

Quick Reference Guide: *Search Prefixes*

Search prefixes are collections of letters used to restrict search results to a particular type of Workday object. Search prefixes are lowercase letters, followed by a colon (:). Example: worker: dave includes all workers with the letters “dave” in their name.

Workday Search includes all results with the entered letters in that sequence. The “worker: dave” search would include Dave Matthews, Daveed Diggs, and Marcus Davenport. It would **not** include David Bowie.

To use a search prefix:

1. In the **Search** box, type org: [org name] and then select your **Enter** key.
2. A list of organizations associated with your search criteria will populate. Select your desired result.

The screenshot shows the Workday search interface. At the top left is the University of Chicago logo. A search bar at the top right contains the text 'org: PSD chem'. Below the search bar, a blue header bar also displays 'org: PSD chem' with a notification icon showing '11' results. The main content area is titled 'Workday' and lists several search results, each with a blue link and the text 'Supervisory Organization' below it:

- [PSD Chemistry - Undergraduates \(inactive\)](#)
- [PSD Chemistry: Postdocs and Visitors](#)
- [PSD Chemistry: Administrative Staff](#)
- [PSD Chemistry: Faculty and OAA](#)
- [PSD Chemistry: Faculty Support](#)
- [PSD Chemistry: Graduate Students](#)



When using a search prefix, you **must** hit Enter to run the search. Prefixes do not display a preview of the search results below the search bar.



To see a list of all search prefixes available in Workday, enter a question mark (?) in the search box. This will include a lot of search prefixes, some for areas of Workday that UChicago is not using. See next page for some selected prefixes for common searches.



Remember that searches can only include items you can access! If your security access does not allow you to see a specific item, it will not come up in a search.

Quick Reference Guide: *Search Prefixes*

To Find...	Type This Prefix	Search Category
Academic Appointee	appointee	
Academic Unit	au	Common Organizations
Academic Unit Hierarchy	auh	Common Organizations
Background Process	bgrequest	Processes
Candidate	cand candidate	
Contingent Worker	worker	Common People
Employee	worker	Common People
Event	event	Processes
Job Profile	job	Common Staffing
Location	loc	Common Organizations
Named Professorship	np	
Organization	org	Common Organizations
Position	position	Common Staffing

Quick Reference Guide: *Search Prefixes*

To Find...	Type This Prefix	Search Category
Pre-Hire	ph	
Pre-Hire	applicant	Common People Staffing
Scheduled Future Process	bgsched	Processes
Worker (by name)	worker	Common People Staffing
Worker (by Chicago ID, Workday ID, or SSN)	id	