



Workday Term	Workday Definition
Absence	Time off plans for employees including Vacation, HAP, Etc.
Business Process	Workday term to define a main business path to process a transaction.
Calculated Time	Result of applying time calculations to a worker's reported time. Automates application of company or regulatory rules. (Example: Overtime is calculated automatically for eligible workers who work more than 39 hours in a week.)
Check In	The In time for an employee from either the ATS external time clock or from the Workday internal time clock.
Check Out	The Out time for an employee from either the ATS external time clock or from the workday internal time clock.
Cost Center	Final Reporting cost center.
Dashboard	A specialized landing page containing a set of pre-configured reports. Examples: Team Time, Team time off
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.
Delegate	Person designated by the supervisor to perform the same duties as a supervisor for a short period of time.
Eligibility Rules	Eligibility rules define rules and criteria workers must meet in order to use specific time entry templates, time entry codes, time calculations, and period schedules.
Mass Advancing	A Business Process to prevent the Enter Time business process from being delayed when the approver or timekeeper is not available. Mass advance moves the enter time business process forward manually one step.
Mass Submit Time	Submit all time entries for a particular time period.

Pay Rep	Reviews selected entries for accuracy for all employees falling under his/her authority.
Reported Time	A worker's time that has been entered onto the time entry calendar, <i>but has not had any time calculations applied.</i>
Mass Advancing	A Business Process to prevent the Enter Time business process from being delayed when the approver or timekeeper is not available. Mass advance moves the enter time business process forward manually one step.
Role	A grouping of people with specific responsibilities and permissions in Workday.
Role-Based Security Group	A security group that specifies one organization role and includes workers in positions defined for that organization role.
Shift	A grouping of consecutive time blocks that you can use in standard overtime calculations, time block conditional calculations, and validations.
Student Time Keeper	A Supervisor student designee who can enter/submit/review/approve/reject timecards for designated employees. Could be his/her reports or not.
Submit Time	Employee advances the time card to the approval step in the enter time business process in workday.
Supervisor	Can review worker's timecard, make and submit entries on behalf of a worker, approve/reject the timecard or apply fixes himself/herself.
Supervisory Organization	A management structure and hierarchy for University workers. Each Supervisory Organization is assigned one manager and contains his/her workers.
Team Time	Worklet in workday for managers to access their employees time for review and approval.
Team Time Off	Worklet in workday for managers to access their employees time off request for review and approval.
Time Calculation	A set of rules to apply time calculation tags to calculated time blocks for Payroll or other purposes. For example, you could create a time calculation to automatically convert regular hours into overtime hours 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 collection system. Workday matches time clock events to form time blocks, which workers can edit and submit using the time entry calendar.
Time Code Group	The primary use of time code groups is to determine which time entry codes a worker is eligible for. Time code groups are assigned to a worker or to a position via eligibility rules.
Time Clock	External Time entry device used by employees to create a time clock event.
Time Entry Calendar	A set of self-service pages that workers use to enter, edit, and view time.
Time Entry Code	A time entry code describes the type of time a worker enters, such as worked time or meal allowance. In order to use time entry codes you must attach them to time code groups, with the exception of the default time entry code assigned to a time entry template.
Time Entry Validation	Errors or warnings that prevent users from entering invalid time. Critical validations prevent a user from submitting time. Warnings appear on the time entry calendar but don't prevent the user from submitting time.
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 Keeper	A Supervisor designee who can enter/submit/review/approve/reject timecards for designated employees. Could be his/her reports or not.
Time Off	Reported time that is not worked. Common types of Time Off include sick leave, jury duty, and vacation.
Time Off Partner	A role to review and approve/reject time off requests for exempt employees.
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 Off Request	Process for requesting any type of time off through the absence calendar.
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 Period Schedule	A time period schedule defines which dates are available for entry at a given time and defines which dates will be 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 Shift	A grouping of consecutive time blocks that you can use in standard overtime calculations, time block conditional calculations, and validations.
Time Type	Describes the time a worker enters onto his or her time entry calendar. They can include time entry codes, and time off.
Worklet	Icon (a tile or bubble) to provide easy access to areas in workday.
Work Tag	An attribute that you can assign to events and objects.
Work Schedule Calendar	In Time Tracking, you have the option of defining standard work patterns for workers, such as Monday through Friday 8:00 AM to 5:00 PM. Work schedule calendars are used for a variety of purposes throughout Time Tracking.