Term	Definition
Actions	Appear in your inbox under the actions tab and are items that are pending your input, review or approval in order for the business process to continue through its steps.
Approval Chain	In a business process, a hierarchy of managers can be defined to approve a process, one-after-the-other. The process will designate how many levels up the management hierarchy the approvals will need to route.
Approver	The role responsible for approving business processes in Workday. Generally, this is the Budget Partner and Associate Dean role with final approval resting with a central role (i.e. HR Operations).
Archive	Appears in your inbox and lists historical actions.
Business Process (BPs)	All transactions in Workday will be executed through the completion of Business Processes. A business process is made up of a collection of tasks that are completed in a specific order using pre-defined routing to accomplish a desired business objective. Routing of a business process is conditional on attributes (for example: employee type, supervisory organization and job family). Examples of business processes are hire, change job (promote), add additional job and terminate.
Business Process History	Historical record of actions associated with a specific business process. Includes information on the task, step, status, completed on date, due date and the individual/role on which the process is awaiting action.
Checklist	A checklist step is a collection of To Dos that are grouped together and must all be submitted before that one "step" will be completed.
Consolidated Approval	Consolidates all of the steps in the main business process as well as any sub-processes into a single view for the approver to evaluate and approve.
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. The Employee Type field in Workday is commonly used as a condition in business process (BP) routing so that when academic or faculty employee types are selected, BPs will route to the central Provost roles (i.e. Academic HR Administrator) whereas when a staff or student profile is selected, BPs will route to the central HR roles (i.e. HR Operations).
Initiator	The role that is responsible for initiating a business process. Each business process can have multiple possible initiators. For example, HR Partner and Academic HR Partners can both initiate the Create Position BP.
Job Family	Groups similar job profiles into families.
Job Profile	Similar to job codes in today's HRMS. Job profiles reflect the classification of the position and may also indicate whether an academic job is paid 9 over 12 months versus regular academic pay. Each job profile belongs to a job family.

Term	Definition
Location	A worker's location reflects his or her actual work location. This field tracks where employees are physically located across the University. It is also used for federal and state mandated taxation reporting.
Notifications	Appear in your inbox under the Notifications tab to notify you when a business process has been completed.
Position	Made up of attributes that define a position. An employee cannot be hired without a position. Attributes include: supervisory organization, worker/employee type, time type (full time vs. part time status), job family, availability date. A position will exist with or without an employee assigned to it (i.e. there are filled and unfilled positions in Workday).
Reason Codes	Pre-defined reason codes allow users to select why they are initiating a process in Workday, and that selection often determines the path the rest of the process will go until it successfully completes.
Review vs. Approval	Reviewers and approvers have all the same approval authorities except that a reviewer can also edit values prior to approving.
Roles	Each Workday user is assigned a role or roles in Workday. Professionals in the HR community have been assigned the role of HR Partner and/or Academic HR Partner, and financial professionals have been assigned the Budget Partner role. Every employee is assigned the Employee as Self role.
Security Groups	Security groups are a collection of users or of objects that are related to users. Allowing a security group access to a securable item in a security policy grants access to the users associated with the security group.
Supervisory Organization	Groups employees into a management hierarchy. All faculty, other academic appointees, staff, students and contingent workers must be hired into a supervisory organization.
Task	A business process step that must be completed in order for a workflow to go to the next step.
To Do	Steps in the business process that act as reminders to the user to complete or update data in a section of Workday that is outside of the business process.
Validation Rule	Rules that prevent the entry of a business process and instead triggers an error or warning message upon submission and prompts for further action.
Worklet	A collection of information grouped together for viewing and tasks.