

Workday Glossary: Payroll, Absence & Time Tracking

Additional Payment

An off-cycle payment made in addition to a worker's scheduled on-cycle payment. You can process additional payments as part of a manual payment or on-demand payment.

Balance Period

The period of time, such as current period, month-to-date, quarter-to-quarter, or year-to-date, over which Workday calculates a pay component value.

Compensation Element

Smallest unit of compensation for a worker in a specific position. Workday uses compensation elements to determine the amount, currency, frequency, and other attributes of a worker's compensation.

Example: Base salary, bonus, benefits, commissions, allowances, etc.

Direct Deposit

A payment election. You can choose direct deposit as a payment type. If this is elected, any payment from the company will go directly to the bank account specified. You can set up your direct deposit to include several accounts and specify the percentage of payment that you would like to go into each account.

Manual Payment

An off-cycle calculation that records check or cash payments made outside Workday Payroll.

Off-Cycle Payment

A payment, such as a manual payment or on-demand payment, made outside the regularly scheduled payroll run. Reversals and history payments are also classified as off cycle. Off-cycle manual and on-demand payments enable you to issue additional or replacement payments.

On-Cycle Payment

A payment made in a scheduled payroll run.

On-Demand Payment

An off-cycle payment that replaces, or is issued in addition to, a worker's on-cycle pay.

Workday Glossary: Payroll, Absence & Time Tracking

One-Time Payment

An ad-hoc payment such as a performance bonus, employee referral bonus, or severance payments.

Pay Component

An earning (such as base salary or bonus) or deduction (such as federal withholding taxes or medical) that applies to a worker's gross-to-net pay calculation or tax liability.

Pay Component Group

A collection or combination of related earnings, deductions, or pay component-related calculations that are combined to simplify payroll calculations.

Example: Employer-Paid Benefits, Pre-Tax Deductions, and Federal Taxable Wages.

Pay Group

A group of workers defined to have their pay calculated and processed together.

Pay Rate Type

Type of worker pay, such as a paid salary or a certain amount per unit of time.

Example: Hourly or weekly.

Payment Elections

Designates the payment type (check or direct deposit), account information for direct deposits, payment order, and the distribution of balance for split payments. Controlled for each type of pay that you receive, such as regular payments and bonus payments.

Payslip

An online or printed summary of your gross-to-net earnings. Also referred to as a pay stub. Payslips can be found in the Benefits and Pay application.

Period Schedule

When and how often to process payroll. Defines payment dates and forward accruals, using a Period Start Date, Period End Date, and Payroll Payment Date.

Proration

Creates subperiods when there is a mid-period change in the worker's compensation. It can be based on calendar days or days worked (work shift).

Workday Glossary: Payroll, Absence & Time Tracking

Replacement Payment

An off-cycle payment that replaces a worker's on-cycle payment in a period that is in progress or not yet started.

Subject Wages

All of your wages subject to a particular tax, including wages for exempt positions and those that exceed a wage cap.

Taxable Wages

All of your wages subject to a particular tax, excluding wages for exempt positions and those that exceed a wage cap.

Timesheets

Record work hours for submission, approval, and eventual payment through payroll, if enabled. (Often this is enabled via the Time Tracking application instead of Payroll.)

Withholding Elections

Income tax withheld from your salary based on a set of criteria. Includes federal, state, local elections, and tax allocations. From the Pay application, view withholding information on the State Elections tab to view or modify your federal elections.

Worker Eligibility

The conditions you must meet to be eligible to receive a particular earning or deduction.

Worker Tax Elections

Your marital status, number of elections, exemption status, and other information required for tax collections.

Auto-fill

A time-entry method that copies time blocks from a worker's schedule, or from a previous week into the current week on the time entry calendar.

Micro-edit

The ability to edit existing time blocks or add time blocks directly to a day by double-clicking on the time entry calendar.

Workday Glossary: Payroll, Absence & Time Tracking

Quick Add

A time-entry method that enables you to create a time block and copy it to multiple days in a week.

Time Entry Calendar

A set of self-service pages that workers use to enter, edit, and submit time, when using calendar-based time entry. When using high volume time entry, workers can view and submit time from the time entry calendar.

Time Entry Validation

Errors or warnings that prevent you from entering invalid time. Critical validations prevent you from submitting time. Warnings appear on the time entry calendar, but do not prevent you from submitting time.

Time Off

The rules that apply to a specific type of time off, including eligibility rules, whether adjustments are allowed, and limits that differ from the time off plan.

Time Type

The time you enter in your time entry calendar. Select the time type from a list of time off plans available to you such as maternity, vacation, etc.