Workday Glossary

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Acronyms

A

Account Certification

Account certification in Workday is a step in the period close business process. It involves verifying that account owners have reviewed reconciliations for all account balances under their authority and ensured adjustments have been made where issues have been found.

Account Posting Rules

Account posting rules (APRs) and custom validations (both of which are tenant-level configurations in Workday) define the ruleset that Workday worktags must adhere to for business transactions to be successfully created or posted through data loads or transactions in the Workday environment.

Adaptive Planning

Adaptive Planning is a cloud-based financial planning and analysis solution. It is a budgeting, forecasting, reporting, and analytics solution for organizations of all sizes. Workday Adaptive Planning is open with a purpose-built integration framework, allowing clients to integrate any data source from their systems. It includes automated budgeting and forecasting, financial reporting, and other active planning capabilities, including integrations with third-party products like Salesforce.

Assignable Roles

Positions you can assign to organization roles.

Attribute

They are attributes are a logical grouping of values[1]. They are used for sorting and reporting data, but not for data entry. There can be multiple attributes applied to the

Level/Account/Dimension. When an attribute is applied/tagged to a parent/summary Level, all the parents will inherit the parent's attribute value and cannot be changed.

B HOME

BAI

BAI, or the BAI file format, is a file format for performing electronic cash management balance reporting. The BAI format was developed and previously maintained by the Bank Administration Institute (BAI)

Book Codes

A grouping of book codes for financial reporting. A book rolls up activity from one or more book codes, including the Blank book code. A book code can belong to multiple books. KenCrest will use book codes: common, US GAAP adjustment. Note: All operational journals will be assigned to the common book.

Boomerang Integration

A boomerang integration in the context of Workday refers to an integration where data is exported out of Workday, transformed, and then fed back into Workday. Unlike typical integrations that tie together external systems with Workday, boomerang integrations automate processes within Workday using its own data.

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 Object Model

The business object model makes your data contextual and actionable. So when you access an object in Workday, you can often perform an action on it or find related data. This concept is the "power of objects."

Business Process

The set of tasks that need to be completed for an event to occur, the order in which they must be done, and who must do them. Workday includes a number of predefined business processes for different purposes. You can edit the default definitions for your organization. You can also create different versions of the same business process for different organizations

C HOME

Common book

In Workday, a **common book** refers to a position that is closed indefinitely and cannot be reopened. It is used for employee actions such as promotions and transfers. Additionally, Workday allows you to define and manage facilities and administration expenses

Compensation Element

Compensation elements link Compensation to Payroll. When a compensation element is attached to a plan that is assigned to an employee, Workday can determine which earnings to use to pay the employee.

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.

Conditioning Rules

A Workday condition rule is a rule-based configuration that can be used to initiate a business process. The rule-based configuration can use any available field to initiate the condition rule and drive the appropriate business process. The rule-based configuration can also be used to optimize conditional logic and required approvals.

The Condition Rules types are:

- **Validation**
- **Entry**
- **While Running**
- **Exit**

Connector

A set of 1 or more integration templates that provide a framework for building integrations in a particular functional area. The integration can support a specific type of data or can support a specific endpoint.

Cost Center

Identifies financial responsibility for a managed budgeted entity at a level similar to departments or units in legacy systems. Cost centers should have manager/director oversight, operate under a budget, include employee salaries, and generally have multiple gifts, grants and/or programs associated with them.

Custom Report

A custom report created from the related actions menu of a Workday object by selecting Reporting > Create Custom Report from Here. Simplifies choices of data and fields to those related to the context of the object.

Custom Validation

Custom validations are **tenant-level configurations in Workday that define the ruleset that Workday worktags must adhere to for business transactions**. They can help ensure that the required worktags are added to the transactions and that the transactions follow the correct workflow based on the worktag hierarchy. Custom validations can be applied to data loads or transactions in the Workday environment.

D

HOME

Dashboard (landing pages)

A specialized landing page containing a set of preconfigured worklets for a functional area that you can copy or modify. You can add additional custom worklets to dashboards using the report writer.

Data Conversion

Data conversion is the process of **transforming data from one format to another** so that it is compatible with the target system, application, or storage method. It is often carried out as part of a larger project, such as data migration or integration.

Data Source

A data source defines a set of business object instances for reporting purposes. Allows reporting access to all business objects related to those in the data source.

Deployment

It focuses on implementing the **Workday** HCM and Finance systems. After testing, schedule the launch whenever the client is sure of the system's configuration and functionality. This level of implementation is when meticulous planning, designing, configuring, and testing have culminated.

Dimension

Dimensions are usually created with worktag. Some aspects of data to use as the basis for analysis. For example, financial accounting can analyze revenue by customer, by time period, or by product. Expenses can be analyzed by costs, by cost center, or by project.

Domain

A collection of related securable items such as actions, reports, report data, report data sources, or custom report fields. Each domain is secured by a domain security policy.

Domain Security Policy

A collection of related securable elements of different types and user-specified security groups that have access to elements of each type.

E

HOME

Ecosystem

An ecosystem is a network or interconnected system. For a software company, that means all of the different people that interact with the software. Workday ecosystem includes customers, consulting partners, integration partners and employees.

Engagement Manager

An engagement manager is responsible for building a positive relationship between Workday and the client after they have signed a contract. They are responsible for solving any issue that a client experiences.

Enterprise Interface Builder (EIB)

An integration tool that enables you to create simple, secure, and customizable integrations with Workday. Alternately, an EIB is a simple integration created by the integration tool. An EIB consists of an integration system, an integration data source, an integration transformation, and an integration transport protocol.

Event

A business process transaction that occurs within your organization, such as hiring or terminating an employee.

F

HOME

Field Overrides

A tool that lets you customize integration systems that are based on a connector template. Field overrides are managed through an integration service. They use calculated fields or report fields to supply values to an integration system. Example: member IDs in benefit provider integrations.

Foundation Data Model

It is a multi-dimensional data structure that serves as the backbone for transaction processing and reporting done within Workday. The FDM allows users to attach common attributes, or “worktags,” to transactions. By labeling information with worktags that are shared between business functions (Finance, HR, and Payroll), the university will have the ability to effectively report and analyze data. The FDM will include the individual segments of what has historically been referred to as the chart of accounts **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.

<u>Functional Consultant</u>

A Workday Functional Consultant is a specialist with a robust understanding of the Workday platform and other associated business processes and requirements.

G HOME

GAAP Book

Workday's GAAP book includes **financial results presented in accordance with U.S. generally accepted accounting principles (GAAP)**. It also includes certain non-GAAP financial measures of performance, such as non-GAAP operating income (loss). These non-GAAP financial measures provide useful information in understanding and evaluating Workday's operating results and future prospects.

Gold Tenant

The Gold Tenant is the final tenant built just before going live. There is one final data conversion process just before go-live, and the result is the Gold Tenant. After review and verification of the data in the tenant, the Gold Tenant becomes the Production tenant.

Grade Profile

A breakdown of a compensation grade by functional task, geographical region, or other categorization your business requires. A profile enables you to assign more granular compensation ranges to workers.

H

N/A

I HOME

Illumination

Workday brand for its Artificial Intelligence platform.

Integration Attribute

An integration component that specifies the tenanted value of a data element in Workday.

Example: Plan Sponsor Name is a type of attribute in benefit provider integrations.

Integration of Data Source

Indicates the type of data that Workday receives from or exports to an external system and its location.

Integration Event

The record of an integration process. Every integration—current or past, involving the import or export of data, successful or not—gets recorded as an integration event. The integration event contains all the information about the integration process, including its status.

Integration Map

An integration component that specifies how values in Workday map to values in an external system.

Example: Pay Rate Frequency is a type of map in third-party payroll integrations.

Integration Service

A group of related integration attributes, maps, and XSLT that provides a framework to transform Workday data into the format required by an external system.

Integration System

A tenanted definition of an integration between Workday and an external system based on a template that provides the methodology for communicating data.

Integration Template

A collection of integration services that enable communication between Workday and an external system. Workday provides integration templates in categories such as Benefits, Financials, HCM, Payroll, Payroll Interface, Procurement, Recruiting, Security, and Settlement. Many of the delivered templates contain default values for attributes, as well as prompt values for attributes and maps, to define the integration further.

Integration Transformation

Converts data into a format that Workday or a receiving external system can understand. Workday provides some delivered transformations, and you can also create custom transformations.

Integration Transport Protocol

Controls how Workday exports data to an external endpoint or service or imports the data from an external endpoint or service. Workday supports several types of transport protocols, including email, FTP and SFTP, HTTP/SSL, Workday attachments, and Workday Web Services.

Intersection Security Group

A security group whose members are other security groups. Members associated with all included security groups are granted access through an intersection security group.

J HOME

Job Profile

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

Journals

- **Operational Journals** are created automatically based on Workday's native accounting flow and associated posting rules. These are pre-set by Workday. Documents such as Accounting Adjustments, Ad Hoc Bank Transactions, Allocations, Customer and Supplier Invoices, Expense Reports, Payroll Accounting Adjustments, etc. are operational journals.
- **Accounting Journals** are created manually or via spreadsheet template based on user or external system inputs. Manual Journals and Service Providers are examples of accounting journals. Other than "Manual Journals", these are created and configured by a KenCrest Finance staff member.
- **Journals Connectors.** The Workday Journal Connector enables Workday customers to import accounting journals from external systems and translate data from

external chart-of-account structures into worktags and accounts structures. It provides an enhanced user experience for managing integration errors for each journal.

K

N/A

L HOME

Landing Page

Landing pages display a collection of worklets. Landing pages may have different display formats (grid or bubble) and support different functions. The Home landing page is intended for common worklets, such as self-service worklets.

Legacy Data

Legacy data refers to information that is stored in outdated or obsolete systems, formats, or technologies that is likely no longer in use.

Location Security Group

A security group whose members are any workers assigned to that location.

M

N/A

N

N/A

O HOME

Organization Security Group

A security group whose members are any workers assigned to that organization.

P HOME

Primary Business Object

In Workday, Primary Business Object (PBO) are the central focus of any report you build in Workday. They are the foundational entities akin to database tables that contain the core data around which the report is constructed.

Prism Analytics

It is a **self-service analytics solution** for Finance and HR teams that allows organizations to bring external data into Workday, combine it with existing people or financial data, and present it through Workday's reporting framework.

Production

The **Production** tenant is where Workday real, live data that the organization uses and interacts with on a day-to-day basis is housed.

Prove

Payroll Reconciliation of Variance Engine

Q

N/A

R HOME

Record to report **(R2R)** process is used by finance and accounting professionals to gather, analyze, and present financial data. It provides correct, relevant, and timely information for strategic feedback in finance and operations. Reporting in Workday involves selecting a Primary Business Object (PBO) for each report and using the Report Data Source to run and analyze the report effectively.

Reference ID

A unique identifier used to look up data for integration purposes.

Releases

Occur twice per year and contain a significant number of new features and functionality that may require configuration.

Reports

- **Standard Reports.** Workday delivers standard reports that are available for all customers. Standard reports are also called "Workday-delivered reports" or simply "delivered reports." If necessary, you can copy many of the Workday-delivered reports to create a custom report and modify it as needed. The reports types are: advanced, matrix, composite, transposed, search, nBox and trending.
- **Custom Reports:** These are reports that are created by Workday administrators. They are designed to meet specific needs that are not met by standard or ad hoc reports. Workday Report Writer lets you create custom reports to meet your business requirements. You may start with an existing report or you may create your own reports from scratch. Either way, the reports will adhere to your security configuration.
- **TYPES:**
  - **Advanced reports** allow you to display data from the primary and related business objects. These reports are shareable. You can sort and filter the data, show groupings, and display sub and grand totals. You can also add charts and enable the report as a worklet or web service.
  - **Matrix reports** allow you to group data, summarize the metrics for each grouping, and drill into the summarizations for further analysis. In addition, matrix reports also provide for filtering, charts, worklets, and report sharing.
  - **Composite reports** enable you to combine data from multiple data sources into a single report by using advanced or matrix subreports.
  - **Search reports** display search results based on facet-filter selection values.
  - **Trending reports** enable you to report on and analyze trends in worker data, such as headcount and attrition over a period of time.

S HOME

Security Role

A security role in Workday refers to a group of people with specific responsibilities and permissions. Roles determine what you can see and do in Workday, provide access to appropriate data within the assigned organizational structure, and determine functional responsibilities and routing of actions in a business process.

Settlement run

A settlement run in Workday selects all approved transactions that are ready for payment and triggers next steps (e.g., printing checks). When bank transfer payments settle, Workday moves the funds between accounts and generates associated accounting entries.

SmartSheet

Smartsheet is a cloud-based platform designed for work management and collaboration. It allows users to create, manage, and automate workflows without needing to write code.

Smoke Testing

Smoke testing is confirmation for QA team to proceed with further software testing. It is a mini and rapid regression test of major functionality. It is a simple test that shows the product is ready for testing. Smoke testing is also known as “Build Verification Testing” or “Confidence Testing.”

System User

An account associated with and required to launch a Connector or Studio integration. Workday delivered integrations and custom integrations require a system user account for authentication and web service calls. A system user account is not associated with a person in Workday.

T

HOME

Tenant

A Workday tenant is an instance of the Workday software with data that exists independently of other tenants. There are many types of Workday tenants and each one is intended for a specific use during the development and deployment phases.

Tenant types:

- Implementation Tenant: before onboarding and planning. There are several Implementation Tenants such as Testing, Training and Loading Legacy Data.
- Production Tenant: Production tenants are a company's real production system and the tenant environment in which your organization's active data is managed and stored. Only users with authorized permissions can access the data located in a production tenant.

Because a production tenant houses the majority of a company's data, including confidential employee information and other critical business information, it's important that these production tenants are secure and limit access to users with defined authorization.

- Sandbox Tenant: A Workday sandbox tenant is designed to help administrators and consultants in any Workday environment develop and test new features in your product environment, customizations, and configurations before implementing them into the main production tenant.

Data located in the Workday sandbox tenant is typically a copy of the data in the actual production tenant. By making copies of critical data to use in the sandbox tenant, users can not only test new functions for their Workday tenants, but they can also maintain data integrity for the data already in production and keep their main tenants operating smoothly in the process. It's important to note that sandbox tenants aren't allowed to be used as implementation or learning tenants.

Tenant Data

Data unique to each client (ie KenCrest data).

Testing

- Unit testing is a testing process that reviews and tests each individual configuration component to ensure that each unit performs its assigned function independently. It is the first round of testing and serves as a basic check that the configuration conforms to design requirements. In Workday, unit testing is used to test the tenant that has been created based on the needs to ensure the process will work with other functions.

-**End to end** is a process that verifies the proper flow of processes between multiple functions, integrations, and downstream systems. It is designed to ensure that the system functions as designed, to continue verification of the converted data, and to verify the results of processes run in Workday to downstream systems and vendors. End-to-end testing is conducted by testers who complete a series of comprehensive test scenarios to examine Workday from top to bottom. The testing process requires the continuous maintenance and updating of your Workday system throughout the full employee and company life cycle.

Time Block

A time block carries information about a portion of time, such as the number of hours worked or in/out times. Time blocks can be reported or calculated but only calculated time blocks are pulled into Workday Payroll.

Time Calculation Tag

Workday applies calculation tags to time blocks during time calculations. The tags map to payroll earnings to drive how time blocks are paid and can be included in time off and accrual calculations. You can also use them to display time and time off totals on the time entry calendar.

To Do Step

A To Do Task in Workday is a reminder or action item assigned to a user as part of a business process or workflow. Unlike tasks that require completing a specific action directly within Workday (such as submitting a form or approving a request), a To Do often indicates an external step or informational action the user must complete outside the system.

Key points about To Do Tasks:

- Reminder Only: They do not collect data or require submitting a Workday form.
- Process Continuation: Completing a To Do allows the workflow to proceed to the next step.
- Examples: Call a candidate, update an external system, meet with an employee, or gather documentation.

- Mark as Complete: Users must manually click “Submit” or “Done” to confirm they have finished the task, even if the work was done outside Workday.
- Visibility: To Dos appear in the user’s Workday Inbox until completed.

Essentially, a To Do Task serves as a prompt to ensure all necessary steps—inside or outside Workday—are tracked and completed for smooth business operations.

U

N/A

V

N/A

W

HOME

Workday ‘Launch’

It is a deployment approach that helps organizations get up and run on Workday faster. It offers a pre-configured approach based on successful past deployments, allowing for a predictable time frame and reduced risk. Workday Launch provides an optimized deployment roadmap based on business needs and priorities. It is designed to make application deployment easy and efficient.

Workday Extent

Workday Extend is a technology platform that allows organizations to rapidly build new human capital management (HCM) and financial apps native to Workday. It enables businesses to extend their core Workday applications to meet unique organizational needs without compromising security or user experience.

Workday Studio

An Eclipse-based development environment that enables you to build more complex integrations with Workday.

Worksheets on Workday

Worksheets is a spreadsheet component in Workday that enables ad-hoc data exploration, analysis, visualization, and collaboration with live transactional data. The goal of Worksheets is to enable on the fly analysis of reports with **live data.**

Workday Web Services

Workday's public API. Based on open standards, Workday Web Services (WWS) provide the core method for integration with Workday.

Worklet

A compact report displayed as an icon (a tile or a bubble) on any landing page, providing easy access to tasks and information used regularly.

Worktag

A named attribute used, for example, to assign transactions to a funding source. They classify transactions for financial, operational and external reporting. Worktags are identifiers used to describe and group transactions in Workday, and support financial, managerial, and statutory reporting. By using worktags to categorize expenses and track payments, businesses can gain valuable insights into their spending and identify areas where cost savings can be made. For example, you can use a Gifts worktag to assign a current restricted gift fund to an expense in an expense report

X

N/A

Y

N/A

Z

N/A

Acronyms

ABR Asset Book Rules

AD Active Directory

API Application Programming Interface

APR Accounting Posting Rules

ASC Accounting Std Codification

BAI file Bank Admin Institute

BP Business Process

CCH Cost Center Hierarchy

CCS Customer Confirmation Session

COA Chart of Accounts= Accounting Set

CRF Customer Report Fields

CRM Customer Relationship Management

CSM Customer Success Mgr

D01 Dependent 1 (D02 Dependent 2, etc)

DDA Direct Deposit Account Detailed Definition

DCDD Data Conversion

DNU DO NOT USE

DT Document Transformation

E2E End to End

EAC Estimate at Completion

EIB Enterprise Interface Builder (Upload file)

EM Engagement Manager

FAS Foundation Alignment Session

FDM Foundation Data Model

FLW Front Line Worker

FTS Foundation Tenant Service

HCM Human Capital Management

IRSF International Financial Reporting Stds

ISF Internal Service Fund

MFA Multi Factor Authentication

ML Machine Learning

NCI Non Controlling Interest

NSC Named Support Contact

OCR Optical Character Recognition

OMS Object Management System

PATT Payroll Absence Time Tracking

PII Personal Identifiable Information

PM Project Manager

PSD Political Subdivision District

QRG Quick Reference Guide

RAID Risks, Assumptions, Issues and Decisions

SA Savings Account

SFTP Secure File Transfer Protocol

SME Subject Matter Expert

SOW Statement of Work

SSO Singe Sign On

TTM Time Tracking Management

UAT User Acceptance Testing

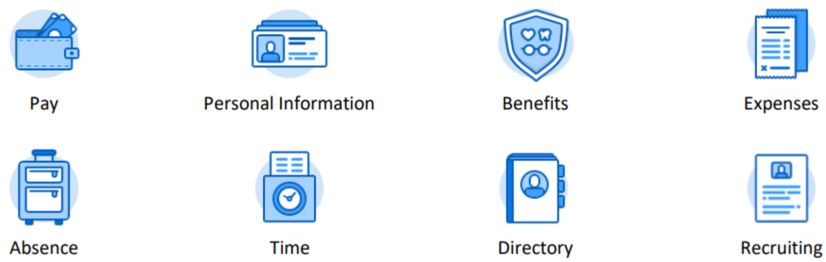
UX User Experience

yyyy-mm-dd All Workday files use 4 digits for Year, 2 for Month and 2 for Date

BASIC WORKDAY ICONS & NAVIGATION

Application: In Workday, an application is a compact report displayed as an icon on your Home page, providing easy access to tasks and information you use on a regular basis. (NOTE: "Applications" are also referred to as "Worklets" in other areas of the Workday system.)

Examples include:



Icon	Description
	Brings you back to your Home page.
	Opens all sections available from the Worker Profile Menu when you select your photo from the Home Page.
	Displays the Related Actions menu for an object (available only if the user has permission to perform additional actions on that object).
	Opens the Inbox, which includes both pending and archived tasks.
	Opens your notifications.
	Displays apps and configured shortcuts.
Actions	Open the Related Actions menu for an object.
	Add a filter to your data.
PDF	View this page as a PDF file that you can print. Restrict this option using the Export to PDF and Excel® domain.
	View this page as an Excel file. Restrict this option using the Export to PDF and Excel® Domain.
	Send the report to a Workday worksheet.
	Freeze columns, similar to Excel.
	View more data with full screen toggle.
	Indicates that you can view a report as a chart.
	Returns to the previous page, and allows you to return a report or task with new values.
	Change the sort direction. An up or down arrow appears in the column heading of a report.
	Appears in applications, worklets, and landing pages, and acts as a menu or settings option.
	Opens the associated instance.
	Alerts you to system limitations based on configuration. You may continue your process or configuration when an alert message displays.
	Alerts you to a critical error. Correct an error to move forward in a process or to enable your configuration.

Icon	Description
*	Indicates that you must enter a value for this field before saving or submitting the page.
	Displays a list of available values sorted in folders (if applicable).
	Opens a calendar to select your date.
	Removes the current row from a grid.
	Adds a row to a grid.
OK	Accepts your changes.
Submit	Accepts your changes and moves you to the next step in the business process.
Done	Closes a confirmation screen.
Cancel	Disregards all changes.
Save for Later	Saves the item in your Inbox until you act.
	Gives you additonal choices, depending on the user and the business process.