

A&M SYSTEM	WORKDAY	DEFINITION
LeaveTraq	Absence Management	Business processes used to manage Leaves of Absence and Time Off
Family Status Change / Change in Status	Benefit Event	A life event that allows the employee to change benefit elections
Working Title	Business Title	Working title or title on an employee's business card
Applicant	Candidate	An individual applying for a position
Transfer / Promotion	Change Job	Assigns a position to a candidate in the hire process; or is used to process a transfer, reclassification, promotion, change of hours, reassigned administrator, etc.
Eliminate Position	Close Position	Removes a position from the headcount; once a position is closed, it cannot be reopened
Workstation	Company	Denotes an A&M System member with its own Federal Employer Identification Number (FEIN)
BPP U or N record	Contingent Worker	A worker who is not a TAMUS employee and is not paid via Workday payroll
Funding source lines	Costing allocation	Indicates the cost center to which an employee's payroll expenses are charged; can be used to override default cost centers assigned to a position
Benefit package	Coverage Type	Grouping of benefit plans (Health, Flexible Spending Account, Insurance, Retirement, Additional Benefits, etc.)

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Staff, Faculty, Student BPP screen 101	Employee Type	Used to categorize an employee when hired (e.g. staff, faculty, student; etc.)
HRConnect	Employee Self-Service (ESS)	Employees' ability to initiate and perform tasks in Workday
Pool Position	Evergreen Requisition	A position that hires throughout the year
N/A	Freeze Position	Puts an unfilled position on hold without closing it and prevents creating a requisition against it; used for both freezing and unfreezing a position
Employee Payroll Action (EPA)	Hire	Employing a new, or re-hiring a former, employee
Pay Plan BPP screen 455	Job Catalog	The collection of job profile groups available for use in hiring and other staffing transactions
Attributes to classify codes for EEO-1, IPEDS, SOC, etc.	Job Classification / Job Classification Group	Attributes on Job Profiles; required for many types of job-related regulatory reporting
Title Code / Title A 4-digit value linked to the job title	Job Profile	Defines generic features and characteristics (e.g., pay rate type, competencies and proficiencies; etc.) of a job and of a position that uses that profile
Long / Short Description of Title Code	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 status in BPP	Leave / Leave of Absence	An unpaid absence that is longer in nature and the expected return to work date is not always known
N/A	Location	The geographic location (city) of the work address for the employee In Workday, a County Code is included in Location

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Supervisor	Manager	A security role for users with at least one direct report; assigned automatically by Workday
Job Offer Hiring Proposal - PeopleAdmin	Offer	An employment offer made to a candidate
Pay Frequencies	Pay Group	Groups of employees that have a similar pay frequency
Monthly Accruals	Period Schedule	Defines the accrual frequency for a time off plan, such as annual or monthly (unless the plan has a custom frequency), and the start and end date of each reporting period; also controls reporting of both accruals and time off requests
Position -PeopleAdmin PIN - BPP	Position	Includes the Job profile and its attributes: employee name, supervisory organization, worker / employee type, time type (full time vs. part time), pay rate type, location, job family and availability date, compensation, and more; an employee cannot be hired without a position
Position Identification Number (PIN) Example: M12345 (for Budgeted positions) or M12345678 (for Wage positions)	Position ID	Code associated with the position, but will not include current TAMUS smart coding; primary jobs will be indicated and the full list of an employee's jobs will clearly display
Post Job Hold Job	Post / Unpost Job	The process a recruiter follows to add or remove a job posting from the career site
N/A	Pre-employee as Self	Status for individuals who have not yet started, but have gone through the Hire BP to completion; used when the hire date is in the future

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Supplemental questions or disqualifying / knockout questions – PeopleAdmin Question bank	Questionnaire	A pre-built set of questions associated to a job requisition to assess qualifications, basic skills etc.; a maximum of two questionnaires can be added to any requisition; default questionnaires can be built, copied and modified
Hiring Recruiting process	Recruiting Process	The steps to post openings through candidate selection; process includes the Review, Screen, Offer, Background Check and Reference Check business processes
Employee Payroll Action (EPA) Types of increases included in this process: Across the board increase, decrease, equity, hiring salary adjustment, minimum wage increase, other salary changes, temporary salary increases	Request Compensation Change	Used to initiate a change in compensation
Notice of Vacancy Posting Job Vacancy Notice	Job Requisition	Indicates a request to fill a new or existing position If for a new position, HR will perform the Create Position BP as part of this process
Self-Evaluation	Self-Evaluation	An employee's review of him or herself as part of a performance review
Employee Payroll Action (EPA)	Staffing Event	Processes found across HR, Payroll, Compensation business processes
Loosely related to ADLOC	Supervisory Organization	The core foundational structure that groups workers into a management hierarchy; documents the reporting structure; all workers must be hired into a Supervisory Organization

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TimeTraq	Time Entry Calendar	Employee self-service pages that are used to enter, edit and view time
Leave Type	Time Off Type	Indicates a time off type employees can request, such as Sick Time or Vacation
N/A	Worker Type	Assigned to each position and used on job requisitions; distinguishes between employee or Contingent Worker (which may have several user-defined types); compensation, benefits and staffing events are tied to the worker type
N/A	Worklet	An icon on the landing page that provides easy access to tasks and information e.g., Time Off, Benefits, Pay