CalAnswers Report for Leave of Absence Data

**Description:** This Job Aid details how to pull a CalAnswers report to view employees on Leaves of Absence, and their expected return dates.

**Purpose:** Pull this report to confirm employees that need to be returned from leave.

1. Login to Cal Answers and select “Workforce Detail Dashboard”
2. Select “Job Data as of Date”
3. Enter the desired effective date, and enter the other fields in order to define the population of interest. In this example the population has been narrowed to employees in the History Department (Org. Node SHIST). You could also narrow by title code, Employee Class, etc.

NOTE: There will be a dash (−) in the “Parent Org Node” field. Make sure to remove this field before running the report (leave blank or replace with an Org Node) or your report will produce no results. The Org Node must be in all caps. If you wish to run the report for multiple departments, separate the Org Nodes by semicolons (;) and no spaces. Ex. Correct: SHIST;SISOC
Incorrect: SHIST; SISOC or shist;sisoc
4. To narrow your search to just those who are on Leave, click the dropdown menu for “Employee Status - Desc” and select “L” and “P”
5. Once you have narrowed your search, hit "Apply"
6. After you hit apply, you will be provided with a report for the population you have selected. In this case the population is Employees in the History Department (SHIST) on Paid and Unpaid Leaves of Absence.
7. In order to include the “Expected Return Date” from leave, right click any of the columns at the top, and select “Include Column” and scroll down to “Expected Return Date”, and click.
8. This is how the report will appear when you include Expected Return Date.