



Workday Glossary

Business Process (BP)

Set of tasks that need to be completed for an event to occur. Customized for the organization to define the order in which tasks need to be done and who must do them.

Business Title

A descriptive title of the employee's title (also referred to as Working Title).

Company

Refers to the University itself.

Compensation Grade Profile

Identifies the applicable range of pay which guide the salary assignment. May be guided by Union affiliation, if applicable.

Compensation Step

A specific monetary amount within a grade or grade profile.

Continuous Service Date

Length of continuous service from date of hire and can be adjusted by certain leaves or breaks.

Cost Center

Unit within organization to which expenses are charged. This is the level at which budgets are created/managed and typically used to house employee data and their associated costs.

Employee Self Service (ESS) Allows employees to perform tasks associated with their work status, including updating personal address, emergency contacts, etc.

Evergreen Requisition Refers to a requisition that is continuously open for ongoing recruitment to provide a continuous source of talent for high volume areas.

Full Time Equivalent (FTE) The ratio of a worker's scheduled weekly hours to the business site's weekly hours. For example, if a worker works 20 hours a week and the business site's weekly hours are 40, then the worker's FTE is 50 percent.

Hire Date Date of Hire which is populated by the most recent Hire Business Process.

Human Capital Management (HCM) Refers to the total functionality of Human Resources, unifying various areas into one: HR, Compensation, Payroll, Benefits, Recruiting.

Inbox Houses "To-Dos" or task action items in a Business Process that require a follow-up. When you receive an item in your inbox, you need to complete a required action. This will replace some paper-based processes or email items requiring approvals/edits.

Job Family A grouping of similar job profiles.

Job Profile Identified by the generic job title and containing the characteristics of a job/position such as pay rate type, qualifications, job description, union alignment, etc.

Job Requisition Created by certain users to open a position to fill and to specify the characteristics tied to that position. First step of the Recruiting process.

Management Level

Categorizes job profiles (and their associated jobs and positions) based on the management level to which they belong. For example, a particular job or position may belong to the Supervisor, Manager, or Individual Contributor management level. Job profiles are assigned management levels, and those management levels are organized into a hierarchy.

Onboarding

A specific set of activities to be completed by the employee in conjunction with HR upon hire. Examples include I-9, tax documents, etc.

Original Hire Date

First date of service with the University.

Period Activity Pay

Used to pay a lump-sum over a specific period of time. Can be administered outside the worker's formal compensation package or in addition to. Examples include Adjunct contracts; overload payments, etc.

Pre-Hire

Used in Recruiting to identify candidates who are in the Offer or Background Check stage.

Request Absence

How workers request a time-off or leave. Rules are established for each worker type delineating what requests they can make within parameters.

Role

Refers to a user's security access. Defines the scope of a user's access and privileges to information, reports, and/or business processes. A role can be assigned to a user or to the worker's position to support the needs of a supervisory organization.

Supervisory Organization

Workday's foundational, hierarchical position-to-position structure. Defines the overall reporting structure of the organization. All employees are assigned to a supervisory organization.

To-Do

Reminder that appears in the user's Inbox to complete a piece of the BP before the workflow will proceed to the next step.

Union Membership/ID

A Worker's union designation is managed here. Union alignment may define an employee's benefits eligibility, compensation, etc.

Worker Profile

Contains continuously updated information on the worker such as contact information, job information and work anniversary dates. Only limited information, like title or work contact information, is available to other employees.

Worklet

Customizable icons on the Workday homepage that provide the worker with access to groups of related tasks. Used to organize tasks and reports by functional area.
