

Glossary of Terms

Human Resources Information System (HRIS): Refers to a software system that supports enterprise-wide human resource management. An HRIS usually encompasses modules that cover the full spectrum of HR management, including payroll, time and attendance, performance appraisals, benefits administration, HR management information, recruiting, learning management, performance record, employee self-service, scheduling, absence management and analytics. Phase I of Workday@UChicago will include payroll, benefits administration, core HR functionality (including compensation), HR management information, employee self-service and analytics.

Human Capital Management (HCM): Workday's HCM application unifies Human Resources, Benefits, Talent Management, Recruiting, Payroll, and Time Tracking into one system-of-record. The University of Chicago will be implementing modules of Workday's HCM application over the course of the Workday@UChicago project.

Business Process: A business process is a sequence of one or more tasks that accomplishes a desired business objective. In Workday, a business process is a built in workflow that allows a transaction to pass through a series of reviews and approvals. Examples of business processes are hiring an employee, changing an employee's compensation, and adding an additional job to an existing employee. Workday delivers a powerful business process configuration tool that enables you to define organization-wide or at a more local level. Business processes in Workday are agile functions that can easily be edited for adherence to changing policies and procedures.

Contingent Worker: A worker who is not an employee. They can act very similar to employees within Workday but they will not be able to receive payment through payroll. The University of Chicago will use Contingent Workers to represent Academic Affiliates, Argonne Staff, International Staff, University of Chicago Medical Center Managers (those who are employed by the UC Med Center but may manage staff who are employed by the university), and any Contract workers that require entry into Workday. Contingent Workers can have Academic Appointments, manage a supervisory organization, hold a role in a business process, and easily be converted to an Employee if the situation arises.

Employee Type: A user-defined type that you assign to each employee when the employee is hired. It allows an organization to group employees who are defined as the same cohort under university policy and statutes. Workday allows us to define these types based on our business needs. The most similar attribute in our world today is the HAFCP code. The employee types in Workday will include: Faculty, Academic, Temporary Academic, Staff, Temporary Staff, Seasonal, Student, and Postdoctoral.

Event: A transaction that occurs within your organization, such as hiring an employee. An event in Workday is the catalyst to initiating or triggering key business processes.

Job Profile: A job profile is assigned to any position that exists in Workday. A job profile is similar to what we think of today as a job code and includes generic features and characteristics of a job/position that uses that profile. It defines key features such as pay rate type, FLSA status, federal compliance classifications (EEO, AACP, IPEDS), work shift and has the ability to hold information such as qualifications, compensation grade, job description and more. All positions in Workday will be required to have a job profile.

Job Family: A grouping of similar job profiles. Similar to our Career Planner website, a job family can be used to broadly define the line of work associated with the job profiles assigned to it. For example – the Information Technology job family will hold job profiles related to jobs that perform IT related tasks.

Location: A worker's location reflects his or her actual work location. They are best suited for accurately tracking where employees are physically located across the university (City, State, and Country). It can also be used for federal and state mandated taxation reporting.

Organization: An organization refers to a grouping used to organize people, resources, workers, and other organizations. Organizations provide management, visibility into, and reporting (roll-up) structures for employee allocation. Organizations can be defined for application uses like defining departmental hierarchies (Supervisory Organizations), Project Teams (Custom Organizations), etc.

Position: A seat to be filled by an employee. A position must be created or exist before an employee can be hired. The position is created within a Supervisory Organization, given a title and short description and then assigned default attributes such as Employee Type, Time Type, Job Family and Job Profile that will then transfer over to any employee's job details when they are hired into that position. Vacant positions appear in a Supervisory Organization as unfilled and remain that way until they are either filled or closed.

Roles: Roles define a group of people with specific responsibilities and permissions. When a business process is run, the role for each step includes all of the workers in that role in the business process's target organization. For example, if the HR Partner needs to approve a transaction in Humanities and there is more than one HR Partner in the Humanities Supervisory Organization, both HR Partners will receive the approval step. Some examples of roles that will be active in key business processes include: HR Partner, Academic HR Partner, and Budget Partner.

Supervisory Organization: Foundational, hierarchical position-to-position structure. 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.

To-Dos: To-Dos are reminders to do something outside of the Workday system or outside of the business process you are currently engaged in. They act as a step in the business process and have to be marked complete before the workflow will continue to the next step in the process.

Worker: A person who is either an employee hired by a company or a contingent worker contracted by a company.