

Glossary

Product Summary

July 23, 2026



Contents

Full Glossary of Terms..... 3

Full Glossary of Terms

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

Was this helpful?

A

Academic Date Range	The period of time associated with a student recruiting cycle.
Academic Level	The level of an educational objective that a student can pursue at an institution, such as: - Undergraduate, Graduate, or Professional at a university. - Associates or Baccalaureate at a community college.
Academic Unit	A Workday organization type that represents a school, college, university, or other unit of your institution. These units can recruit prospective students, admit students, offer programs of study or courses, or administer financial aid. Academic units are also used with academic appointments in Workday.
Academic Unit Hierarchy	A hierarchical grouping of academic units primarily used for roll-up reporting.
Accounting Cash	A group of cash ledger accounts that you can use to check cash balances against during settlement.
Accounting Cash Pool	One or more primary balancing worktag hierarchies that you can use to pool cash ledger balances for cash balance checks during settlement.
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.
All Ledgers Journal	An accounting journal that's not configured as a single ledger for the given company and is posted to both primary and alternate ledgers.
Applicant Pool	A subset of applications in an application grouping. Applicant pools enable you to control and adjust workload for application reviewers.
Application Grouping	A grouping of applications for the same admitting level of an academic unit and the same anticipated start date. Groupings can have 1 or more application pools, with an admissions counselor assigned to each pool.

Auto-fill	A time entry option that copies time blocks from a worker's schedule or from a previous week when entering time.
Award	A contract agreement with your sponsor in the form of funding to perform an activity for a public purpose. It defines how to capture direct and facilities and administration costs, recognize revenue, and bill your sponsor.
Award Costs Processing (ACP)	Processing facilities and administration costs and revenue recognition related to spend transactions on awards.
Award Credits	Percentage of award or award lines you allocate to specific worktags for reporting purposes.
Award Line	A line of authorized amount associated with a grant on an award. It includes information on the line's effective date, spend restrictions, basis limit, salary cap, and facilities and administration cost rates for expenditures charged to the grant.
Award Tasks	Administrative tasks that you do or track for a sponsor to support the terms of your award contract. Example: Quarterly progress report, financial report.
Aggregation Security Group	A security group that grants access rights to members of an included set of security groups. Revokes access of members of any excluded security groups.
Approve	An action in a business process that designated participants select to progress the event to the next step.
Assignable Roles	Positions you can assign to organization roles.

[Back to Top](#)

B

Basis Limit	The maximum amount of direct costs you can use to calculate facilities and administration costs.
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.
Benefit Credit Bundle	A defined group of benefit credits that you can award together.
Benefit Defaulting Rule	A rule that identifies the benefit plans, coverage targets, and coverage amounts that employees

	receive by default when they do not complete an enrollment event.
Benefit Event Rules	These rules specify coverage increase limits, EOI requirements, waiting periods, and other rules and conditions of enrollment for benefits enrollment events.
Benefit Event Type	Identifies the events that trigger benefit enrollment, such as open enrollment, new hires, or the birth of a child. It also identifies the coverage types to make available to employees for when an event of this type occurs.
Benefit Group	A group of employees who qualify for benefits based on eligibility rules. Employees must be included in a benefit group to enroll in a benefit plan.
Business Object	Objects used to store data in Workday (such as organizations or workers). A business object has <i>fields</i> and <i>instances</i> , 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 Definition	The tasks that compose a business process, the order in which they must be done, and who can do them.
Business Process Instance	A business process that the initiator has started. The <i>Hire Employee for Organization X</i> business process definition becomes an instance when the initiator uses it to hire an employee.
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.

[Back to Top](#)

C

Calculated Time	Result of applying time calculations to a worker's reported time. Automates application of company or regulatory rules.
Calendar-Based Time Entry	A time entry method that uses the time entry calendar as the focal point for entering, editing, and submitting time.
Cancel (business process)	Canceling a business process stops the workflow in progress and reverses changes made to data. You can't cancel a completed business process; you must rescind it. A securable action in a business process security policy.

Candidate	Candidates include both prospects and active candidates.
Candidate Pipeline	All active candidates.
Candidate Pool	Candidates grouped together based on specific criteria.
Cascading Leave	A sequence of related leave types that are linked together. When an employee meets the conditions defined for ending a leave, Workday generates a return from leave request and a separate request for the next leave.
Company	Companies are organizations within Workday that represent the internal business entities within your enterprise. In Workday Financial Management, companies are the primary organization for all business processes. A Company is considered the level at which one holds a balanced set of books and should reflect Legal Entities where possible.
Company Hierarchy	Defines a parent-child or reporting relationship between Companies in your organizations. The way that you structure your hierarchies influences many important Workday functions, especially role assignments, planning, and reporting.
Compensation Basis	A grouping of compensation components, such as salary, commission, 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.
Compensation Defaulting Rule	A rule that establishes the criteria for how compensation components default to worker compensation during staffing transactions (such as hire or job change).
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.
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.
Conditional Calculation	Time calculation that tags time blocks that meet certain conditions.
Conditions	Conditions are one or more logical matches that are resolved to True or False and used to decide if some action should be taken. You can add conditions to steps in a business process to determine if the step should run.
Connection Map	A tool on a customer profile that enables you to establish and manage the relationships between business entities and ship-to addresses.
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 (example: Salesforce.com or Okta).
Consolidated Billing Schedule	A billing schedule type that allows you to combine all charges for multiple projects or services within a specific billing period into one invoice.
Contextual 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.
Contract Rate Sheet	A document that outlines the contract billing hourly rates for roles such as the engineer, manager, or consultant, with the option to add billing rules for specific contract considerations.
Conversation Tag	A descriptor, such as Dietary Restrictions or Special Needs that you can assign to an engagement conversation to identify its topic. You can search for conversations by conversation tag.
Conversation Topic	A conversation tag or recruiting event name that you can associate with an engagement conversation to make conversations easier to find.
Correct (business process)	Correcting a business process changes a specification or data in the workflow while in progress. A securable action in a business process security policy.
Cost Reimbursable Spend	A billing item that Workday creates to help you bill your sponsor for award-related spending. The cost reimbursable spend amount includes both the original spend amount and any overhead costs Workday calculates based on your award costs configurations.

Course Section Cluster	A group of 2 or more course sections that students must complete in the same academic period.
Coverage Target	Defines whether a specific health care plan or insurance plan applies only to the employee or also to the dependents, spouse, family, and so on.
Cross Plan Dependency	Limits the coverage options available to workers during an enrollment event based on their choice of other benefit plans and coverage amounts. Example: You can limit coverage in a specific plan to a percentage of the total coverage in 1 or more other benefit plans.
Custom Report	Reports not delivered by Workday and built using the Workday Report Writer. Can be created new or by copying another standard or custom report.
Customer Payment Matching	A feature that uses historical payment applications to suggest customer invoices and adjustments that match customer payments with insufficient remittance advice.
Customer Refund Payments in Settlement Runs	A refund payment generated by the settlement run with a payment date that reflects the date you settle the refund.

[Back to Top](#)

D

Dashboard (landing pages)	A specialized landing page containing a set of pre-configured worklets for a functional area that you can copy or modify. You can add additional custom worklets to dashboards using the report writer.
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.
Day Breaker	The time of day on which a worker's work day and work week begins. Defines the 24-hour period over which daily time calculations execute and the 168-hour period over which weekly time calculations execute. Unless otherwise specified, the default day breaker is 12am.
Deny (business process)	When you deny a business process, the business process is terminated and all Workday data is restored to its state before the business process started. To restart the business process, you need to submit the process again, and redo all previously completed steps.
Depreciation Profile	A configuration that determines how Workday depreciates assets by defining a depreciation method, convention, and useful life.

Designation	An attribute, such as Community Learning Partner, Honors, or STEM, that you can associate with educational institutions and external associations to make them easy to find and report on.
Discrete Composite Asset	A combination of related but distinct assets for which you can individually track cost, depreciation, and lifecycle events.
Disposition	Status of candidates that have been rejected for hire or declined a job during the job application event.
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.
Dynamic Period	A date that identifies the anticipated start date for a student of online education or other asynchronous learning.

[Back to Top](#)

E

Educational Taxonomy	A taxonomy scheme and set of codes you can assign to programs of study and their concentrations to meet state, local, or other classification requirements.
Effort Grant	The sponsor funded grant associated with the worker's certified effort.
Effort Recertification	The process you use to recertify an employee's effort in response to payroll accounting changes that occur after you last certified the effort.
Eligible Investigator	A type of role that you can use to assign individuals to awards, grants, and grant hierarchies, so that the role assignments remain intact even when the person's position or organization changes.
Engagement Action Item	Defines a requirement that must be met for an application for admission to be considered complete. Example: Submit transcripts.
Engagement Item	An engagement email or printed engagement item. You can include engagement items in engagement plans and use them to support student recruiting events.
Enrollment Event Rule	A rule that defines coverage start and end dates, waiting periods, coverage increase limits, Evidence of Insurability requirements, and other coverage rules and conditions. Rules ensure that the benefits

	process presents only the options that each employee is eligible for based on the event type.
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.
Estimate at Completion (EAC)	Includes all the hours logged and approved for the project, as well as the future hours the worker expects to complete.
Estimate to Completion (ETC)	Includes the future hours the worker expects to complete.
Event	A business process transaction that occurs within your organization, such as hiring or terminating an employee.
External Association	A nonprofit, community-based, or other noneducational organization that you can associate with student prospects or identify as a location for recruiting events.
External Engagement Item	Used to send and track third-party engagement items for recruiting events, communication plans, or ad hoc communications.

[Back to Top](#)

F

Fast Path	A streamlined approach to moving applications for admission from submission to matriculation as quickly as possible.
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.
Financial Aid Period Record	A record containing data such as academic unit, academic level, and program of study for a student that Workday uses to process financial aid for an academic period.
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.

[Back to Top](#)

G

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.
Grant	A worktag you use to charge award-related expenditures to an award line.

[Back to Top](#)

H

Headcount Plan	Provides visibility into the number of workers necessary to achieve your business goals within a specified period of time.
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[Back to Top](#)

I

Individual Target	An individual bonus or merit target for a worker during a compensation review process that overrides the target defined on the compensation plan.
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 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 enables 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.
Initiation Step	The first step of a business process.

[Back to Top](#)

J

Job-Based Security Group	A security group that includes one or more job-related attributes or objects including job profile, job family, job category, management level, or exempt/non-exempt status.
Job Management Staffing Model	A structure that defines 1 set of hiring restrictions for all jobs in a supervisory organization, with no specific limits on the number of jobs that can be filled.
Job Profile	The generic features and characteristics of a job or position, such as management level, pay rate type, compensation, skills, and other qualifications.

[Back to Top](#)

K

Knowledge Article	An article that is accessible to workers in your organization based on the assigned article audience. You can use these articles to document, share, and manage HR information specific to your organization.
Knowledge Article Audience	A group of employees that can view designated Knowledge articles. Their access to articles is

	determined by condition rules assigned to the audience.
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[Back to Top](#)

L

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.
Leave Family	A set of similar leave of absence types. Example: A company-specific family includes disability leave and bereavement leave, while a separate regulatory family includes jury duty and family medical leave.
Leave of Absence Rule	A rule that defines worker eligibility for leaves of absence.
Line Tax Rate Application (LTRA)	A collection of tax amounts that apply to a given transaction line or supplier invoice line split on a taxable document.
Linked Customer Contracts	Child customer contracts that you associate with a parent customer contract for revenue allocation purposes.
Linked Leave	A leave type that shares an entitlement with other leave types or time offs. Eligibility rules, validation rules, and supporting data reference the combined balance of the associated leave types and time offs. Also known as coordinated leaves and time off.
Location Membership Security Group	A security group whose members are any workers assigned to that location.

[Back to Top](#)

M

Match and Merge	A process that helps eliminate duplicate student prospect information in Workday.
Micro-edit	The ability to edit existing time blocks or add time blocks directly to a day by clicking the time entry calendar.
Multiplier-Based Coverage	Insurance coverage based on multiples of salary, such as 1x, 2x, or 3x salary.

[Back to Top](#)

N

Nonbillable	A nonbillable project is an internal project that you don't invoice customers for.
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[Back to Top](#)

O

Object Class	The spend categories that award sponsors agree to reimburse award recipients for maintaining their projects.
On-Account Document	A document that's generated when you place a payment amount on an existing customer account. You can apply on-account documents to future payments.
Organization Security Group	A security group whose members are any workers assigned to that organization.

[Back to Top](#)

P

Parent Customer Contract	A customer contract that you associate with a child customer contract so you can add contract lines across contracts to the same schedule. When you view the parent customer contract, Workday displays the child customer contracts as linked contracts.
Passive Event	Events that result from the passage of time rather than from a specific change to employee data.
Payment Group	The payments that result from a settlement run.
Payment Tax Rate Application (PTRA)	A collection of tax amounts that apply to a given payment on a taxable document.
Position Management Staffing Model	A structure that defines different staffing rules and restrictions for each position in an organization.
Position Restrictions	The attributes and conditions that apply to an unfilled position in a supervisory organization that uses the position management staffing model. Example: Job profile, location, qualifications, and worker type.
Pre-Hire	In Staffing, an individual you're tracking before employment. In Recruiting, a candidate who is in the <i>Offer</i> , <i>Employment Agreement</i> , <i>Background Check</i> , or <i>Ready for Hire</i> stage.
Procurement Contract	Contracts enable your organization to define preferred suppliers, analyze spend for better control, and standardization. They also allow your organization to implement contractual spend to better negotiate and enforce discounts and other supplier terms.
Procurement Contract Type	A procurement contract in Workday is always associated with a Contract Type that dictates how the contract can be used across the procure-to-pay chain. Example: when a Contract Type has the Scheduled Purchase Orders option set,

	Workday can use the contract to automatically create purchase orders based on a predefined schedule.
Pro Forma Effort Certification	A report you can run before you run effort certification to review estimated effort based on salaries and wages that payroll accounting attributes to grants. It allows you to take corrective action, such as payroll accounting adjustments, prior to certifying employee effort, to ensure a more seamless certification process.
Project Advanced Labor Costing	Prorating project labor costs using standard or fully burdened costing.
Project Asset	A container that captures separate, ongoing costs of a capital project in progress. You can associate multiple projects assets with a project to track costs over the life of a project.
Project Billing Rate Sheet	A document that outlines the hourly or daily rates charged per project role, with the option to be more specific based on defined categories such as Region, Skill Level, and Project Size.
Project Plan Phase	A phase in the project plan that represents a stage in the project work. Example: Plan and Strategize. A project plan organizes projects into sequenced phases and tasks. A project phase is generally project agnostic, but when you add that phase into a project plan, it becomes a project plan phase.
Project Plan Task	The work details in a project plan phase. Example: Define Project Objectives.
Project Transaction Source	The source of project billing transactions. Example: Supplier Invoice, Expense, or Time.
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.

[Back to Top](#)

Q

Quick Add	A time entry option that enables you to create a time block and copy it to multiple days in a week.
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[Back to Top](#)

R

Recipient Threshold	The maximum number of prospects to whom you can send an engagement item at the same time without requiring approval.
Recruiting Cycle	A recruiting period for 1 or more academic levels of an academic unit. You associate recruiting cycles

	with campaigns to measure the effectiveness of each campaign per recruiting cycle.
Reference ID	A unique identifier used to look up data for integration purposes.
Reference Pay Range	A range of pay established for a compensation grade or grade profile.
Related Customer Contract	A customer contract that you associate with another customer contract for reporting purposes. When you create a customer contract, you can associate 1 related customer contract with it. The related customer contract must share the same company and sold-to customer.
Reported Time	A worker's time that has been entered, but has not had any time calculations applied.
Revenue Category	An attribute in customer contracts and billing used to search for and report on goods and services you sell. Also a dimension in account posting rule types for customer contracts, billing, and accounts receivable that drives accounting behavior.
Risk Insight	Provides the reason why Workday identifies an expense report with a High or Medium risk level. Reasons may include 1 or more of these: Amount Anomaly, Duplicate Expense, and Incorrect Expense Item.
Risk Level	The value (Low, Medium, and High) that Workday provides from risk evaluation. Workday provides default risk levels, which can also be configured based on Risk Score.
Risk Score	The numerical value (0 to 100) that Workday provides from risk evaluation. The score helps identify anomalous expense reports.

[Back to Top](#)

S

Salary Over the Cap Basis	A worktag type representing the effort grant on over-the-cap salaries when you have salary over the cap enabled on your tenant. For the portion of salary that's over the cap, the Salary Over the Cap Basis worktag identifies the effort grant, while the Grant worktag, if applied, identifies the grant on the salary over the cap suballocation.
Salary Over the Cap Suballocation	Worktags and their distribution percentages that you want to allocate on the portion of salary that's over the salary cap.
Saved Schedule	A class schedule that students can draft before registering for courses.
Single Ledger Journal	An accounting journal that's a single primary or alternate ledger currency for the given company.

Source	The duplicate record that you want to merge in the Duplicate Management Framework.
Spend Category	A logical grouping to search and report on acquired items and services. Also a dimension in account posting rules for procurement and spend that drives accounting behavior.
Staffing Model	A structure that defines how jobs and positions are created and filled in a supervisory organization. Workday supports 2 kinds of staffing models: • Job management. • Position Management.
Staffing Organization	An organization category that includes supervisory organizations, matrix organizations, or retiree organizations.
Stage	A value, such as Lead, Inquirer, or Applicant, that identifies where a student prospect is in the recruitment or admissions process.
Student Financials Period Record	A record containing data such as academic unit, academic level, and program of study for a student that Workday uses to process student financials transactions for an academic period.
Student Prospect Profile	A worklet that displays information for a prospective student, including contact information and recruitment details.
Student Prospect Type	A value, such as First Year or Adult Returning, that you can assign to prospective students and use to match student prospects to admissions counselors automatically.
Student Recruiting Region	Workday term for recruiting territory. A recruiting region can represent a geographical area, 1 or more schools, or schools in selected school districts.
Student Tags	An attribute, such as Veteran, Athlete, or Scholarship Recipient, that you can assign to student prospects. You can use tags to match student prospects to recruiters automatically, find prospects, and use as criteria for associating engagement plans with prospects.
Supplier Contract	Contracts enable your organization to define preferred suppliers, analyze spend for better control, and standardization. They also allow your organization to implement contractual spend to better negotiate and enforce discounts and other supplier terms.
Supplier Contract Type	A supplier contract in Workday is always associated with a Contract Type that dictates how the contract can be used across the procure-to-pay chain. Example: when a Contract Type has the

	Scheduled Purchase Orders option set, Workday can use the contract to automatically create purchase orders based on a predefined schedule.
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.
Staffing Organization	An organization category that includes supervisory organizations, matrix organizations, or retiree organizations.

[Back to Top](#)

T

Target	The record into which you want to merge the source in the Duplicate Management Framework.
Tax Code	A combination of tax rates that you select on transaction lines.
Tax Rate Application (TRA)	A collection of tax amounts across all lines on a taxable document with the same tax applicability, tax code, tax option, tax point date, tax rate, and tax recoverability.
Tax Recovery Pro Rata Factor Percentage	A company-specific percentage that modifies the tax recoverabilities that you configure for the tenant.
Termination Adjustment	A time off adjustment that automatically sets the remaining balance of a worker's time off plan to zero upon the worker's termination.
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	A set of rules to apply time calculation tags to calculated time blocks for Payroll or other purposes. Example: You could create a time calculation to convert regular hours into overtime hours automatically if a worker works more than 40 hours in a week.
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.
Time Clock Event	A time clock event describes a worker's actions, such as a check-in or check-out, on the web time clock or an external time clock. Workday matches

	time clock events to form time blocks, which workers can edit and submit.
Time Code Group	The primary use of a time code group is to determine which time entry codes a worker is eligible for. Time code groups are assigned to a worker or to a position through eligibility rules.
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 Code	A time entry code describes the type of time a worker enters, such as worked time or meal allowance. To use time entry codes, you must attach them to time code groups, except for the default time entry code assigned to a time entry template.
Time Entry Template	A template defines how a worker's time entry calendar is configured. Workers are matched to time entry templates through eligibility rules.
Time Entry Validation	Errors or warnings that prevent users from entering invalid time. Critical validations prevent a user from submitting time. Warnings display when entering time but don't prevent the worker 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 Off Plan	The rules for entering and tracking 1 or more related time offs. Identifies the unit of time, eligibility requirements, whether to track balances, and if time offs are position-based or worker-based.
Time Period Schedule	A time period schedule defines which dates are available for entry at a given time and defines which dates are paid in which pay periods. They can line up with pay periods, or, in more complex scenarios, they can be paid on a lag.
Time Proration Rule	A rule that prorates employees' target compensation in a bonus or merit increase compensation event according to time-based criteria, such as leave of absence or time since hire.
Time Shift	A grouping of consecutive time blocks that you can use in standard overtime calculations, time block conditional calculations, and validations.

[Back to Top](#)

U

Unbillable	An unbillable transaction is a billing transaction that has an issue preventing it from being billed. You can't take action on the transaction until you resolve the issue.
Unnamed Resources	Placeholders for project resources that you can use to assign tasks and perform resource forecasting without specific resource assignments.

[Back to Top](#)

V

Value-Based Project	A customer contract line type that you use when your project billing installment values are not known at the time of contract creation.
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[Back to Top](#)

W

Wave Picking	Enables you to group picking lists together in groups to better organize and prioritize your inventory picking process
Week Breaker	The day of the week on which a worker's work week begins. Defines the 7-day period over which weekly time calculations execute. Unless otherwise specified, the default week breaker is Sunday at 12am.
Work Schedule Calendar	A calendar that defines the days and hours that a worker is scheduled to work. In Time Tracking, work schedule calendars affect time entry options, calendar displays, and time calculations.
Workday Studio	An Eclipse-based development environment that enables you to build more complex integrations with Workday.
Workday Web Services	Workday's public API. Based on open standards, Workday Web Services (WWS) provide the core method for integration with Workday.
Worker	An employee or a contingent worker.
Worklets	Mini applications represented by clickable icons in Workday, providing quick and easy access to tasks and data that you access regularly. Example: the Inventory or Time Off worklets, or a worklet based on a report.

[Back to Top](#)

X

No Entries	
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[Back to Top](#)**Y**

No Entries	
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[Back to Top](#)**Z**

Zone Picking	A method of picking for orders from different zones at an inventory site. In Workday, you can split a stock request into multiple zone picking lists for more efficient picking and shipping. You can then ship the zone picking lists separately or merge them before shipment.
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[Back to Top](#)