



HR Related Terminologies in Workday (1 of 4)

S/N	Today	Workday	Description
1	N/A	Absence	Time off or leave (of absence) that can either be paid or unpaid
2	N/A	Accrual	Defines how much time off employees can accrue, the timing of the accrual, and other rules
3	N/A	Additional Benefits Plans	Used to define miscellaneous benefits that don't fit into any of the other mentioned categories. E.g. gym membership etc.
4	N/A	Allowance plan	Compensation plans used to pay graduate students, faculty, unclassified and classified staff a specified amount of money over a period of time for a specific purpose such as cell phone, housing, etc.
5	N/A	Benefit Annual Rate	An amount that is different than total base pay in which benefit rates or coverages should be based on
6	N/A	Benefit Coverage Type	Type of benefits coverage where each type may contain one or more specific benefit plans
7	N/A	Benefit Defaulting Rule	Identifies the benefit plans, coverage targets, and coverage amounts that employees receive by default when they do not complete an enrollment event.
8	N/A	Benefit Event	An event in the employee's life that gives the employee the opportunity to change benefit elections.
9	N/A	Benefit Event Type	Identifies the events that trigger benefit enrollment, for example open enrollment, new hire or the birth of a child.
10	N/A	Benefit Group	Identifies workers who are eligible for the same general set of benefits and have the same rates and processing rules, such as age 'as of' rules
11	N/A	Benefit Provider	Carriers or Vendors that administer benefit plans
12	N/A	Benefit Surcharge	Additional costs applied to coverage targets on health care plans and rates
13	N/A	Business Title	The title created by the department or Supervisory Organization and used to describe the person's position and responsibility (e.g. Professor of Economics)
14	N/A	Business Unit	It represents the area of business in which that the Employees activities are grouped



HR Related Terminologies in Workday (2 of 4)

S/N	Today	Workday	Description
15	N/A	Carryover Limit	The maximum amount of time off employees can carry over from one balance period to another.
16	Pre-encumbrance	Commitment	Earmarking a budget early in the process to make other internal stakeholders aware of the intention to spend. Or funds set aside for an expenditure that has not been externally committed.
17	N/A	Commitment Adjustment	Value that represents the difference between the previous commitment amount calculated for a position restriction and the current amount calculated
18	N/A	Coverage Targets	Defines who can be enrolled in health care, insurance, or additional benefit plans.
19	N/A	Eligibility Rule	Conditions an employee must meet to be eligible to receive a particular benefit.
20	N/A	Enrollment Event	Any event that results in a gain or loss of benefits coverage.
21	N/A	Evidence of Insurability (EOI)	A requirement when an employee makes certain insurance elections and then they need to provide a statement of good health.
22	N/A	Headcount	The number of workers in an organization.
23	N/A	Insurance Plans	Plans that provide income replacement in case of death, disability, and accidents, such as life insurance, long-term disability, accidental death & dismemberment etc.
24	N/A	Job Category	User-defined job categories allow employees track additional job information
25	N/A	Job Profile	Characteristics of a job/position such as, pay rate type, qualifications, compensation guide, job description, etc.
26	Job Opening	Job Requisition	Approve request to fill a position or chair using recruitment
27	N/A	Job Title	The title of the worker in their assigned job
28	N/A	Life Event	A kind of benefit event that occurs in the employee's personal life, for example, getting married, having a child, or retiring



HR Related Terminologies in Workday (3 of 4)

S/N	Today	Workday	Description
29	N/A	Leave of Absence Rule	Rule used to define worker eligibility for leaves of absence and to define validations that prevent users from submitting invalid leave requests
30	N/A	Leave Type	Defines rules that apply to a specific type of leave of absence, such as jury duty or Family/Medical Leave
31	N/A	Off-Cycle Payment	A payment made outside the regularly scheduled payroll run. Manual, on-demand, reversals and history payments are classified as off cycle.
32	N/A	On-Demand Payment	An off-cycle payment that replaces, or is issued in addition to, an employee's on-cycle pay.
33	N/A	Open-Enrollment Event	An event that controls the benefits open enrollment process and applies to an entire, chosen employee population for the calendar year.
34	N/A	Payroll for Position Control	Amount reserved for compensation
35	N/A	Period Schedule	Defines the accrual frequency for a time off plan, such as annual or monthly and the start and end date of each reporting period.
36	N/A	Position	A seat filled by an employee
37	N/A	Position ID	A code associated with a position
38	N/A	Quick Add	A time entry option that enables you to create a time block and copy it to multiple days in a week.
39	N/A	Related Person Relationships	Types of relationships and if they can be used as a dependent, a beneficiary, an emergency contact or any combination of the three.
40	N/A	Reference Pay Range	A range of pay established for a compensation grade or grade profile.
41	N/A	Staffing Model	A structure that defines how jobs and positions are created and filled in a supervisory organization
42	N/A	Supplemental Earning	Compensation paid in addition to an employee's regular wages, included but not limited to severance, dismissal pay, vacation pay, back pay, bonuses, moving expenses, overtime, and commissions



HR Related Terminologies in Workday (4 of 4)

S/N	Today	Workday	Description
43	N/A	Target Hire Date	The estimated earliest date on which a candidate can be hired, based on the posting policy for university recruitment. .
44	N/A	Time Calculation	A set of rules to apply time calculation tags to calculated time blocks for Payroll or other purposes.
45	N/A	Time Off	Reported time that is not worked. Common types of Time Off include sick leave, jury duty, and vacation
46	N/A	Time Shift	A grouping of consecutive time blocks that you can use in standard overtime calculations, time block conditional calculations, and validations.
47	N/A	Total Base Pay	This is simply an employee's salary