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| https://cdn-assets-cloud.frontify.com/local/frontify/h_lNxVXLqrDqb2kyrixW3lMmUl7n-aBRzJUzyvzD7__bSRHHTzNAofVnlAbJJx9vNkQ9CJn7g5wY90Uc-kxCSqo3uRtlUfsA6MuojCRVaIzYRn2x-2cC6sct7nNQX4AC?width=2400 | **Note:** To understand and work effectively in Workday, you have to speak the language. | |
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| **CROSS-APPLICATION TERMS** | | | |
| Approver | | Designated participants in a business process, with a defined responsibility in this type of event, indicate they approve the proposed action. (The business process can proceed to the next step.) | |
| Auto-fill | | A time entry option that copies time blocks from a worker’s schedule, or from a previous week, when entering time. | |
| Benefit Event | | An event in the employee's life that gives the employee the opportunity to change benefit elections. These include staffing changes (for example, getting hired or promoted) but also "life events," for example, getting married or having a new child. | |
| Benefit Plan | | Defines the following:   * The coverage levels or amounts available to employees enrolling in an insurance, health care, defined contribution, or spending account plan. * The target populations for a plan (for example, employee, employee + spouse, or employee + children). * Eligibility for benefits, including which benefit groups are eligible for the plan. * Restrictions on the age of covered dependents. * Plan rates and costs. | |
| Business Object | | Workday stores your data as business objects—organizations, workers, positions, and so on—which can be thought of as database tables or worksheets in Excel. Just as a database table or worksheet has columns and rows, a Workday business object has fields and instances. A business object is composed of a set of related fields, similar to how a table or spreadsheet is composed of a set of related columns. Instances of a business object in Workday are like rows in a table or spreadsheet, with each instance representing a unique occurrence of that type of object such as an organization or worker. A business object can have no instances, one instance, or many instances. Workday automatically links related business objects together. | |
| Business Process | | All transactions in Workday will be executed through the completion of business processes. A business process is made up of a collection of tasks that are completed in a specific order using pre-defined routing to accomplish a desired business objective. Routing of a business process is conditional on attributes (for example: employee type, supervisory organization and job family). | |
| Business Process Instance | | A business process that the initiator has started. For example, the Hire Employee for Organization X business process definition becomes an instance when the initiator uses it to hire a particular applicant. | |
| Business Process Security Policy | | A business process security policy secures the initiation step, step actions and process-wide actions including view, rescind, cancel and correct. It specifies which security groups that have access to each action. | |
| Carryover Limit | | The maximum amount of time off employees can carry over from one balance period to another. | |
| Compensation Basis | | A user-defined grouping of compensation components; such as the sum of salary, allowance, commission, bonus, future payment, stock and retirement savings plans. Workday enables you to specify which compensation plans should be included in the compensation basis calculation. This calculation can be used to view employee compensation in Workday and in the bonus process to provide target pools and individual target amounts. | |
| Compensation Package | | A grouping of compensation guidelines (grades, grade profiles, and their associated steps) and plans that you can assign to workers as a set. Packages provide a quick view the eligible plans for a particular job or group of employees. | |
| Compensation Plan | | A component of pay that you use to assign monetary amounts to a worker's pay. For example, a salary, an allowance, or a bonus.  Some compensation plans, for example, a commission, are discretionary. You are not paid from these compensation plans in every paycheck. By contrast, other plans, like a salary plan, are included in every paycheck. | |
| Dashboard (landing pages) | | Several dashboards are delivered with a number of worklets pre-configured that are specific to a functional area, like Talent. Since these worklets are built with the report writer and report-specific calculated fields, you can copy and modify them if you have unique requirements. You can add additional custom worklets to these dashboards using the report writer. | |
| Data Source | | A data source defines a particular set of business object instances for reporting purposes. A data source is similar to a database view, except it is more flexible in two key areas. First, a database view always returns a flattened out tabular data structure, whereas a data source can return hierarchical data structures. Second, a database view requires that technical staff manually join related tables together, while a data source automatically allows reportable access to all business objects related to those in the data source. | |
| Defined Contribution Plans | | A type of benefit plan where employees make contributions to 401k and 403b accounts. You can establish defined contribution plans and add these plans to benefits programs. Your employees can make or change defined contribution elections at any time, and those changes are sent to payroll for the periods in which the elections are effective. | |
| Eligibility Rules | | Specify one or more criteria that categorize workers into a group that is used to qualify them for participation in an HR-related task. Examples include benefit plans and compensation plans. | |
| Event | | A transaction that occurs within your organization, such as hiring or terminating an employee. | |
| Field (reporting) | | In a Report Writer report, a field contains data related to a particular primary or related business object. | |
| Home (landing page) | | The default landing page for the user. | |
| Initiation Step | | An initiation step is the first step of a business process. | |
| Initiator | | The role that is responsible for starting a business process. Each business process can have multiple possible initiators. | |
| Instance | | An instance refers to one unique occurrence of a business object, for example, your Executive Management organization, or John Doe, the worker. | |
| Intermittent Leave | | A single leave of absence taken as separate blocks of time. To facilitate tracking, you can coordinate time offs with leaves of absence. Validation rules and supporting data for coordinated leaves and time offs can reference combined balances. For example, eligibility and validation rules can check to see if an employee has a sufficient balance across coordinated leave types and time offs to take all days in a leave of absence or time off request. | |
| Leave Type | | Defines rules that apply to a specific type of leave of absence, such as jury duty or FMLA. Identifies the leave of absence family and unit of time for leave requests. It can also identify employee eligibility rules for requesting a leave, validation rules for preventing invalid requests, whether to track entitlement balances, and other options. | |
| Mircro-edit | | The ability to edit existing time blocks or add time blocks directly to a day by double-clicking on the time entry calendar. | |
| Pay Component | | An earning (such as base salary or bonus) or deduction (such as federal withholding taxes or medical) that applies to a worker's gross-to-net pay calculation or tax liability. | |
| Pay Group | | A group of workers defined to have their pay calculated and processed together. Workers in a pay group must share the same period schedule. | |
| Pay Rate Type | | "Defines whether the worker is paid a salary or a certain amount per unit of time, for example hourly or weekly. Defined by country and associated with job profiles and, by extension, with employees in that job profile." | |
| Payment Elections | | "Control how to pay workers for each type of pay that they receive, such as regular payments and bonus payments. Payment elections designate the payment type (check or direct deposit), account information for direct deposits, payment order and the distribution of balance for split payments." | |
| Payroll Effect | | An option available in Workday Absence Management to stop paying workers while on leave. You can configure a run category to pay workers on certain leave types when the Payroll Effect option is enabled for the leave type. | |
| Payroll History | | Payments made to employees before using Workday Payroll, that are loaded into Workday to establish starting balances for workers. | |
| Payslip | | Online or printed summary of an employee's gross-to-net earnings. Also referred to as a pay stub. | |
| Quick Add | | A time entry method that enables you to create a time block and copy it to multiple days in a week. | |
| Withholding Elections | | Your federal W-4 and | |
| Work Schedule Calendar | | 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. | |