Top 10 Workday Terms to Learn Now

1. **Supervisory Organizations** – The foundational structure for HR processing in Workday which groups workers into a management hierarchy. Jobs/positions sit in supervisory organizations and the workers that hold these jobs/positions therefore belong to a supervisory organization.

2. **Staffing Models** – Defines how jobs and positions are created and filled in a supervisory organization and consists of two types of staffing models:
   - **Position Management (PM)**
     - One worker for a position
     - Position exists after worker vacates, allowing for tracking of vacant positions
     - Allows ability to see who has been in a position over time
   - **Job Management (JM)**
     - Does not set specific limits on the number of jobs that can be filled
     - Positions do not exist separately from the worker
     - Once a worker leaves, the position does not remain, there is no vacancy

3. **Security Group** - Determines what operational data a user can see and what tasks and business processes a user can do in Workday. All CSU level security groups are role-based and constrained to the organization for which they are assigned or inherited from the superior organizational level.

4. **Business Processes** - A set of tasks that people initiate, act upon, and complete in order to accomplish a desired business objective. Workday enforces routing and approvals based on roles. Positions that hold roles for a supervisory organization will receive business processes for approval depending on factors such as job family (e.g. student, academic, classified, etc.) or whether the business process supports time entry, time off or recruiting. **Business Process Owners** from **Business Processing Offices** including Human Resources, Academic Payroll Services, Office of Financial Aid, Payroll Services, and Office of Sponsored Projects, own pieces of each business processes.

5. **Delegation** - Provides the ability for users to delegate their inbox to another user (with approval) for a period of time while still allowing the delegator access to their inbox.

6. **Worker Types** - Identifies workers as either **Employee** or **Contingent Worker** in Workday.

7. **Job Profile** – Details the generic features and characteristics of a job or position, pay rate type, compensation, skills, and other job/position qualifications. Job profiles are grouped in to what Workday calls Job Families.

8. **Absence** – Encompasses both the **Leave** and **Time Off** business processes.
   - **Leave** is used for a very specific kind of absence which meets ALL of the following criteria:
     - Unpaid
     - Continuous for 30 full days or longer
     - Does not have a balance of hours to track
     - Open ended until an action is taken to return the employee from Leave
   - **Time Off** is any absence that does NOT meet ALL of the above criteria for Leave. It can be **Paid** (e.g. sick, vacation, comp time) or **Unpaid** (e.g. referred to today as LWOP) and can be used for absences that meet ANY of the following criteria:
     - Less than 30 days in duration
     - Partial days
     - Intermittent
     - A balance of hours is tracked (e.g. FML)

9. **Cost Center** - A type of organization that reflects the UT *DEFINE account number. Cost Center Manager is the role that is assigned to cost centers and business process will be routed to them for approval when their cost center is a part of the transaction.

10. **Costing Allocation** - Indicates how employee’s salary, allowances, or other compensation plans will be funded. Costing allocations can be made up of one or many accounts.