

CalAnswers is a powerful tool for analysing faculty data

[Getting Started with Cal Answers](#)

[Request access](#) to Workforce Detail dashboards

[Request access](#) to Payroll dashboard

Learning

[Basic Navigation](#) is a self-study course that covers running and customizing reports in the dashboards.

[Workforce Detail Dashboard](#) is a job aid that shows you how to use the six reports in the Workforce Detail dashboard.

Teaching Activity:

[Teaching Activity in Your Unit Job Aid](#)

[Teaching Activity Wiki Site](#)

- [Teaching Activity by Instructor Type](#): Shows who is teaching in the dept (GSIs, Regular Faculty, Other Faculty, etc.). Displays how teaching is distributed across instructor types
- [Course List by Instructor Report](#) to see an individual's course teaching history
- [Instructor List by Course Report](#): to see all the instructors for a single course

FYI

Drill-Across

Click on a linked column heading to expand that column for more details.

Crs Rpt College Schl Shrt Nm	Crs Academic Division Short Nm	Crs Academic Dept Short Nm	Level1 Job Census Hier Desc
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- Course: Crs Academic Dept Short Nm expands into Course Subject Short Nm and Course Number.
- Job Description: Level1 Job Census Hier Desc expands into Level2 Job Census Hier Desc, Level3 Job Census Hier Desc, and Employee Job Desc.

[Employees in Your Unit Job Aid](#)

Campus Workforce Planning: HR Census

Payroll: Absence Management Summary

These are the subject areas, dashboards, and reports that you'll need to extract the data so you can provide actionable reporting to the units you support.

AP Tools Dashboard

In addition to the dashboards and reports listed above, all AP professionals can access the AP Tools dashboard from [this link](#).

This dashboard stitches together data from the Workforce Detail and Payroll subject areas. With the Compensation Report, you can pull compensation data about academic employees by Employee Class, e.g. 9 - Academic: Faculty, 10 - Academic: Non Faculty, etc.

Note: you must have access to the Workforce Detail and Payroll subject areas to access the data in this dashboard.

[Hours Towards Eligibility](#)

This can help with determining hours towards Unit 18 benefit eligibility. It currently is preset to show 700 and 800 hours, but it's useful for tracking in CalAnswers vs. in Cognos.

The screenshot shows the 'Hours Towards Eligibility' dashboard. At the top, there is a navigation bar with links: Home, Recent, Catalog, Favorites, Dashboards, New, Open, and Signed In As. Below this, there are tabs: Overview, Career Status Eligibility, and Full Benefits Eligibility (which is currently selected). The main content area is divided into two columns. The left column contains a dropdown menu for 'Parent Org Node Code' (currently set to '-') and a list of checkboxes for 'Parent Org Node Code - Desc' with options: 500 Hours Full Benefits Eligibility, 600 Hours Full Benefits Eligibility, 700 Hours Full Benefits Eligibility, 800 Hours Full Benefits Eligibility, 900 Hours Full Benefits Eligibility, Has Full Benefits, and At Least 0.5 Total FTE. The right column contains dropdown menus for 'Employee ID', 'Job Code - Desc', 'Employee Class - Desc', and 'Union Code - Desc', all currently set to '--Select Value--'. Below these are two checked checkboxes: 'Exclude employees with zero or no HBE Adjusted Hours' and 'Exclude employees with full benefits who didn't recently attain them within 90 days'. At the bottom right, there are 'Apply' and 'Reset' buttons.

Subject Area	Dashboard and Report(s)
<p>Workforce Detail</p> <p>Request access</p>	<p>Workforce Detail</p> <ul style="list-style-type: none"> ● Job Data to get information about the employees in your unit, e.g. job title, email address, end date, etc. See Employees in Your Unit Job Aid. ● Compensation to see compensation details by job code, employee class, etc.
<p>Payroll</p> <p>Request access</p>	<p>Payroll</p> <ul style="list-style-type: none"> ● UCPath Expense Detail to get payroll details with earn codes ● Absence Management Summary for sabbatical balances
<p>Campus Workforce Planning</p>	<p>HR Census</p> <ul style="list-style-type: none"> ● Census to see headcount by organization and job type ● Profile to see census sliced by gender, age, and ethnicity as well as by appointment type, program level, and union representation.
<p>Student Curriculum</p>	<p>Departmental Teaching Workload</p> <ul style="list-style-type: none"> ● Teaching by Regular Faculty to see who is teaching ● Teaching by Credited Department to see Student Credit Hours by type of appointment, e.g. ladder rank faculty, grad student titles, etc. <p>Teaching Activity</p> <ul style="list-style-type: none"> ● Teaching Activity by Instructor Type to get Student Credit Hours by type of appointment, e.g. ladder rank faculty, GSI, etc. ● Course List by Instructor to see course teaching activity for an individual <p>Teaching Activity in Your Unit Job Aid</p>