

The Cal Answers Position Management dashboard enables you to access detailed information about the Positions in your organization. This is similar to the Legacy Campus Position Management dashboard, but has UCPATH data only. Run the Legacy dashboard to see legacy data. Visit the [Workforce Detail Wiki](#) for more information.

Position Management Dashboard	Legacy Campus Position Management Dashboard	Description
Position Roster	Position Roster	These tabs show all positions, both filled and vacant, and key fields. This helps you manage your personnel and determine your remaining capacity to hire.
Position Funding	Position Funding	These tabs display the associated funding chartstrings for filled and vacant positions that have a Funding Entry record in UCPATH. This helps you manage the chartstrings payroll is charged to.
<i>Does not exist</i>	Position Exception	This helps you determine what actions need to be taken. In the Legacy dashboard, this tab flags exceptions where key attributes don't match between the job and position record. Job and position are mostly consistent in UCPATH, so the exceptions have changed to flag positions that have funding anomalies or are about to expire.

Differences between Position Management and Workforce Detail:

Position Management	Workforce Detail
Shows all positions	Shows filled positions
Shows funding for all positions that have a Funding Entry record in UCPATH	Shows funding for filled positions
Focuses on the key attributes of the position, e.g. the exception flags that indicates actions that need to be taken for the position	Focuses on the key attributes of the employee, e.g. their record history and the components of their pay

Accessing the Cal Answers Position Management 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 Detail box and click the Position Management Dashboard.

The screenshot shows the Cal Answers dashboard interface. At the top, there is a dark blue header with "UC Berkeley" on the left and "Cal Answers" in large orange text on the right. Below the header, a white box contains the text: "Explore Dashboards by subject area from the list below. Additional Dashboards are available in a drop-down list on the blue menu bar above." The main content area is divided into two columns. The left column features a small image of people at a desk and a list of "Campus Workforce Planning (HR) Dashboards". The list includes "Campus Workforce Planning" (expanded with a plus sign), "Workforce Detail" (collapsed with a minus sign), and "Workforce Summary" (expanded with a plus sign). Under "Workforce Detail", there are links for "Legacy Campus Position Management", "Legacy Workforce Detail Dashboard", and "Position Management". Under "Position Management", there is a link for "Workforce Detail Dashboard". The right column contains a green box with a "Bookmark Link" form (URL: go) and a pink box with "Cal Answers Alerts" and the text "Please refer to this section before you report any data publicly."

Position Roster

Position Management
Home Catalog Favorites ▾ Dashboards ▾ New ▾ Open ▾ Signed In As [User]

Overview
Position Roster
Position Funding

* As of Date

Parent Org Node Code

Parent Org Node Code - Desc

Show All Records
 Only Missing Position Funding
 Only Review Earn Code

You can indicate for the results to show only the Y values for these flags so that you know which positions need action taken.

Current Position State

Position Inactive All 'Y' 'N'

Position FTE is Zero All 'Y' 'N'

You can select All if you don't want to exclude any positions for your given criteria in the other prompts.

Position Number

Employee ID

Reports to Position Number

Supervisor Employee ID

Employee Class - Desc

Job Code - Desc

Job Code

Please make sure the '-' in the Parent Org Node Code prompt is removed before you hit Apply.

Review Earn Code = Y means you need to review the earn codes for regular pay in UCPath Funding Entry to see if they are correct. Most likely, you need to remove the distribution that has a specified earn code indicated for regular pay, and keep the blank earn code.

Missing Position Funding = Y means you need to enter a chartstring in UCPath Funding Entry so that payroll charges there and no longer goes into suspense.

Position Roster

Org Node	Current Position State	Employee Class - Desc	Position Number	Employee Name	Employee ID	Employee Record Number	Supervisor Name	Job Code	Job Code Desc	Position FTE	Incumbent FTE	Current Actual Headcount	FTE-Adj Annual Rate	Expected End Date	Effective Date	Missing Position Funding	Review Earn Code
	Filled	1 - Staff: Contract				1		000563	ORGANIZATIONAL CNSLT 5	0.6000	0.6000	1.00		6/30/2020	7/1/2019	N	N
	Filled	1 - Staff: Contract				0		007584	BUS SYS ANL 3	1.0000	1.0000	1.00		6/30/2020	8/1/2019	N	N
	Filled	1 - Staff: Contract				1		004551	STDT ACAD SPEC 4	0.4200	0.4200	1.00		11/30/2019	8/23/2019	N	N
	Filled	1 - Staff: Contract				0		004509	ADMISSIONS RECRMT SPEC 3	1.0000	1.0000	1.00		9/2/2021	9/3/2019	N	N

Position Funding

Position Management
Home Catalog Favorites Dashboards New Open Signed In As

Overview Position Roster **Position Funding**

* As of Date: 09/13/2019

Parent Org Node Code: [Select]

Parent Org Node Code - Desc: [Select]

Show: All Records
 Only Chartstring Ends Within 90 Days
 Only Chartstring is Suspense
 Only Addl Pay Ends Within 90 Days

Current Position State: [Select Value]

Position Inactive: All 'Y' 'N'

Position FTE is Zero: All 'Y' 'N'

Position Number: [Select Value]

Employee ID: [Select Value]

Reports to Position Number: [Select Value]

Supervisor Employee ID: [Select Value]

Employee Class - Desc: [Select Value]

Job Code - Desc: [Select Value]

Job Code: [Select Value]

Pay Type: [Select Value]

Account: [Select Value]

Fund: [Select Value]

Department ID: [Select Value]

Program Code: [Select Value]

Chartfield 1: [Select Value]

Chartfield 2: [Select Value]

Project Business Unit: [Select Value]

Project Name: [Select Value]

Project Activity Name: [Select Value]

Position Funding

Org Node	Current Position State	Position Number	Employee Name	Employee ID	Employee Record Number	Supervisor Name	Job Code	Job Code Desc	Incumbent FTE	Effective Date	Expected End Date	Chartstring Funding End Date	Pay Type	Earn Code	Hourly Pay Rate	Monthly Pay Rate	Compensation Frequency	Funding Chartstring Percent	Business Unit	Account	Fund	Department ID	Program Code	Chartfield 1	Chartfield 2	Chartstring Ends Within 90 Days	Chartstring is Suspense	Addl Pay Ends Within 90 Days
	Filled						001143	PROF-AY-B/E/E	1.0000	7/1/2019	12/31/9999		Regular	REG			UC912	100.000%	1	50200		40			N	N	N	
	Filled						000302	ADMISSIONS RECRMT MGR 1	1.0000	7/1/2019	12/31/9999		Regular	REG			M	100.000%	1	51200		40			N	N	N	
	Filled						001702	RECALL FACULTY	0.1286	8/1/2019	5/31/2020		Regular	REG			UC_FY	100.000%	1	50200		44			N	N	N	
	Filled						001143	PROF-AY-B/E/E	1.0000	7/1/2019	12/31/9999		Regular	REG			UC912	100.000%	1	50200		40			N	N	N	

Please make sure the '*' in the Parent Org Node Code prompt is removed before you hit Apply.

Annotations:

- Position Inactive:** You can select All if you don't want to exclude any positions for your given criteria in the other prompts.
- Pay Type:** You can indicate whether you want to see funding for Regular or Additional pay.
- Chartstring Ends Within 90 Days = Y:** means the chartstring has already expired, is expiring today, or expiring within 90 days of today. You need to change the chartstring or extend the end date of the current chartstring in UCPATH Funding Entry.
- Chartstring is Suspense = Y:** means the chartstring in UCPATH Funding Entry is currently the suspense chartstring. You need to change to another chartstring to prevent payroll from going into suspense.
- Addl Pay Ends Within 90 Days = Y:** means the additional pay entered in the UCPATH Additional Pay module has already expired, is expiring today, or expiring within 90 days of today. You need to extend the end date of the pay if it is supposed to continue.