

WORKDAY GLOSSARY

Workday Terminology	Definitions
Additional Job	A second (or third) job held by a Worker. Additional jobs are considered “non-primary” jobs. (Previously at USC: Additional Position)
Annual Work Period (AWP)	The number of months a <u>faculty</u> employee works during a year.
Applicant	Each person in Workday has both an Applicant and an Employee record. A PeopleAdmin integration creates the Applicant record.
Awaiting Action	A step in a business process has been assigned and has not been completed.
Base Pay	Base wages for exempt and non-exempt excluding faculty and students.
Business Title	A descriptive job title that provides greater understanding of the scope of a Worker’s job within his assigned Job Profile.
Business Process	A series of activities when linked together achieve a desired business objective. Activities include tasks, To Do’s, approvals and upload of documents.
Business Process Conditional Rule	A condition that defines routing of a business process.
Compensation Element	The smallest unit of compensation for a worker.
Compensation Plan	A component of pay that you use to assign monetary amounts to a worker’s pay.
Compensation Package	A grouping of compensation guidelines and Compensation Plans that comprise all of the elements of Worker compensation. All Workers are assigned the USC Compensation Package.
Consolidated Approval	One Consolidate Approval step is generated when one role has multiple successive approval actions in a business process.
Contingent Worker	A Worker who is not an Employee, is not paid directly by USC Payroll, and is not eligible for university benefits.
Core Pay	Base wages for exempt faculty.
Cost Center	Cost Centers are used to track the financial impact of human resources transactions. (Previously at USC: Account number)
Costing Allocation	Costing Allocations define which Cost Centers a Worker’s expenses are charged to. Costing Allocations override the Worker’s default Cost Center. Costing Allocations may be done at the Worker/Position level or at the Worker/Position/Earning level. (Previously at USC: Assign account number)
Default Cost Center	All Worker expenses are charged to the Worker’s Default Cost Center unless Costing Allocations are entered to override the Default Cost Center.
Default Weekly Hours	The standard hours that a full time employee works in the Worker’s supervisory organization .
Development Organization	An organization for Workers that either work in the “development” job family or are in a development supervisory organization.
Disbursement Plan Period (DPP)	For Faculty working 8 months or more: The number of months the faculty elects Core Compensation to be paid over .
Earning Code, Earning	Payroll codes linked to specific Compensation Elements. (Previously at USC: Earn Type)

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Employee	A worker who works directly USC, is paid by USC Payroll and may be eligible for university benefits.
Employee Type	A designation assigned to each employee when the employee is hired. Also listed as Worker Sub-Type. Examples: Staff, Student, Faculty.
Employment Action Close Out	Activities performed when a Worker transfers out of or terminates from an organization .
ESS	Employee Self-Service: this is the functionality for employees to initiate tasks on the All About Me landing page (replaces legacy eTrac).
Faculty Leave	Paid and unpaid Leave types that are available to faculty only: Faculty Furlough, Faculty Special Leave, Fellowship Leave, Sabbatical (Mini, ASHSS, Semester, Year), School Paid Leave, Assistant Professor (paid) leaves of absence.
First Day Back at Work	The first CALENDAR day after the last leave of absence day. Example: A Worker's last leave of absence day if Friday February 9. Enter <u>Saturday</u> February 9 as the First Day Back at Work.
First Day of the Leave	The first CALENDAR day that the employee is unavailable to work. Example: A Worker's last day at work is Friday February 9. Enter <u>Saturday</u> February 9 as the First Day of the Leave.
FTE (Full Time Equivalent)	The ratio of a Worker's Scheduled Weekly Hours to his/her supervisory organization's Default Weekly hours. Example: If Worker is scheduled to work 20 hours a week and the supervisory organization's Default Weekly Hours are 40, the FTE is 50%.
Frequency	A measure of time used to calculate pay. USC uses Monthly, Bi-Weekly, Hourly and Annual.
Compensation Grade/ Grade Profile	Compensation Grade is assigned to a Job Profile based on the level of responsibilities performed by an incumbent of the Job Profile. Pay ranges are defined in Compensation Grade Profile.
Home Department	Home Department is entered as an "Organization" at hire or through Change Organization Assignments.
Initiate	Start a business process.
Integrated	One system that manages multiple functional areas. Workday is an integrated system that USC is currently using to manage human resources, compensation, benefits, absence and payroll data.
Integration	The movement of data between two systems. Example: Data flows between Workday and PeopleAdmin through an Integration .
Intermittent Leave	A single Statutory leave of absence taken as separate blocks of time. A block of time less than one week is entered as Time-off, and those longer than one week are leaves of absence.
Job Family	A broad grouping of jobs that perform similar functions. Examples: Job families include information services, nursing, library/museum services, accounting/finance.
Job Profile	Defines the type of work performed and generic characteristics of a job .
Last Day Worked - Termination related	The last day that the person is a USC Worker. This may differ from the actual last day of work.
Leave of Absence	Non-timesheet based leaves that are one week or longer.
Leave Type	Defines rules that apply to a specific Leaves of Absences such as eligibility and entitlement maximums.

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Location	The physical building where a Worker works. The building name is in the Location field. The work street address is located in Contact Information. Location influences defaulting of standard hours.
MSS	Manager Self-Service: this is the functionality for managers to view their team, review notifications, and initiate certain tasks.
On demand check	Manually processed check generated outside the usual payroll processing cycle. (Previously at USC: Hand drawn check)
On Hold	Used in a business process to coordinate multiple events that are entered during the same time period. Additional events are placed "On Hold" until a previously submitted event process is complete.
One-Time Pay	Payment for a Compensation Plan type that is paid one time. Example: Bonus.
Organization	Groups that an Employee is a member of. Organizations drive eligibility and access to data .
Pay Group	Groupings of employees used for payroll processing. (Monthly, Hospital Bi-weekly and University Bi-Weekly) (Previously at USC: Payroll Frequency)
Payment Elections	A Worker's direct deposit options. The worker can set up one or more bank accounts. The payment election specifies the pay types (such as check or direct deposit) and payment allocation amounts for each bank account.
Pay Rate Type	Hourly or Salary
Position	A unique "chair" with a number identifier in a Supervisory Organization.
Role/Support Role	Designations that determine access to data, tasks and reports. Example: Roles restrict access to compensation or certain personal contact information.
Routing	The automated movement of a business process from one role to another role. Routing rules are, in part, based on the type of transaction, supervisory organization, employee type and who initiated the transaction.
Scheduled Weekly Hours	A Worker's scheduled weekly hours. This may differ from the hour actually worked.
Settlement	Agreed terms for an Employee's separation from USC.
Staffing Model	Defines how jobs and positions are created and filled in a Supervisory Organization. USC is using the Position Management.
Statutory Leave	CFRA, FMLA, FMLA Military Caregiver, Medical Leave Unpaid, PDL leaves of absence.
Student Wages Hourly	Base wages for student workers.
Supervisory Organization	An organization for a group of Workers that report directly to one Manager. (Previously at USC (example): Department; 95-1642394 University of Southern California)
Supplemental Pay	Compensation paid in addition to an employee's regular wages such as vacation pay, allowances, moving expenses and overtime .
Tenant	USC's version of Workday.
Termination	Any employee voluntary or involuntary leaving USC.
Termination Date	The first full day that the person is no longer a USC Worker.
Time Type	Full-time/Part-time
Time Off	Time off that would be entered on a timesheet that are less than one week
Time-Off Type	Specific Time-off that an employee can request, such as Vacation or Jury Duty. (Previously at USC: Time Type)
Union Organization	A grouping for all employees who belong to specific unions.

Workday Terminology	Definitions
Work Assignment	Wages for non-exempt faculty.
Worker	Employee or Contingent Worker.
Worker Type	Used on Job Requisitions. Options are Employee or Contingent Worker.
Worker Sub-type	Used on Job Requisitions. A further categorization of Worker Type. Examples: Faculty, Staff, Resource Employee, Student.