windows themselves should have a minimum height of 350px, but can expand to fit content.
- Tabs can also expand to fit longer titles, but titles should be kept minimal.
- Left edge of flyouts should have a 5px stripe of active state’s color to provide a “tab” effect.
- Flyout window has a 1px gray (#DDDDDD) border to separate from rest of page content.
- Slight drop shadow on tabs and windows to indicate overlay. (box-shadow: 1px 1px 2px #888888;)
- Interior treatments (typography, etc.) should reflect other styles on My HR.
- No “close icon”-- tabs should toggle on click of the tab.

**OPEN STATES**
Active tab darker to follow button convention, stripe of dark on side of window

**CLOSED STATE**
Both tabs green, or inactive. Stripe not visible.

Min-width: 94px

1px border, gray (#DDDDDD)

45px

5px solid #004A00

10px margin between tabs

Small drop shadow: box-shadow: 1px 1px 2px #888888;
Images: In-text

Images in My HR follow Kaiser Permanente corporate guidelines. There is a selection of images in the KP brand library: http://brand-center.kp.org. Any images outside of the library need to be approved.

- Images should be sized to fit the page grid in a way that does not squeeze the text into narrow columns. The best way of doing this is to select either an image that is the full width or half width of its grid section. 310px and 645px are recommended widths.
- Images should have at least 20px of white space on all sides.
- On mobile, images should be 100% of their container. This can be accomplished by applying an “img-responsive” class native to Bootstrap.
Images: As Section Heads

- Images can also be used as an illustrative “header” for a section
- In this use case, the width of the image should be 100% of its section.
Icons
Some icons in My HR are used as mnemonic devices or “roadsigns” that indicate content ahead or mark it within context. Most of these are custom-made for KP.

- Icons should be sized relative to surrounding content, but should be taller than any accompanying text and vertically center-aligned.
- Icons should be reflective of indicated content.
Icons: Roadsigns

Here is a library of sample Roadsign icons. Background colors can vary. If necessary, more can be custom-made in this style.

- Please note the use of KP brand colors as background (see Colors section).
- Icons always have a white foreground.

**ACTIONS**
Indicates an action to be taken

**INFORMATION**
Points to information resources

**BENEFITS:**
Has to do with employee benefits

**PEOPLE:**
Indicates people or groups of people
Below are some examples of action icons in context. On the following page, look for the corresponding numbers to see the icon's name. Also, find instructions on how to use them in code.
**Icons: Actions**

For clickable icons and icons that are attached to links, My HR uses the Glyphicon library that comes with Bootstrap.

- Colors and behaviors of the icons vary with their context.
- Icon should reflect its purpose as effectively as possible.
- Full directions for use are here: http://getbootstrap.com/components/#glyphicons-how-to-use

Basic example:

```html
<span class="glyphicon glyphicon-search" aria-hidden="true"></span>
```

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 🕵️‍♂️🔍</td>
<td>-search: indicates search action</td>
</tr>
<tr>
<td>2 🤖💬</td>
<td>-comment: indicates discussion content</td>
</tr>
<tr>
<td>3 🔗━━</td>
<td>-share-alt: starts sharing process</td>
</tr>
<tr>
<td>4 👍</td>
<td>-thumbs-up: endorses content</td>
</tr>
<tr>
<td>5 ▼△</td>
<td>-triangle-bottom: indicates expanded list</td>
</tr>
<tr>
<td>6 △rights</td>
<td>-triangle-right: indicates expandable list</td>
</tr>
<tr>
<td>7 🧑‍🎓</td>
<td>-education: indicates training content</td>
</tr>
<tr>
<td>8 ✎📅</td>
<td>-calendar: indicates calendar content</td>
</tr>
<tr>
<td>9 ✔</td>
<td>-ok: indicates Quick Links</td>
</tr>
<tr>
<td>10 🫖❓</td>
<td>-question-sign: indicates help content</td>
</tr>
<tr>
<td>11 📖printer</td>
<td>-print: starts printing action</td>
</tr>
<tr>
<td>12 📝file</td>
<td>-file: warns users that link is to a non-web resource</td>
</tr>
<tr>
<td></td>
<td>-remove: closes windows</td>
</tr>
<tr>
<td></td>
<td>-edit: starts writing action</td>
</tr>
<tr>
<td></td>
<td>-bullhorn: indicates warning or “alert” content</td>
</tr>
</tbody>
</table>