Workday Terminology

Absence Entry: *Absence types that can add to your pay and will subtract from your accruals*

Absence Partner: *Constrained role based security group used to handle absence related approvals and tasks. This security group is able to access worker level time off and leave of absence date and modify balances/accrual rates via overrides*

Business Process: *A set of tasks that need to be completed for an event to occur, the order in which they must be done, and who must do them to accomplish the desired business objective. Business processes are created using a combination of actions, approvals, approval chains, To-Dos, or checklists. Some examples are Hire, Change Job Request Compensation Change and Terminate Employee*

Cancel: *The process from stopping an in-progress business process (prior to completion). The data still lives on the worker for anyone with View All security access to that business process. This function can be completed by HR Partner and HR Administrator.*

Full Time Equivalent (FTE): *The ratio of a worker's scheduled hours to the business site's weekly hours. If a worker works 20 hours a week and the business site's weekly hours are 40, then the worker's FTE is 50%*

HR Administrator: *Unconstrained access to create, maintain, view, and report on all HR operational data. Examples include compensation, compliance, hires, job changes, organizational assignments, personal data, positions and headcount. Approval authority for HCM business processes*

HR Partner: *Support the HR Team by initiating HR functions for assigned organization. For example, Create Position, Hire, Compensation, Promote, Demote, Transfer, Terminations, etc*

Job Profile: *Characteristics of job and position that is built off that profile*

Leave of Absence: *Leave types that will be in days, not hours like sick pay or vacation pay*

On Cycle Processing: *A scheduled payroll run*

On Demand: *An off-cycle payment that replaces or is issued in addition to , a worker's on cycle payments*

Workday Terminology

Pay Component: *Workday's term for earning and deductions*

Pay Group: *Pay groups aggregate works for payroll processing and reporting. All workers in a pay group must share the same period schedule*

Pay Rate Type: *Defines whether the worker is paid a salary or certain amount per unit of time, for example, hourly or weekly*

Pay Slip *(Also referred to as pay stub.): Online or printed summary available to an employee of their gross-to-net earnings*

Payroll Clerk: *This security group can perform payroll functions for assigned cost center to ensure time is flowing correctly from time tracking and absence*

Payroll Input: *Rates, hours, amounts or other values that the user can manually enter or load to on or off cycle payroll runs*

Period Schedule: *Defines when and how often to process payroll. Determines period start date, period end date, and payment date for each period. Forward accruals are also tied to the period schedule.*

Related Actions: *A clickable icon that enables the user to perform additional actions for an object. Also known as the "Twinkie"*

Rescind: *The process for removing a completed business process event. The data still lives on the worker for anyone with View All security access to that business process. This function can be completed by HR Administrator and Business Process Administrator*

Retroactive Processing: *Processing activity entered in the current period that should have been processed in a prior period.*

Security: *Collection of users/objects that are assigned to a user. Unconstrained = access to data that is allowed without any restrictions or conditions. Constrained = access to data that is allowed based on the person's restrictions or conditions set*

Workday Terminology

Sub-Period: *Sub-periods are created when there is a worker's compensation or employee status mid-period*

Supervisory Organizations: *Workers are grouped into a management hierarchy to define "who reports to whom". Each supervisory organization is assigned a manager and contains their workers*

Time Entry: *All times that will add to your pay*

Timekeeper: *Performs timesheet management functions for the assigned cost center*

Workday Leave Plans: *A subset of Workday absence that is used to calculate and track leave of absence eligibility and time taken*

Workday Time Off Plans: *A subset of Workday absence that is used to calculate and track paid time off plans and time used.*