SJSU Research Foundation Workday Glossary

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Common Terms

Term	Definition
Award	A contract agreement with your sponsor in the form of funding to perform an activity for a public purpose. It defines how to capture direct and facilities and administration costs, recognize revenue, and bill your sponsor.
Award Line	A line of authorized amount associated with a grant on an award. It includes information on the line's effective date, spend restrictions, basis limit, salary cap, and facilities and administration cost rates for expenditures charged to the grant.
Business Process	A business process is a sequence of one or more tasks that accomplishes a desired objective. Examples of business processes are hiring an employee or paying an invoice. Actions that can be taken on a business process include Approve, Deny, Cancel, Correct, Rescind, and View.
Business Process Definition	The tasks that compose a business process, the order in which they must be done, and who can do them.
Business Process Instance	A business process that the initiator has started. The *Hire Employee for Organization X* business process definition becomes an instance when the initiator uses it to hire an employee.
Cost Center	A worktag that identifies the department. Cost centers may roll up into a cost center hierarchy.

Term	Definition
Foundation Data Model (FDM)	The Foundation Data Model (FDM) will replace our current chart of accounts. All financial transactions are impacted by the FDM, which is a multi-dimensional structure. It is the framework that will support financial and management reporting.
Grant	A worktag you use to charge award-related expenditures to an award line.
Job-Based Security Group	A security group that includes one or more job-related attributes or objects, including job profile, job family, job category, management level, or exempt/non-exempt status
Initiation Step	The first step of a business process.
Related Action	Possible actions available for a given report or topic that are accessible from the given report or topic.
Revenue Category	An attribute in customer contracts and billing used to search for and report on goods and services you sell. Also, a dimension in account posting rule types for customer contracts, billing, and accounts receivable that drives accounting behavior.
Spend Category	A logical grouping to search and report on acquired items and services. Also, a dimension in account posting rules for procurement and spend that drives accounting behavior.
Submit	Action in Workday that completes/triggers a task.

Term	Definition
Supervisory Organization	The supervisory organization (aka Sup Org) is the 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.
Task	A business process step that you must complete. For example, task alert notifications are triggered by steps in a business process.
Tenant	The module of Workday shared by all RF employees.
To-Dos	To-Dos are reminders to do something outside of the Workday system. They can be part of business processes and must be marked as complete before the workflow proceeds to the next step.
Worklet	Icons on the Workday homepage that provide access to groups of related tasks. Used to organize tasks and reports by functional areas.
Worktag	Worktags are keywords that you can assign to transactions and supporting data to make their business purposes clear, and they establish common relationships through classification. Worktags enable you to find information more easily, filter searches to yield focused results, and analyze data.

Legacy Term vs. Workday Term

Legacy Term	Workday Term
Account number	Additional Worktags/Cost allocations
Affiliate, Temp Agency for Temporary Hourly Workers	Contingent Worker
Asset	Depreciable Asset
Business Unit	Company
Chart of Accounts	Foundation Data Model
Check Request	Ad Hoc Payment Request
Department	Cost Center
Direct Deposit	Payment Elections
Expense Object Code/Expense Account	Spend Category
hand Check	Manual Payment
Hourly or Salary	Pay Rate Type
Human Capital Management (HCM) unifies: Human Resources, Payroll, Benefits, Talent, Recruiting, etc., into one system of record	Human Capital Management
Item Group	Purchase Item Group
Job Title	Job Profile
Onboarding	Onboarding in Workday
One-Time Payments	One-Time Payments
Pay Base	Job Family Group
Pay Stub	Pay Slip
Qualified Life Event/Change in Benefit Eligible Status	Benefit Event
Resignation/termination	Termination (Voluntary or Involuntary)
Revenue Object Code/Revenue Account	Revenue Category

Legacy Term	Workday Term
Salary change, account change, reappointment	Job Change
<SJSURF> Employee Online	Employee Self Service and Employee as Self
Supplier ID	Vendor Catalog Number
Time Worked and Various Terms	Time Tracking
Vacation / Sick Leave	Time Off
Vendor	Supplier
Voucher	Supplier Invoice
Working Title	Business Title

Worklets

Worklets

Worklets are used for performing various tasks.
Some Worklets are added to everyone's homepage, whereas others appear based on your specific job function and duties. There are also optional Worklet icons you can add to your homepage. To launch a Worklet, click on its icon within Workday.

Personal Information
View and update your emergency contacts, education, experience, and other information.

Inbox
View your assigned actions.

Absence
Enter and review time off, exceptions, and leave. View current time off balances. Managers can view direct-reports' time off.

Compensation
Request compensation change and one-time payment. Managers can view direct-reports' compensation.

Expenses
Enter reimbursable expenses and view past expenses.

Benefits
View and change benefits choices for you, your dependents, and beneficiaries.

Time
Manage your time worked. Managers can view and approve staff hours.

Directory
Find contact information for people who work at KUMC. View departments and organizational charts.

Pay
View paystubs, direct deposit information, and tax documents.

My Team
Managers can view information about staff and initiate activities such as promotions and job changes.

Icons

Icons

Workday includes several intuitive action icons you have probably seen on other websites. Below are a few common icons you will see in Workday.

Configure Options
Click to set preferences related to your current page.

Related Action
Both of these icons reveal a menu of possible actions for a given report or object.

Required Field
A value must be input in a required field before you can Submit.

Export to Excel
This icon allows you to download and save a report as an Excel spreadsheet.

Dropdown List
Select this icon to reveal a dropdown list of items.

Print
Select this icon to print a properly formatted version of the page you're viewing.

Filter Results
Select options to narrow down search results.

Full Screen View
Select this icon to view a report in full screen viewing mode.