



General Terminologies in Workday for Faculty (1 of 2)

S/N	Today	Workday	Description
1	N/A	Academic Unit	A workday organization type that represents a faculty, school, institute, or program.
2	N/A	Academic Affiliate	Individuals who work at an educational institution but aren't in an employment relationship with the institution.
3	N/A	Academic Appointment	Tracks an academic appointee's time at a university or college. Tracks detailed information like: start/end dates, review dates, reappointments, promotions, rank, title, tenure status, and academic unit. .
4	N/A	Academic Unit Hierarchy	A hierarchical grouping of academic units primarily used for roll-up reporting.
5	N/A	Academic Pay	An academic appointee's distinctive pay structure is based on the individual's position, funding, FTE, and annual work period/disbursement plan period
6	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.
7	N/A	Approver	Designated participant(s) in a business process, with a defined responsibility that indicates they approve the proposed action so the business process can proceed.
8	N/A	Business Process	A sequence of one or more tasks that accomplishes a desired business objective (i.e. hiring an employee, paying an invoice)
9	Speed Chart	Cost Center	Identifies financial responsibility and management for officially acknowledged business units
10	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.
11	N/A	Foundational Data Model	Chart of account structure that is used in accounting and financial reporting
12	Project/Grant (PG)	Grant	Sponsored grants are given to the institution in order to meet specific objectives in a program plan. Workday's Grant Worktag captures costs and revenue for a sponsored grant



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13	N/A	Inbox	Place to find Items in Workday that an approver needs to take action on (i.e. approve, send back, etc.) and should be completed on a timely basis
15	N/A	Inherited Roles	Certain types of Security roles assigned to a supervisory organization will automatically apply (inherit) to subordinate supervisory organizations if another position with that same Security role has not been specifically assigned.
17	N/A	Notification	Items that are for information purposes only, no action needs to be taken
18	N/A	Obligation	A faculty or unit obligating itself to spend funds on something for which it has yet to receive consideration, or earmarking.
19	Program Code	Program	Track revenues and expenses by ongoing activity.
20	N/A	Retiree as self	A Security role given to employees that retire from UBC that allows access to personal information and T4s and to manage benefits if enrolling in Retirement & Survivor Benefits.
21	N/A	Roles	Designations that determine access to perform the Initiate, View and Modify, Cancel or Rescind, and Approve business processes.
22	N/A	Security Group	A collection of users, or a collection of objects that are related to users
23	HRMS Dept ID	Supervisory Organization	A logical grouping of employees who report to the same manager, and each manager is associated with a Sup Org that contains the workers and the positions they manage.
24	N/A	Supervisory Org. Manager	A manager who supervises one or more direct employees
25	N/A	Terminee as self	A Security role given to employees that are terminated from UBC that allows access to personal information and T4s and to manage benefits if enrolling in Retirement & Survivor Benefits.
26	Chatfield	Worktag	Classifies transactions for financial, operations or external reporting; Ex. Cost Center, Grant, Program, Supervisory Organization, supplier, employee. .