# Getting Started with **Workforce Summary Reporting**

Workforce Summary Reporting

The Cal Answers **Workforce Summary Reporting Compensation Summary** dashboard enables you to access average compensation information for organizations across UC Berkeley. All approved users with access to this dashboard have global access to these campus-wide averages per month: Jobs, FTE, Annual Compensation, Monthly Compensation and Hourly Compensation. There are two report tabs included in the Compensation Summary dashboard, **Current Org Structure Levels 1-4** and **Current Org Structure Levels 2-5.**

Accessing the Cal Answers Compensation Summary Dashboard

1. Go to calanswers.berkeley.edu to log into the Cal Answers tool. Chrome or Firefox are the recommended browsers.
2. Click on the Log in to Cal Answers link on the Cal Answers home page and when prompted enter your CalNet ID and passphrase. This will take you to the Home page of the Cal Answers application.
3. From the **Campus Workforce (HR) Planning Dashboards** section, expand the **Workforce Summary** box and click the blue link to navigate to **Compensation Summary**:

Berkeley | Office of the Vice Chancellor of Finance

Cal Answers
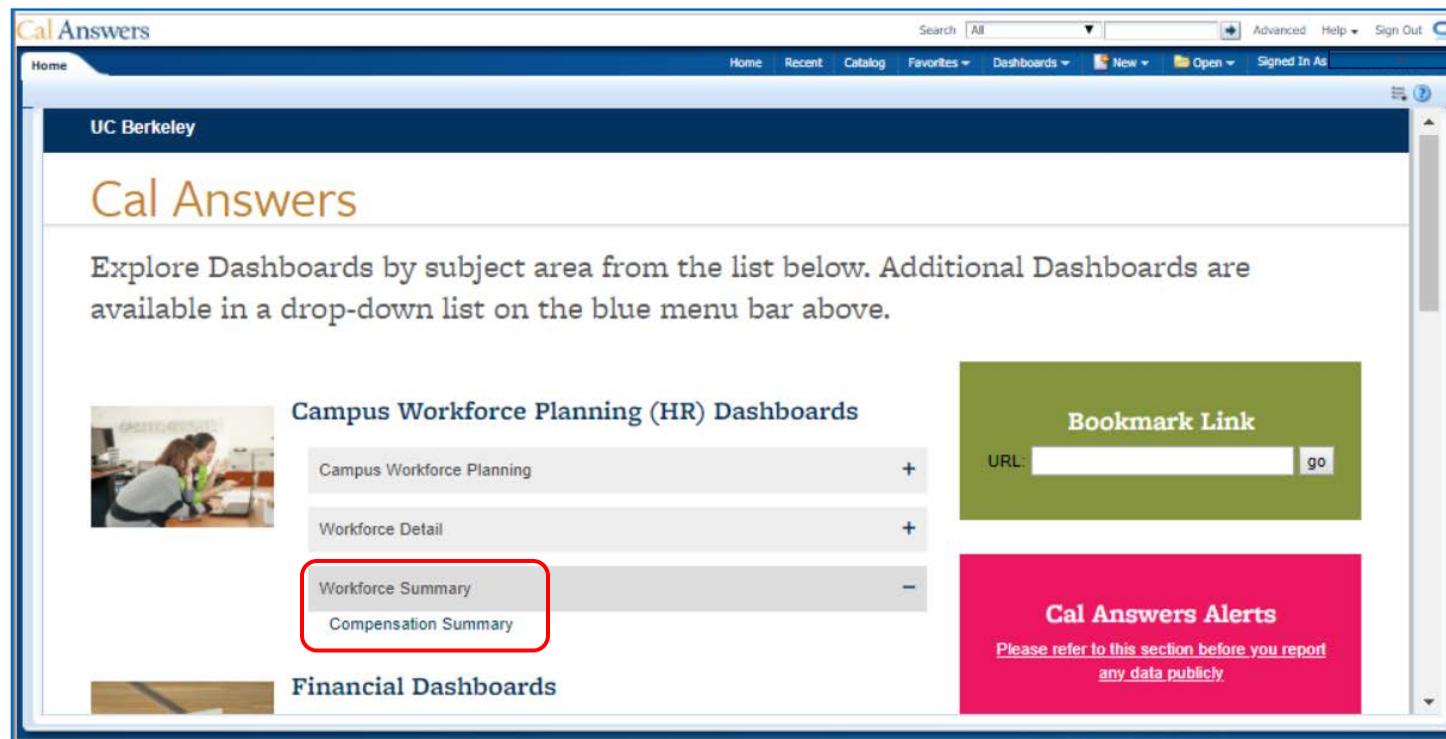
Current Org Structure Levels 1-4

This report shows average metrics, beginning at the highest level across all of UC Berkeley, then by Control Unit, by Division and/or by Department. Use additional filters to target a subset of the population. Visit the Workforce Summary Wiki for a data dictionary for definitions of each of the metrics shown in this dashboard. This report does not provide include-able columns because it is a high level summary only.

Compensation Summary

Home | Recent | Catalog | Favorites

Overview | **Current Org Structure Levels 1-4** | Current Org Structure Levels 2-5

* Averages For Month	2018 Jan	UCB Campus	University of Cal Berk	Employee Status	--Select Value--	Unit Code	--Select Value--
Control Unit	--Select Value--			Appointment Type	--Select Value--	CTO Code	--Select Value--
Division	--Select Value--			Employee Relations Codes	--Select Value--	Job Code	--Select Value--
Department	--Select Value--			Salary Grades	--Select Value--		

Apply | Reset

Compensation Average - Campus Level

Level Cd	Campus	Control Unit	Total number of jobs per Month	Total FTE per Month	Raw Annual Average	Weighted Annual Average	Raw Monthly Average	Weighted Monthly Average	Raw Hourly Average	Weighted Hourly Average
1	University of Cal Berkeley	-	35,373	16,786.21	$55,075.98	$75,387.11	$4,683.00	$6,356.98	$77.05	$36.24
Level Code Total			**35,373**	**16,786.21**	**$55,075.98**	**$75,387.11**	**$4,683.00**	**$6,356.98**	**$77.05**	**$36.24**
2	University of Cal Berkeley	CAMSU - Campus Support	10,799	5,096.82	$45,057.61	$70,329.04	$3,754.80	$5,860.75	$45.60	$33.68
2	University of Cal Berkeley	CENLD - Central Ledger	89	19.31	$52,957.24	$89,120.27	$4,485.56	$7,565.16	$251.39	$42.68
2	University of Cal Berkeley	COLLE - Colleges	6,175	3,009.90	$62,464.85	$75,112.62	$5,377.15	$6,385.50	$130.06	$36.21
2	University of Cal Berkeley	COLLS - Letters & Science	7,134	3,594.53	$61,319.89	$77,187.33	$5,298.50	$6,607.93	$86.11	$37.36
2	University of Cal Berkeley	DANR2 - VP Agriculture& Natural Resour	84	40.35	$50,734.31	$71,196.00	$4,227.86	$5,933.00	$24.30	$34.10
2	University of Cal Berkeley	OACAD - Other Academic	3,705	1,056.26	$33,172.53	$64,557.85	$2,778.99	$5,381.13	$16.12	$30.92
2	University of Cal Berkeley	SCHOL - Schools	4,473	2,154.65	$72,438.70	$92,383.81	$6,211.32	$7,802.12	$72.90	$44.32
2	University of Cal Berkeley	UCOP2 - UCOP: Loc J	2	0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2	University of Cal Berkeley	VCRES - Research, Policy, Planng & Adm	2,912	1,814.45	$62,689.40	$72,549.47	$5,242.69	$6,054.82	$139.22	$34.75
Level Code Total			**35,373**	**16,786.27**	**$55,075.98**	**$75,386.84**	**$4,683.00**	**$6,356.96**	**$77.05**	**$36.24**
3	University of Cal Berkeley	CAMSU - Campus Support	10,799	5,096.82	$45,057.61	$70,329.04	$3,754.80	$5,860.75	$45.60	$33.68
3	University of Cal Berkeley	CENLD - Central Ledger	89	19.31	$52,957.24	$89,120.27	$4,485.56	$7,565.16	$251.39	$42.68

Rows 1 - 308 (All Rows)

Total Row Count
304

Refresh - Export

Total Row Count indicates the number of rows in data table results. If more than 25 rows, use the blue down arrow to page down and up/down arrow to display all available rows.

Click the **Export** link to send the data to Excel.
Select **Excel** format to download only visible columns.
Select **Data->CSV** format to download displayed and includable

Current Org Structure Levels 2-5

This report shows average metrics at the Job Code and Salary Grade level by default for a selected Control Unit, Division, Department or Discipline. Use additional filters to target an even smaller population. This report offers other include-able columns. Visit the data dictionary for the definitions of the terms and metrics in this report.

Select from *Org Options and a dynamic corresponding drop down filter will appear to select from.

Click the **Apply** button to update the data table with your filter options.

Right-click a column header -> **Include column** to display a list **Includable** columns you can add to customize the report.

Total Row Count indicates the number of rows in data table results. If more than 25 rows, use the blue down arrow to page down and up/down arrow to display all available rows.

Click the **Export** link to send the data to Excel.
Select **Excel** format to download only visible columns.
Select **Data->CSV** format to download displayed and includable