Workday @UofL

Workday Term	PeopleSoft Term	Definition
Academic Appointment	Faculty Appointment	Information that is specific to individuals who have an academic relationship with the University. This could be for people that are paid or unpaid. This Workday Academic Appointment will have information about the type of relationship - e.g., Tenure Track, as well as Rank and what School/College and Department they are associated. *These are not related to pay or benefits.*
Academic Unit	Faculty Department	A Workday organization type that represents a school, college, university, or other unit. These units are primarily used to assign appointments and assign roles to configure on business processes.
Allowance	Supplemental Pay	Supplemental, recurring payments at a set amount and frequency.
Applications	* New Term *	Icons on your Workday homepage that organize and provide access to groups of related tasks and reports by functional area.
Approve	Approve	An approve step requires the user to review the details of the transaction but does not have the ability to make changes.
Base Pay	Base Pay	The primary form of compensation for the job(s) an employee is hired to perform.
Business Process	* New Term *	A sequence of one or more tasks that accomplish a desired objective. Examples of business processes are hiring an employee or requesting a pay rate change. Actions that can be taken on a business process include Approve, Cancel, Correct, Rescind, and View.
Cancel	* New Term *	Canceling a business process stops the workflow in progress and reverses changes made to data. One can only cancel a business process that is still in progress; completed business processes need to be rescinded.
Consolidated Approval	* New Term *	Combines multiple approvals that would route to the same worker into a single approval task. Approvers see consolidated information for each step with a link to further details if needed.

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Contingent Worker	Gratis Faculty	Contingent workers are not employees. They are not paid in Workday and are not benefits elegible. A person cannot be an active contingent worker and an active employee at the same time.
Costing Allocation	Department budget table	Funding associated with a worker and their position/job that enables you to charge to payroll.
Costing Organization	Speedtype	A worktag that identifies a unit within the university where a funding source is assigned.
Dashboard	* New Term *	A specialized landing page containing a set of pre-configured worklets for a functional area that you can copy or modify.
Evergreen Requisition	Temporary / lump sum position requisitions	Evergreen job requisitions allow us to continually source and track candidates, so we can fill seasonal, high-volume, or hard-to-fill positions or jobs. They follow the same recruiting workflow as our regular job requisitions, but candidates will need to be moved to a regular job requisition when we are ready to create an offer and hire them.
Functional Area	PeopleSoft Module	A functional area is a collection of domain or business process security policies that are related to the same set of product features, for example, Talent & Performance, Time Tracking, or Benefits.
Initiation Step	* New Term *	The first step of a business process.
Initiator	JDC/PAR Creator	The user that starts the business process event. Only users with the proper security can initiate a business process.
Job Management Staffing Model	Lump sum	A structure that defines one set of hiring restrictions for all jobs in a supervisory organization, with no specific limits on the number of jobs that can be filled. Hiring into Job Management (JM) supervisory organizations does not require Positions. When a JM Worker is terminated, no Position is left behind.
Job Profile	Job Code	A record of information about a job including the title, a summary, description, and the job's key characteristics such as exempt status, pay rate type, and compensation grade
Job Requisition	Job Requisition	Most recruiting will be through a regular job requisition where we create a single job requisition per job/position. We can use this job requisition functionality to track all the requirements for each unfilled position or job and to move candidates through the recruiting process.

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Leave of Absence	FMLA	A leave of absence is longer in duration and typically requires supporting documentation to facilitate its approval, such as FMLA and disability.
Nonexempt Employee	Hourly / Bi-weekly	Hourly employees. Employees who do not meet any of the FLSA exemption tests and are covered by Wage and hour laws regarding minimum wage, overtime pay, and hours worked. Nonexempt employees are paid bi-weekly.
Notifications	Automated emails	Alerts or reminders sent in Workday/via email to specified participants upon entry or exit of a step in a business process.
One-Time Payment (OTP)	Additional Pay	Additional payments at a set amount that do not recur. One-time payments are intended for short-term additional work, recognizing outstanding performance, and incentivizing recruitment and retention.
Period Activity Pay (PAP)	* New Term *	Pay to employees for fixed-term activities and payment arrangements as an ad-hoc event or as a subprocess of another event.
Position Management Staffing Model	Position Management	A structure that defines different staffing rules and restrictions for each position in an organization. In the Position Management (PM) model, Workers must be hired into defined Positions, which persist if a Worker leaves the University. There is one worker to one position in this staffing model.
Related Action	* New Term *	Possible actions available for a given report or topic.
Security Roles	Security Roles	Security roles define what a user can see and do in Workday. They define what actions a user can perform, define where a task is routed to for review and approvals, and control what data a user can view.
Send Back	* New Term *	Sends a business process back to someone earlier in the process, such as the initiator. When sending back, you must leave a comment giving instructions on what that person should update. Once updated, the process will go through all process steps again.
Standard Report	PeopleSoft Delivered Report	Reports that Workday creates and delivers to all Workday customers. Workday creates Standard Reports using Report Writer or XpressO (an internal development tool). You can only copy and modify Standard Reports created with Report Writer.

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Supervisory Organization	* New Term *	A grouping of employees who report to the same manager. In Workday, these groupings are then built into a hierarchy that defines the reporting structure and organizational chart. There will be separate supervisory organizations to identify Position Management (PM) positions/employees and Job Management (JM) employees. The supervisory organization replaces the concept of the department ID.
Task	* New Term *	A business process step that you must complete. Task notifications are triggered by steps in a business process.
Tenant	Instance	An environment, or instance, of the Workday software with data and configuration that exists independently of other tenants or environments and is used for different purposes, such as conversions, testing, or training.
Time Block	Time Capture In/Out	This identifies the time entry in/out times, total hours, and the time entry code.
Time Entry Code	Earn Codes	A time entry code describes the type of time a worker enters, such as Regular hours, Standby or Call Back.
Time Off	Leave Codes	A time off is typically shorter breaks from work, such as vacation or sick time. It is typically less than two weeks in duration with a known end date. This is probably one of the most common absence an employee will request.
To-Dos	Checklist	A business process step reminder to do something outside of the Workday system. They must be marked complete before the workflow will go to the next step.
Validation	Online Edits	Rules that trigger an error or alert message upon submission of an invalid request. An error is a hard-stop message that must be resolved before moving forward. An alert is a soft warning that does not prevent a user from moving forward.
Worker Profile	* New Term *	A quick view of each individual Worker's demographic, job, and organization information. Worker data is viewable in the different tabs of the Worker profile, and view/edit access to this data depends on one's security role access.
Worktag	* New Term *	A keyword that you can assign to transactions and supporting data to make their business purpose clear and establish a common relationship. Worktags allow you to find information more easily, filter searches to focused results, and analyze information.

For WorkdayHR questions, please contact us via email at **WorkdayHR@louisville.edu**