General Terminologies in Workday for Staff (1 *of* 2)

S/N	Today	Workday	Description
1	N/A	Approver	Designated participant(s) in a business process, with a defined responsibility, indicates they approve the proposed action so the business process can proceed.
2	N/A	Delegate	A person who completes a task on another person's behalf.
3	N/A	Delegation	The ability of an employee to assign business process(es) to another person to initiate or approve on their behalf.
4	N/A	Employee Self Service (ESS)	Allows employees to access and manage/view their personal HR, benefits and payroll records.
5	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
6	N/A	Job Change	The movement of an employee from one position to another within or outside the company (Business Unit).
7	N/A	Matrix Manager	A manager with the security role to view a employee's compensation, past jobs, skills and experience, time off and leave and worker history as well as participate in processes related to the matrix members in situations where there are dual reporting relationships.
8	N/A	Notification	Items that are for information purposes only, no action needs to be taken
9	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.
10	N/A	Related Actions (three dots)	A clickable icon that enables the user to perform additional actions for an object.
11	N/A	Roles	Designations that determine access to perform the Initiate, View and Modify, Cancel or Rescind, and Approve business processes.
12	N/A	Security Role	Determines access to initiate and approve finance and HR transactions. Security roles are linked to a position In Workday

S/N	Today	Workday	Description
13	HRMS Dept ID	Supervisory Organization (Sup Org)	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.
14	N/A	Task	A business process step that you must complete.
15	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.
16	N/A	Tenant	UBC's version of Workday
17	N/A	Time Entry Calendar	A set of self-service pages that employees use to enter, edit, and view time
18	N/A	Worklets / Applications	Icons on Workday homepage that provide access to applications such as Personal Information, Expenses, Purchases, Time, Absences.