



Workday Terminology Glossary

Workday Term	Definition
Action	Step in a business process within Workday a worker must complete (e.g. edit information, approve, deny, etc.).
Allowance plan	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	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	A descriptive job title of the employee's job.
Change job	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	Refers to a position that is closed indefinitely and cannot be reopened.
Company	Each state government agency/board/commission in all three branches is considered a company in Workday.
Company service date	Company service date is the date that an employee started with their current company (agency).
Compensation grade	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	A bundled group of compensation plans. A grouping of compensation guidelines (grades, grade profiles and their associated steps) and plans.
Compensation step	A specific monetary amount within a grade or grade profile.
Continuous 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.



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Contract	Document format used for limited duration employees.
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	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	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	Refers to a job posting open to gather an ongoing pool of candidates. Example: Firefighters for fire season.
External Learner	A person who only completes training through Workday Learning because their sole interaction with Workday is to complete training offered by the State. Their position is not tracked by human resources and therefore, is not in Workday Oregon.
HCM	"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	Defines the features and characteristics of a position that uses that profile.
Job 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.



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Leave of absence	An approved period 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	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	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	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.
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.



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Review (in BP step)	When the recipient of an action can 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	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	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	A position belonging to a particular employment statutory category, type of state service and assignment to a labor organization.
Union Membership/ID	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).
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 Term	Definition
Workday	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.
Workday Payroll and Time Tracking Terms	
Auto-fill	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.
Calculated Time	Result of applying time calculations to a worker's reported time. Automates application of company or regulatory rules.
Calculation Priority	Calculation priorities specify the order in which time calculations execute.
Conditional Calculation	Time calculation that tags time blocks that meet certain conditions.
Day Breaker	The time of day on which a worker's workday 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.
Eligibility Rules	Eligibility rules define rules and criteria workers must meet to use specific time entry templates, time entry codes, time calculations, and period schedules.
Micro-edit	The ability to edit existing time blocks or add time blocks directly to a day by double-clicking on the time entry calendar.
Period Schedule	See Time Period Schedule.
Quick Add	A time entry method that enables you to create a time block and copy it to multiple days in a week.
Reported Time	A worker's time that has been entered onto the time entry calendar but has not had any time calculations applied.
Time Block	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.



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Time Calculation Tag	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.
Time Code Group	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.
Time Entry Calendar	A set of self-service pages that workers use to enter, edit, and view time.
Time Entry Template	A template defines how a worker's time entry calendar is configured. Workers are matched to time entry templates through eligibility rules.
Time Entry Code	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.
Time Entry Validation	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.
Time Off	Reported time that is not worked. Common types of Time Off include sick leave, jury duty, and vacation.
Time Period Schedule	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.
Time Shift	A grouping of consecutive time blocks that you can use in standard overtime calculations, time block conditional calculations, and validations.
Time Type	Describes the time a worker enters onto his or her time entry calendar. They can include time entry codes, projects, and time off.
Work Week	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.
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.
Worktag	Worktags are labels that can be added to your time tracking entries to record specific details about the hours worked, such as the location where you worked and what job duties or tasks you fulfilled. Worktags are also used for costing purposes, like allocating your time to cost centers and indicating how you would like overtime hours to be paid.