

Workday Glossary: HCM

Allowance Plan

An additional component of an employee's regular compensation such as tuition reimbursement.

Applications

A compact report displayed as an icon (a tile or a bubble) on any landing page, providing easy access to tasks and information you use regularly. Examples: My Leadership Roles, Open Positions, and Anniversaries.

Benefit Event

An event that gives you the opportunity to change your benefit elections. These include staffing changes (such as getting hired or promoted) and life events (such as getting married or having a child).

Business Title

The employee's departmental title.

Career Profile

Consolidates multiple tasks for managing talent data, enabling employees to update their talent profile in a single page. Information on your Career Profile includes Education, Job History, Certifications, Skills, etc.

Contingent Worker

A worker who is not an employee. You can use contingent worker types, such as volunteers, contractors or consultants, to categorize and track contingent workers in your organization.

Full Time Equivalent (FTE) %

The ratio of a worker's scheduled weekly hours to the weekly hours for the business site. If a worker works 20 hours a week, and the business site weekly hours are 40, then the worker's FTE is 50 percent.

Functional Area

A collection of domain or business process security policies that are related to the same set of product features, for example, benefits or compensation.

Headcount

The number of workers in an organization.

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Job Profile

The employee's job classification; generic features and characteristics of a job or position, such as management level, pay rate type, compensation, skills, and other qualifications.

Leave of Absence

A long-term time away from work. Examples include Family and Medical Leave, Maternity or Paternity Leave, etc.

Life Event

A benefit event that occurs in your personal life, such as getting married or having a child.

Open Enrollment Event

A type of enrollment event. This event controls the benefits open enrollment process. Unlike benefit event enrollment, which is triggered by a life event or job change, an open enrollment event applies to an entire employee population.

Org Chart

A visual depiction of how an organization is structured. It outlines the roles, responsibilities, and relationships between individuals within an organization.

Performance Review Process

A process where you receive formal feedback on your performance during a given period of time. This process includes a performance evaluation.

Pre-Hire

In staffing, an individual you are tracking before employment. In recruiting, a candidate who is in the offer or background check stage.

Staffing Event

Any event that changes your position or job, such as a hire, transfer, or promotion. Staffing events usually trigger an opportunity to edit or modify benefit elections.

Supervisory Organization

Supervisory organizations group workers into a management hierarchy and are the primary organization type in Workday HCM. All workers are hired into supervisory organizations. Organization assignments such as company, cost center, and region can be configured for supervisory organizations, and unique business processes can be configured for them as well.

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Talent Reviews

A process in Workday that enables you to gather, evaluate, and report on a range of employee talent information such as skills and experience, performance and potential, career interests, and mobility preferences. The configuration of the talent review template, the Talent Review business process, and your security determine which actions employees and managers take during a talent review.

Termination

A process to end an employee's time with the employer. Should NOT be used for transfers to new positions within the same organization; transfers are managed via Change Job.

W-4

Your withholding allowance certificate. This will inform an employer how much income tax to withhold from your paycheck.

Worker

An employee, student worker, or contingent worker.

Worker Profile

Your continuously updated page. It provides a quick view of your experience, skills, education, and projects.

National ID

Workday collects various forms of National Identification. For Dickinson, this is referring to the Social Security Number (SSN) of the employee, candidate, or new hire.

Probationary Period

Probation period tracks, evaluates, and launched any necessary actions based on the outcome of the probation period of an employee. (Current word: Introductory Period)