NC Workday HCM Glossary

A

Active Candidate

A person with an application for a specific job requisition. Candidates must be linked to a job requisition for Workday to initiate a job application event.

Applicant Pool

A subset of applications in an application grouping. Applicant pools enable you to control and adjust workload for application reviewers.

Approval Chain

The hierarchy of roles to approve a business process; Defines the approval workflow.

Approver

Designated participant(s) in a business process with the authority to review and confirm that a request is valid and should be processed.

B

Base Pay Element

> The compensation components that are included in the calculation of base pay for the purposes of determining the compa-ratio and target penetration.

> Example: Include both base pay and bonuses in the base pay calculation for compa-ratio.

Business Object

> Objects used to store data in Workday (such as organizations or workers). A business object has *fields* and *instances*, which are analogous to rows and columns in a spreadsheet. Workday links related business objects: a worker is associated with a position, the position to a job profile, and so on.

Business Process (BP)

> A series of one or more tasks to complete a particular business objective (e.g., hiring an employee). Business processes are made up of Actions, Approvals, To Do, and/or Checklists. Behind the scenes, the business process framework is what allows the business processes to deliver the right information to the right people at the right time.

Business Process Security Policy

> A business process security policy secures the steps and process-wide actions including view, rescind, cancel and correct. It specifies which security groups have access to each action.

C

Candidate

A person applying for an open job/position.

Candidate Pipeline

All active candidates.

Candidate Pool

Candidates grouped together based on specific criteria.

Change Job

Business process used to change an employee's position, such as transferring to another position.

Close Position

Business process used to remove a position from the headcount; once a position is closed, it cannot be reopened.

Compensation

The combination of elements capturing the total amount of pay provided to an individual.

Compensation Basis

A grouping of compensation components, such as salary and allowance plans, that define estimated earnings for an employee population.

Compensation Component

The umbrella term for compensation packages, grades, grade profiles, and plans that can be associated with compensation eligibility rules.

C *(continued)*

Compensation Package

A grouping of compensation guidelines (grades, grade profiles, and their associated steps) and plans that you can assign to workers as a set. Packages provide a quick view of the eligible plans for a particular job or group of employees.

Compensation Rule

Guidelines for determining which workers are eligible for which components of compensation.

Compensation Step

A specific monetary amount within a grade or grade profile.

Compensation Target Rule

A rule used to segment your employee population for assignment of compensation plans.

Condition Rule

A condition that defines the routing of workflow within a business process.

Contingent Worker Type

A sub-category of the Contingent Worker group to categorize and track contingent workers in an organization; includes types like contractor and consultant.

Consolidated Approval

A type of approval that is generated when one role has multiple successful approval actions in a business process; an approver is able to approve multiple steps in a business process at once.

D

Delegate

A person who completes a task on another person's behalf.

Delegation (Business Process)

The ability of an employee to assign steps of a business process to another person to complete on their behalf. For example, managers may delegate certain tasks to their administrative assistants. Delegation may be temporary, and not all steps may be delegated.

Disposition

Status of candidates that have been rejected for hire or declined a job during the job application event.

E

Employee Type

A user-defined type that you assign to each employee when the employee is hired. This designation is used for multiple reasons; you can search or filter employees by their employee type as well as build eligibility rules used in compensation and benefits. You can designate an employee as a Fixed Term Employees if they have fixed end dates of employment.

Event

A transaction that occurs with your organization, such as hiring an employee.

Evergreen Requisition

General requisition used for a job profile(s) that is continually hiring.

F

Freeze Job Requisition

To stop actively recruiting for a job requisition for a specified period of time; Will not impact Time to Fill calculations. For example, a budget or hiring freeze.

Freeze Position (Business Process)

Putting an unfilled position on hold without closing the requisition.

Full Time Equivalent (FTE) Percentage

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

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H

Headcount

The number of workers in an organization.

Hire

Employing a new, or re-hiring a former, employee.

Hire Date

Date of hire which is populated by the most recent Hire Business Process.

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I

Inbox

View action items that require your attention.

Initiate

The first step or transaction in a business process.

Initiator

A person enabled in Workday to create or start a particular business process.

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J

Job Catalog

The collection of job profile groups available for use in hiring and other staffing transactions.

Job Classification

Categories of Job Profiles; Required for many types of job-related regulatory reporting. This is one general category of all the various codes related to a job, such as EEO, census codes, workers' compensation, or SHA. Position title comes from this.

Job Profile

A job profile is a record of information about a job including a summary, description and the job's key characteristics such as exempt status, pay rate type, job classification groups, and compensation grade.

Job Requisition

Advertisement to fill an open position.

Job Title

The title of the worker in their assigned job; defaults from the Job Title field or Job Profile Name field on the position description.

L

Length of Service

Length of service is calculated from the continuous service date to current date.

N

Notification

Messages that Workday sends automatically when certain tasks and processes are completed. Notifications may impact you, but do not require any action.

O

Offer

An employment offer made to a candidate.

Onboarding

Tasks and announcements that are provided after Hire, Change Job and/or Add Additional Job, such as trainings.

Original Hire Date

First date of service with the agency.

P

Position

A seat filled by an employee. A position needs to be created in order for a job requisition to be created or there needs to be a vacant position.

Position ID

A code associated with a position.

Position Restriction

Unfilled position or seat.

Post/Unpost Job Business Process

The process a recruiter follows to add or remove a job posting from the career site.

Pre-Hire

In Staffing, a pre-hire is an individual you're tracking before employment. In Recruiting, this is a candidate who is in the Offer, Employment Agreement, Background Check, or Ready for Hire stage.

Profile

Enables an employee to view information, such as their job details, contact information, and more. Access your profile by clicking the default 'person' icon.

Prospect

Someone you are interested in tracking who isn't associated with a specific job. You can use tags, prospect types, and prospect statuses to help track these individuals.

Q

Questionnaire

A pre-built set of questions developed and associated within the recruiting tasks to help capture information not otherwise listed on an application. Can also be used to drive functionality around documents and routing.

R

Recruiting Cycle

A recruiting period for one or more academic levels of an academic unit. Recruiting cycles are associated with campaigns to measure the effectiveness of each campaign per recruiting cycle.

Requester

The person who requests or performs the first step in a business process.

Roles

Specific responsibilities and permissions that determines what a user can see and do in Workday.

S

Security Roles

A set of permissions assigned to positions that give employees access to the information needed to do their jobs in Workday. Security roles are **NOT** the same as an employee's job title, and employees can hold multiple security roles. There are two main types.

(1) User-based security roles: Unconstrained, meaning they can act across supervisory organizations, on all population sets.

(2) Role-based security roles: Constrained, meaning they can only act within the supervisory organization(s) and population(s) they support.

NC Workday HCM Security Roles

Assessment Partner: Allows assigning management of candidate assessment tests to individuals that aren't a Primary Recruiter, Hiring Manager, or Primary Recruiting Coordinator.

Background Check Partner: Allows assigning various individuals that are responsible for conducting background check/drug screens to enter the overall status providing flexibility at the agencies.

Candidate Pool Manager: Perform maintenance tasks for assigned candidate pools. Examples include maintaining candidate pools and membership. No approval authority.

Compensation Partner: Perform compensation management functions for assigned organizations. Examples include approving worker compensation plans, packages, and salary ranges. Approval authority for compensation and staffing business processes.

S (continued)

Security Roles *(continued)*

NC Workday HCM Security Roles *(continued)*

HR Manager: Copy of HR Partner that will be assigned to the HR Manager on supervisory organization for ad hoc offer approvals in multiple agencies.

HR Partner: Perform HR management functions for assigned organizations. Examples include creating and approving new positions, job assignments, and managing the job profile framework. Approval authority for HCM business processes.

I-9 Partner: Responsible for shepherding the I9 process to completion. Involved in Section 2 completion, duplicate case check and photo match as well as finalize employment disposition confirmation. Allows flexibility to route I-9s to a sup org or location based on agency need.

Primary Recruiter: Perform recruiting functions for assigned job requisitions. Examples include creating, qualifying, and evaluating applicants for jobs and positions. Approval authority for pre-hire, recruiting, and staffing events.

Primary Recruiting Coordinator: Perform recruiting functions for assigned job requisitions. Examples include creating, qualifying, and evaluating applicants for jobs and positions. Approval authority for pre-hire, recruiting, and staffing events.

Recruiter: Perform recruiting functions for assigned organizations. Examples include creating, qualifying, and evaluating applicants for jobs and positions. No approval authority.

S *(continued)*

Security Roles *(continued)*

    NC Workday HCM Security Roles *(continued)*

        Recruiting Analyst: View all recruiting setup and operational data for assigned organizations. No approval authority.

        Recruiting Coordinator: Perform recruiting functions for assigned organizations. Examples include sourcing candidates, processing candidate dispositions, and scheduling candidate interviews. No approval authority.

        Salary Administration: Perform compensation management functions for assigned supervisory organizations. Examples include approving worker compensation plans, packages, and salary ranges. Approval authority for compensation and staffing business processes.

        Security Partner: Perform security management functions for assigned supervisory organizations. Examples include setting up users and changing passwords. Approval authority for organization and system business processes.

        SME: Assign on the Job Req to allow assigned individuals that aren't part of the recruiting process visibility into the candidates on the job req.

S (continued)

Supervisor Organization

Elements of the organizational chart that groups employees into a management hierarchy to define who reports to whom. Foundational, hierarchical position-to-position structure. Can be a business unit, department, group, or project.

Departments can have multiple supervisory organizations (one per unique manager). All employees must belong to a supervisory organization and each supervisory organization must have a manager.

The manager cannot belong to the same supervisory organization that they manage and instead typically belong to the Supervisory Organization directly superior to the one they manage.

T

Target Hire Date

Field within Create Job Requisition business process. It is the earliest date on which a candidate can be hired.

Task

A business process step that you must complete.

Tenant

Workday's term for a database instance or environment (e.g., development, testing, or production tenants).

Time in Job Profile

Length of time in employee's current job profile.

Time in Position

Length of time in employee's current position.

To-Dos

Reminders to do something outside of the Workday solution. They are related to a business process and have to be marked complete before the workflow will go to the next step.

W

Worker

> An employee or a contingent worker.

Workflow

> Workflow defines who can perform each task and provides a routing mechanism to flow the task execution from one user to another.