

General Workday Glossary

What we call it in Workday	Definition
Application	A grouping of related tasks and reports.
Task	A task allows you to enter or view data.
Related Actions	Related actions provide a list of actions you can take or data you can view based on a specific object within Workday (for example, an Employee)
Inbox	The Workday Inbox displays tasks, approvals, due dates, and other items as they relate to a business process.
Notifications	Notifications make you aware of items, but they do not require any action.
Business Process	A sequence of tasks that employees can initiate, act upon, and complete in order to achieve a desired business objective. Examples of business processes include hiring an employee or creating an expense report.
Worker Profile	The Worker Profile is where all of your personal information sits in Workday.
Home Button	This button takes users back to the Landing Page
Search Bar	The Search Bar can be used to search for any people, tasks, reports, and business data within the Workday system. Results are tied to employee's security role, as this effects what people see and have access to in the system.
Archive	A page within Workday that shows request within the last 30 days.
Favorite	A task that records a request for quick access
Filter(s)	Sorts and categorizes data to return specific queries based on search criteria
To Do	Reminders for employees to complete a task outside of the Workday system related to a business process.
Record(s)	Data that records past and future transaction, used primarily for audit and report purposes.
Personal Information	Information such as addresses, emergency contacts, personal information and personal contact.
Role	A role is a security feature within workday that determines what employees have access to. This can include the initiation and approval of business processes as well as data
Employee Self Service	Feature that provides employees the ability to access their personal records and details, such as contact details, banking information or benefits.

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Supervisor Organization (Sup Org)	Grouping of Employees who report to the same manager
Cost Center	Grouping of supervisory organizations that are utilized for financial reporting
Academic Organization	Grouping of entities that are used for tracking and managing academic appointments
Staffing Model	A hierarchical model tied to a supervisory organization that sets hiring restrictions to workers within that supervisory organization. There are multiple staffing models used to accommodate for different supervisory organization structures.
Job Management (Staffing Model)	A Workday Staffing Model designed to accommodate the creation of many jobs without having to create positions. Each worker shares the same job profile and hiring restrictions. Students are typically hired into these supervisor orgs.
Position Management (Staffing Model)	Workday Staffing Model designed to accommodate the creation and filling of positions. This model allows a position to be tracked, as well as set restrictions to positions
Supporting Role(s)	Support roles are employees within Workday that hold specific roles that help support other employees
Delegation	A task used to distribute another workers actions to others.
Alert	Alerts notify users of potential issues on a page, but don't prevent you from completing the tasks
Error	Errors prevent you from completing a task until the error is fixed.