



## Workday Terminology Glossary

| Workday Term                | Definition   |
|-----------------------------|--|
| <b>Action</b>               | Step in a business process within Workday a worker must complete (e.g. edit information, approve, deny, etc.).   |
| <b>Allowance plan</b>       | 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.                        |
| <b>Approve (in BP step)</b> | 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.                     |
| <b>Benefit service date</b> | The date in which an employee moves to the next step in their pay range.   |
| <b>Business process</b>     | 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."  |
| <b>Business title</b>       | A descriptive job title of the employee's job.   |
| <b>Change job</b>           | 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. |
| <b>Closed</b>               | Refers to a position that is closed indefinitely and cannot be reopened.   |
| <b>Company</b>              | Each state government agency/board/commission in all three branches is considered a company in Workday.  |
| <b>Company service date</b> | Company service date is the date that an employee started with their current company (agency).   |
| <b>Compensation grade</b>   | 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.   |
| <b>Compensation package</b> | A bundled group of compensation plans. A grouping of compensation guidelines (grades, grade profiles and their associated steps) and plans.  |



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| <b>Compensation step</b>           | A specific monetary amount within a grade or grade profile.  |
| <b>Continuous service date</b>     | Length of continuous service from the date of hire and can be adjusted by certain leaves or breaks. Does not include temporary time.   |
| <b>Contract</b>                    | Document format used for limited duration employees.   |
| <b>Cost center</b>                 | 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.  |
| <b>Costing allocation</b>          | When the costs of a position are separated into multiple labor costs. This is generally the level at which budgets are created and managed.  |
| <b>Critical Job</b>                | Individuals assigned by an agency head as essential to operations during curtailment or closure.   |
| <b>Employee self-service (ESS)</b> | 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.   |
| <b>Evergreen requisition</b>       | Refers to a job posting open to gather an ongoing pool of candidates. Example: Firefighters for fire season.   |
| <b>HCM</b>                         | "Human Capital Management" (i.e., "HCM") refers to core human resources (HR) functionality.  |
| <b>Hire Date</b>                   | The Hire Date is populated from most recent hire (or contract contingent worker) business process.   |
| <b>Inbox</b>                       | 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. |
| <b>Initiate (in BP Step)</b>       | First step of a business process, only visible to those who can begin a process.   |
| <b>Job change</b>                  | 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.)   |
| <b>Job profile</b>                 | Defines the features and characteristics of a position that uses that profile.   |



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| <b>Workday Term</b>               | <b>Definition</b>   |
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| <b>Job requisition</b>            | 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.  |
| <b>Leave of absence</b>           | 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.   |
| <b>Length of Service</b>          | Length of service is calculated from the continuous service date to current date.   |
| <b>Manager self-service (MSS)</b> | 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.  |
| <b>Non-active worker</b>          | 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.   |
| <b>Notifications</b>              | 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.  |
| <b>Onboarding</b>                 | 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. |
| <b>Original Hire Date</b>         | First date of State service.  |
| <b>Pay rate type</b>              | Defines whether the worker is paid a salary or a certain amount per unit of time; for example, hourly or weekly.  |
| <b>Payment elections</b>          | 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.  |
| <b>Pre-hire</b>                   | The status of your top selected candidate post offer, prior to starting their first day.  |
| <b>Probation Period</b>           | 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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| <b>Workday Term</b>             | <b>Definition</b>   |
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| <b>Request absence</b>          | 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.   |
| <b>Review (in BP step)</b>      | When the recipient of an action is able to make changes to, send back, deny, or approve a request within Workday.   |
| <b>Role</b>                     | 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. |
| <b>Seniority Date</b>           | 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.  |
| <b>Supervisory organization</b> | 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.   |
| <b>Task (in BP step)</b>        | A step in a business process you must complete.   |
| <b>Time in Job Profile</b>      | Length of time in the employee's current job profile (classification).  |
| <b>Time in Position</b>         | Length of time in the employee's current position.  |
| <b>Time Off Service Date</b>    | 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.  |
| <b>To-do's (in BP step)</b>     | 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.  |
| <b>Union</b>                    | A position belonging to a particular employment statutory category, type of state service and assignment to a labor organization.   |
| <b>Union Membership/ID</b>      | 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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| <b>Workday Term</b>                            | <b>Definition</b>   |
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| <b>Union Seniority Date</b>                    | The start date of the employee's current representation for the most recent appointment. This date is manually entered and maintained by agencies.  |
| <b>Workday</b>                                 | 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.                     |
| <b>Worker</b>                                  | An individual in the system who may be an employee or contingent worker. Contingent workers are contractors or volunteers.  |
| <b>Worker Profile</b>                          | 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. |
| <b>Worklet</b>                                 | Quick access "buttons" to common tasks that can be customized on the dashboard displayed on the Workday home page.  |
| <b>Workday Payroll and Time Tracking Terms</b> |   |
| <b>Auto-fill</b>                               | A time entry method that copies time blocks from a worker's schedule or from a previous week onto the current week on the time entry calendar.  |
| <b>Calculated Time</b>                         | Result of applying time calculations to a worker's reported time. Automates application of company or regulatory rules.   |
| <b>Calculation Priority</b>                    | Calculation priorities specify the order in which time calculations execute.  |
| <b>Conditional Calculation</b>                 | Time calculation that tags time blocks that meet certain conditions.  |
| <b>Day Breaker</b>                             | The time of day on which a worker's work day and work week begins. Defines the 24 hour period over which daily time calculations execute and the 168 hour period over which weekly time calculations execute. Unless otherwise specified, the default day breaker is 12am.  |
| <b>Eligibility Rules</b>                       | Eligibility rules define rules and criteria workers must meet in order to use specific time entry templates, time entry codes, time calculations, and period schedules.   |
| <b>Micro-edit</b>                              | The ability to edit existing time blocks or add time blocks directly to a day by double-clicking on the time entry calendar.  |
| <b>Period Schedule</b>                         | See Time Period Schedule.   |
| <b>Quick Add</b>                               | A time entry method that enables you to create a time block and copy it to multiple days in a week.   |



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| <b>Reported Time</b>         | A worker's time that has been entered onto the time entry calendar, but has not had any time calculations applied.   |
| <b>Time Block</b>            | A time block carries information about a portion of time, such as the number of hours worked or in/out times. Time blocks can be reported or calculated, but only calculated time blocks are pulled into Workday Payroll.  |
| <b>Time Calculation</b>      | A set of rules to apply time calculation tags to calculated time blocks for Payroll or other purposes. For example, you could create a time calculation to automatically convert regular hours into overtime hours if a worker works more than 40 hours in a week.                           |
| <b>Time Calculation Tag</b>  | Workday applies calculation tags to time blocks during time calculations. The tags map to payroll earnings to drive how time blocks are paid and can be included in time off and accrual calculations. You can also use them to display time and time off totals on the time entry calendar. |
| <b>Time Clock Event</b>      | A time clock event describes a worker's actions, such as a check-in or check-out, on the web time clock or an external collection system. Workday matches time clock events to form time blocks, which workers can edit and submit using the time entry calendar.                            |
| <b>Time Code Group</b>       | The primary use of time code groups is to determine which time entry codes a worker is eligible for. Time code groups are assigned to a worker or to a position via eligibility rules.   |
| <b>Time Entry Calendar</b>   | A set of self-service pages that workers use to enter, edit, and view time.  |
| <b>Time Entry Template</b>   | A template defines how a worker's time entry calendar is configured. Workers are matched to time entry templates through eligibility rules.  |
| <b>Time Entry Code</b>       | A time entry code describes the type of time a worker enters, such as worked time or meal allowance. In order to use time entry codes you must attach them to time code groups, with the exception of the default time entry code assigned to a time entry template.                         |
| <b>Time Entry Validation</b> | Errors or warnings that prevent users from entering invalid time. Critical validations prevent a user from submitting time. Warnings appear on the time entry calendar but don't prevent the user from submitting time.  |
| <b>Time Off</b>              | Reported time that is not worked. Common types of Time Off include sick leave, jury duty, and vacation.  |
| <b>Time Period Schedule</b>  | A time period schedule defines which dates are available for entry at a given time and defines which dates will be paid in which pay periods. They can line up with pay periods, or, in more complex scenarios, they can be paid on a lag.   |
| <b>Time Shift</b>            | A grouping of consecutive time blocks that you can use in standard overtime calculations, time block conditional calculations, and validations.  |
| <b>Time Type</b>             | Describes the time a worker enters onto his or her time entry calendar. They can include time entry codes, projects, and time off.   |



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| <b>Validation</b>             | See Time Entry Validation.  |
| <b>Work Week</b>              | A seven day period defined by a worker's start day of week and day breaker. By default, begins on Sunday at midnight and ends on the following Saturday at 11:59 PM; however this can be configured for a group of workers through the use of work schedule calendars. Used for time entry and time calculations. |
| <b>Work Schedule Calendar</b> | In Time Tracking, you have the option of defining standard work patterns for workers, such as Monday through Friday 8:00 AM to 5:00 PM. Work schedule calendars are used for a variety of purposes throughout Time Tracking.  |
| <b>Worktag</b>                | A named attribute that you can assign to events and objects to indicate their business purpose. For example, you can create a Customer worktag, whose values are the names of your customers. You can use the worktag to assign a customer to an expense in an expense report or a product sales event.           |