WORKDAY
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Commonly Used Workday Terms

This document includes Oregon state government terminology, along with the equivalent terms users will experience within Workday. Some current terminology may officially change over time, while other terminology may remain in use.

Example: Workday refers to an organization as a "company" while state government uses the term "agency". The term "agency" is in ORS, OARs, policies and much more. The state expects to continue to use the term "agency," but it is important to note that an agency is referred to as a company within Workday.

Workday Term	Current Term	Definition
Action		Step in a business process within Workday a worker must complete (e.g. edit information, approve, deny, etc.).
Allowance plan	**Differentials**	Allowance plans are used to pay employees as part of their regular paycheck. This may include things such as work out of class (WOC), leadwork or a bilingual differential.
Approve (in BP step)		When someone must approve an action within Workday for the business process to proceed further. No changes can be made at this step; however, there is an option to send back.
Benefit service date	**Salary eligibility date**	The date in which an employee moves to the next step in their pay range.
Business process		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. Also referred to as a "BP."
Business title	**Working title**	A descriptive job title of the employee's job.
Change job	**Movement from one position to another**	Workday uses the change job process to move employees to different jobs between agencies or within agencies. This is the business process for employee actions such as promotions, transfers, etc.
Closed	**Abolished**	Refers to a position that is closed indefinitely and cannot be reopened.
Company	**Agency**	Each state government agency/board/commission in all three branches is considered a company in Workday.
Company service date	**Agency service date**	Company service date is the date that an employee started with their current company (agency).
Compensation grade	**Salary range**	Grades define the standard compensation range for a given job or job level. More than one compensation basis and pay range can be associated with a grade.
Compensation package	**Compensation plan**	A bundled group of compensation plans. A grouping of compensation guidelines (grades, grade profiles and their associated steps) and plans.

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Compensation step	**Salary step**	A specific monetary amount within a grade or grade profile.
Continuous service date	**Recognized service date**	Length of continuous service from the date of hire and can be adjusted by certain leaves or breaks. Does not include temporary time.
Contract	**Agreement**	Document format used for limited duration employees.
Cost center	**Cost center**	Employees are assigned cost centers when hired. This is displayed as a designation within an organization to which expenses are charged. Note: Also referred to as default Labor Cost Code.
Costing allocation	**Labor cost allocation**	When the costs of a position are separated into multiple labor costs. This is generally the level at which budgets are created and managed.
Critical Job	**Essential Position**	Individuals assigned by an agency head as essential to operations during curtailment or closure.
Employee self-service (ESS)		Employee self-service allows employees to perform tasks that pertain to their worker status. For example, workers can: update their address, emergency contacts, and phone number.
Evergreen requisition	**Ongoing requisition**	Refers to a job posting open to gather an ongoing pool of candidates. Example: Firefighters for fire season.
HCM	**Human resources (HR); personnel information**	"Human Capital Management" (i.e., "HCM") refers to core human resources (HR) functionality.
Hire Date		The Hire Date is populated from most recent hire (or contract contingent worker) business process.
Inbox		To-do's or task action items in a business process that require a follow-up step appear in your Workday inbox. When you receive an action in your inbox, you need to do something. Inboxes replace paper documents or emails that require action such as review or approval.
Initiate (in BP Step)		First step of a business process, only visible to those who can begin a process.
Job change		The movement of an employee from one position to another (e.g., from "position A" in one agency to "position A" in another agency; from "position A" in their agency to "position B" in the same agency, etc.)
Job profile	**Classification**	Defines the features and characteristics of a position that uses that profile.

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Job requisition	**Requisition**	Proposal for a new job, which is created by certain users to open a position to fill and to specify the characteristics tied to that position.
Leave of absence		An approved period of time during which an employee may be absent from work for an extended period or for special circumstances which require payroll forecasting to be paused.
Length of Service		Length of service is calculated from the continuous service date to current date.
Manager self-service (MSS)		Manager self-service allows supervisors to perform tasks that pertain to their manager status. For example, supervisors can initiate job changes for their workers such as transfer, promotion or termination.
Non-active worker		A worker with a status of terminated or non-leave for payroll processing purposes. A run category can define rules for processing non-active workers.
Notifications		A "for your information" (FYI) of an activity in Workday driven by a business process; you do not have to respond or complete an activity as a result of receiving a notification. Notifications replace FYI copies of paper documents, post it notes or "cc" emails that inform you of something occurring.
Onboarding	**New hire activities/paperwork**	A set of activities to be completed by the employee upon hire. It may include things like entering contact information, selecting direct deposit as a payment election, and entering I-9 information in Workday. This should not be confused with any onboarding checklist that a specific unit may use, which might include activities outside of Workday like attending new employee orientation.
Original Hire Date		First date of State service.
Pay rate type		Defines whether the worker is paid a salary or a certain amount per unit of time; for example, hourly or weekly.
Payment elections	**Direct deposit form**	Designates the payment type (check or direct deposit), account information for direct deposits, payment order, and the distribution of balance for split payments. The employee may choose up to nine fixed accounts for direct deposit.
Pre-hire		The status of your top selected candidate post offer, prior to starting their first day.
Probation Period	**Trial Service Period**	The final phase of the hiring process to afford an employee the opportunity to demonstrate the ability to perform the work and provide state agencies the opportunity to confirm qualifications and fitness for the position.

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Request absence		How workers ask for time off. Includes the rules that apply to specific workers based on their position information such as eligibility and entitlement maximums.
Review (in BP step)		When the recipient of an action is able to make changes to, send back, deny, or approve a request within Workday.
Role		Authorizations within Workday for position that need specific access and privileges to information and/or business processes. Example: HR Partner, Safety Partner, Manager. A role is assigned to a worker's position to support a supervisory organization or company. Therefore any subsequent employee to the position will inherit the role(s) when they are hired/job changed into the position. Some role assignments will inherit from the assigned organization to subordinate organization, if the subordinate has not been specifically assigned. Some roles will inherit to all subordinate organizations regardless of other assignments.
Seniority Date		Length of continuous service from the date of hire and can be adjusted by certain leaves or breaks. Does not include temporary time. Not union seniority date.
Supervisory organization	**Organization charts**	The management hierarchy (i.e. who reports to whom). A supervisory organization can be an agency, division, program, or unit. Positions are associated with supervisory organizations, and workers are hired into positions associated with a supervisory organization.
Task (in BP step)		A step in a business process you must complete.
Time in Job Profile		Length of time in the employee's current job profile (classification).
Time in Position		Length of time in the employee's current position.
Time Off Service Date	**Layoff Service Date**	The State of Oregon bargained layoff service date for SEIU employees converted from PPDB. Not all SEIU employees will have this date. If you have questions or need to change this date, please contact your labor relations or HR Office.
To-do's (in BP step)		Reminders to complete a task. The task may be within Workday, or outside of the system. They are a part of business processes, and can be either optional or required to complete before the workflow advances to the next step.
Union	**Representation**	A position belonging to a particular employment statutory category, type of state service and assignment to a labor organization.
Union Membership/ID	**Representation Code**	A worker's representation is managed using the Union Membership functionality within Workday. The selection of the right Union Membership is very important, as doing so feeds the correct benefits code for the worker for their position representation to the payroll system (e.g., MMS-XX-1-Management Service OR OAH-H1-2-Represented).

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Union Seniority Date		The start date of the employee's current representation for the most recent appointment. This date is manually entered and maintained by agencies.
Workday	**PPDB**	The system that serves as the Human Resource Information System (HRIS) of record for all three branches of state government. Transactions and activities include but are not limited to: hire, onboard, talent management, recruiting, compensation, performance reviews, personal information, safety, and time off.
Worker		An individual in the system who may be an employee or contingent worker. Contingent workers are contractors or volunteers.
Worker Profile		A worker profile contains employee information such as contact information, job information and work anniversary information. Only limited information, such as contact information (e.g. telephone number; email address), team or organization is available to other employees. This information acts as a directory for all employees.
Worklet		Quick access "buttons" to common tasks that can be customized on the dashboard displayed on the Workday home page.

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