# Time & Absence Terminology

<table>
<thead>
<tr>
<th>Today at UW</th>
<th>UW using Workday</th>
<th>Definition of New Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>Vacation <strong>Time Off</strong></td>
<td>See Time Off</td>
</tr>
<tr>
<td>Bereavement Leave</td>
<td>Bereavement <strong>Time Off</strong></td>
<td>See Time Off</td>
</tr>
<tr>
<td>Civil Leave</td>
<td>Civil Duty <strong>Time Off</strong></td>
<td>See Time Off</td>
</tr>
<tr>
<td>Leave Without Pay</td>
<td>Unpaid <strong>Time Off</strong></td>
<td>See Time Off</td>
</tr>
<tr>
<td>Personal Holiday</td>
<td>Personal Holiday <strong>Time Off</strong></td>
<td>See Time Off</td>
</tr>
<tr>
<td>Sick Leave</td>
<td><strong>Time Off</strong></td>
<td>See Time Off</td>
</tr>
<tr>
<td>Leave</td>
<td><strong>Time Off</strong></td>
<td>Reported time that is not worked. Common types of time off include sick time, personal holiday, and vacation.</td>
</tr>
<tr>
<td>Leaves and/or Leave of Absence</td>
<td>Leave of Absence</td>
<td>Leave of Absence - Longer continuous amounts of time away from work that may include a variety of time offs.</td>
</tr>
<tr>
<td>Intermittent Leave</td>
<td>Intermittent Leave</td>
<td>Intermittent Leave - A single leave of absence taken as separate blocks of time. To facilitate tracking, these are inputted as time offs. Eligibility and validation rules are used to see if an employee has a sufficient balance across a leave type and associated time offs.</td>
</tr>
<tr>
<td>Time Worked and various terms</td>
<td><strong>Time Tracking</strong></td>
<td><strong>Time Tracking</strong> - A module in Workday that manages all information and processes related to the tracking of time.</td>
</tr>
<tr>
<td>Schedule</td>
<td><strong>Work Schedule</strong></td>
<td><strong>Work Schedule</strong> - Work schedules include the days and times that employees are expected to be working.</td>
</tr>
<tr>
<td>Shift</td>
<td><strong>Work Shift</strong></td>
<td><strong>Work Shift</strong> - A characteristic of a position that defines the time during which the majority of hours are expected to be worked.</td>
</tr>
<tr>
<td>Work week or schedule</td>
<td><strong>Work Week</strong></td>
<td><strong>Work Week</strong> - A seven-day period defined by a worker’s start day of week and day breaker. For the UW, the work week begins Monday at midnight and ends the following Sunday at 11:59PM.</td>
</tr>
</tbody>
</table>

This job aid associates frequently used terms and concepts at UW to what they will be called once Workday becomes our HR/Payroll system. Note: Medical Centers’ terms may differ.
### Human Resources Terminology – General

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<tr>
<th>Today at UW</th>
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<tbody>
<tr>
<td>Affiliate</td>
<td>Contingent Worker</td>
<td>Contingent Worker - An individual who is not paid directly by UW. They are also referred to as “non-academic affiliates”. They include contractors, vendors, consultants, agency employees, the attorney general, among others.</td>
</tr>
</tbody>
</table>
| Appointments – refer to either academic or non-academic jobs | Positions and Academic Appointments (appointments in Workday only refer to academic personnel) | Position - A position consolidates key job information, such as job family, job profile, worker type, location, compensation range, and level of full-time equivalency (FTE). Positions are part of supervisory organizations in Workday and are the foundation for most staff-related reporting. Employees are generally hired into a position, and the position generally continues to exist after the employee is terminated. Employees can have more than one position. 

Academic Appointment - An academic appointment captures information about an academic's relationship with the UW. Information such as appointing unit, track, rank, and tenure percent (if applicable) is included in an appointment. All members of academic personnel (as defined in Administrative Policy Statement 40.1) will have an academic appointment in Workday. |
<p>| Appointments with End Dates (non-9999)- Temporary, Professional Staff Temporary, Limited Term, Fixed Duration appointments | Fixed Term positions, or Fixed Term appointments if academic | Contingent Worker |
| Contract Worker Consultant Affiliate (staff or non-academic) Vendor Agency Employee | Contingent Worker | Contingent Worker - An individual who is not paid directly by UW. They are also referred to as “non-academic affiliates”. They include contractors, vendors, consultants, agency employees, the attorney general, among others. |
| Demotion | Demotion | Demotion - In Workday, there are both voluntary and involuntary demotions. A demotion generally refers to a move to a new Job Profile with a new position with a lower maximum salary range. |</p>
<table>
<thead>
<tr>
<th><strong>Today at UW</strong></th>
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<th><strong>Definition of New Term</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Emeritus Faculty</td>
<td>Academic Affiliate</td>
<td>Academic Affiliate - An academic affiliate is someone who works at an educational institution, but isn’t in an employment relationship with the institution. These are usually visiting professors, scholars, courtesy faculty such as clinical/affiliate, or other academic personnel. In Workday, academic affiliates will have an academic appointment in academic units. They will also have an unpaid affiliate position in a supervisory organization.</td>
</tr>
<tr>
<td>Employee or Academic Personnel</td>
<td>Employee</td>
<td>Employee- an employee is paid through Workday payroll and is potentially eligible for benefits.</td>
</tr>
<tr>
<td>ESS- Employee Self Service</td>
<td>Employee Self Service and Employee as Self</td>
<td>Employee Self Service (ESS) Employee Self Service, also known as ESS, is the functionality for employees to initiate tasks that pertain to their worker status. The ability for an employee to view their tax deductions and vacation accruals are examples of tasks within ESS. Employee As Self Employee enters/logs into the Workday system.</td>
</tr>
<tr>
<td>Endowed Professorship or Faculty Support Endowments</td>
<td>Named Professorship</td>
<td>Named Professorship is a Workday term that has the same meaning as UW’s use of “endowment” when referring to faculty support endowments</td>
</tr>
<tr>
<td>HEPPS</td>
<td>Workday</td>
<td>Workday is the new integrated HR and payroll system that replaces a number of HR/Payroll legacy systems, such as HEPPS, OPUS, and OWLS.</td>
</tr>
<tr>
<td>Hire</td>
<td>Staffing Event</td>
<td>Staffing Event Any event that changes an employee’s position or job, for example, a hire, transfer, or promotion. Staffing events usually trigger an opportunity to change benefits elections.</td>
</tr>
<tr>
<td>Inactive employee</td>
<td>Non-Active Worker</td>
<td>Non-Active Worker A worker with a status of terminated or on leave for payroll processing purposes. A run category can define rules for processing non-active workers.</td>
</tr>
</tbody>
</table>
## Human Resources Terminology – General (continued)

<table>
<thead>
<tr>
<th>Today at UW</th>
<th>UW using Workday</th>
<th>Definition of New Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Classification</td>
<td>Job Profile</td>
<td>Job Profile Defines the features and characteristics (such as pay rate type, competencies and proficiencies) of a job and of a position that uses that profile. The more specifically defined a job profile is, the more specifically defined those jobs and positions will be.</td>
</tr>
<tr>
<td>Job Classification Code</td>
<td>Job Profile</td>
<td>See above</td>
</tr>
<tr>
<td>Job Description</td>
<td>Unchanged</td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td>Job Profile Name</td>
<td>See above</td>
</tr>
<tr>
<td>Life Event (e.g. having a baby or getting married)</td>
<td>Life Event</td>
<td>Life Event A kind of benefit event that occurs in the employee’s personal life, such as getting married or having a child.</td>
</tr>
<tr>
<td>Onboarding</td>
<td>Onboarding in Workday</td>
<td>Onboarding A set of activities to be completed by the employee upon their hire. It may include things like entering contact information, selecting payment elections, and entering I-9 information in Workday. This should not be confused with any onboarding checklist that a unit may use, which might include activities outside of Workday like obtaining a parking pass or a Husky card or attending new employee orientation.</td>
</tr>
<tr>
<td>Payroll Title</td>
<td>Job Profile</td>
<td>See Job Classification</td>
</tr>
<tr>
<td>Position Management and other terms and methods used at UW</td>
<td>Position Management</td>
<td>Position Management A staffing model in which the organization is setup by creating and defining positions. For each position, it is possible to restrict hiring to particular job families, job profiles, worker types, or locations, and specify whether workers must be full- or part-time.</td>
</tr>
<tr>
<td>Pre-Hire and other terms used at UW</td>
<td>Pre-Hire</td>
<td>Pre-Hire – A record in Workday created prior to someone being hired that captures name and contact information.</td>
</tr>
<tr>
<td>Promotion</td>
<td>Staffing Event</td>
<td>Staffing Event Any event that changes an employee's position or job, for example, a hire, transfer, or promotion. Staffing events usually trigger an opportunity to change benefits elections.</td>
</tr>
<tr>
<td>Retiree</td>
<td>Unchanged</td>
<td>Unit</td>
</tr>
<tr>
<td>School, College, Academic or Administrative department</td>
<td>Unit</td>
<td>Unit Organizational entity within UW. Unit could refer to an academic department, school, or administrative department.</td>
</tr>
<tr>
<td>Human Resources Terminology – General (continued)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Today at UW</strong></td>
<td><strong>UW using Workday</strong></td>
<td><strong>Definition of New Term</strong></td>
</tr>
<tr>
<td>Separation</td>
<td>Termination (voluntary or involuntary)</td>
<td>Termination in Workday takes place when the active working relationship between the UW and the employee ends, whether voluntary or involuntary.</td>
</tr>
<tr>
<td>Transfer</td>
<td>Staffing Event</td>
<td>Staffing Event Any event that changes an employee’s position or job, for example, a hire, transfer, or promotion. Staffing events usually trigger an opportunity to change benefits elections.</td>
</tr>
<tr>
<td>Visiting Professor, Visiting Scholar, Courtesy Faculty</td>
<td>Academic Affiliate or Contingent Worker</td>
<td>Academic Affiliate - An academic affiliate is someone who works at an educational institution, but isn’t in an employment relationship with the institution. These are usually visiting professors, scholars, courtesy faculty such as clinical/affiliate, or other academic personnel. In Workday, academic affiliates will have an academic appointment in academic units. They will also have an unpaid affiliate position in a supervisory organization.</td>
</tr>
<tr>
<td>Working Title</td>
<td>Business Title</td>
<td>Business Title A descriptive job title of the employee’s job.</td>
</tr>
</tbody>
</table>

| Human Resources Terminology – Compensation |  |
|---|---|---|
| **Today at UW** | **UW using Workday** | **Definition of New Term** |
| Increment Month | Progression Start Date | Progression Start Date – the date in which an employee moves to the next step in their pay range. |
| Hourly or Weekly | Pay Rate Type | Pay Rate Type Defines whether the worker is paid a salary or a certain amount per unit of time; for example, hourly or weekly. Defined by country and associated with job profiles and, by extension, with employees in that job profile. |
| Pay Table | Compensation Grade Profile may also be commonly referred to as Pay Table | Compensation Grade Profiles A breakdown of a compensation grade by functional task, geographical region, or other categorization the user requires. A profile allows more granular compensation ranges to workers. |
| Salary | Pay Rate Type | See Hourly or Weekly |
| Salary Grade | Compensation Grade | Compensation Grade Grades define the standard compensation range for a given job or job level. More than one compensation basis and pay range can be associated to a grade. |
# Costing & Pay Terminology

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<tr>
<th>Today at UW</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Award Pay, Relocation Pay, etc.</td>
<td>One-Time Payments</td>
<td>One-Time Payments&lt;br&gt;One-Time payments include payments that are based on activities that are not on-going. One-time payments include: awards, relocation incentive, moving expense payments, employee referral, etc.</td>
</tr>
<tr>
<td>Budget</td>
<td>Cost Center</td>
<td>Cost Center&lt;br&gt;In Workday cost centers are used to track financial and human resource transactions with a financial impact, such as hiring or terminations. Employees are assigned a cost center when hired. (Currently at UW, cost centers are called budget numbers.)</td>
</tr>
<tr>
<td>Budget Number</td>
<td>Cost Center</td>
<td>See above</td>
</tr>
<tr>
<td>Direct Deposit</td>
<td>Payment Elections</td>
<td>Payment Election&lt;br&gt;The accounts to which an employee indicates their paycheck should deposit; the employee may choose up to three accounts for direct deposit</td>
</tr>
<tr>
<td>Distributions – Actual</td>
<td>Earnings, Pay Earnings, Pay Result Earnings</td>
<td></td>
</tr>
<tr>
<td>Distributions – Projected</td>
<td>Costing Allocations</td>
<td>Costing Allocations&lt;br&gt;Costing allocations are the mechanism through which payroll results are expensed to the appropriate cost centers and/or Project Cost Accounting codes (PCA codes). They are the method for determining the percentage of labor cost when an employee is paid on more than one UW budget, and are only assigned to positions that meet that criteria. Management of costing allocations for general costing will be done by a costing allocations coordinator (new role in Workday).</td>
</tr>
<tr>
<td>Earn Types</td>
<td>Earning Codes</td>
<td></td>
</tr>
</tbody>
</table>
| Financial Org Code | Supervisory Organization, Cost Center Hierarchy, Academic Hierarchy | Supervisory Organization<br>A supervisory organization is a logical grouping of workers to the same manager through a position to position hierarchical structure, which represents a single, direct, primary management relationship (in the form of a hierarchy) of employees who report to the...
same manager. A supervisory organization can be a business unit, department, group, or project. Jobs, positions, and compensation structures are associated with supervisory organizations, and workers are hired into jobs or positions associated with a supervisory organization. Departments may have multiple supervisory organizations. Business processes can be assigned to a supervisory organization. All approvals and checklists are established for the supervisory organization hierarchy, with possible variations for particular organizations within that hierarchy.

<table>
<thead>
<tr>
<th>Garnishment</th>
<th>Withholding Order</th>
<th>Withholding Order</th>
<th>A withholding order is a garnishment of wages that has been assigned by a court of law.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDC</td>
<td>Cost Center Hierarchy</td>
<td>Cost Center Hierarchy</td>
<td>The cost center hierarchy is a structure of UW budgets and their groupings, built from necessary levels of detail sourced from the current UW financial and organizational structure. The cost center hierarchy will help the UW move toward more consistent and meaningful enterprise level data and financial reporting. The cost center hierarchy will not directly align with the organization code structure at the UW.</td>
</tr>
<tr>
<td>Pay slip</td>
<td><strong>Unchanged</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retro Pay, manual payment</td>
<td>Off Cycle Pay</td>
<td>Off Cycle Pay</td>
<td>A payment, such as a manual payment or on demand payment, made outside the regularly scheduled payroll run. Reversals and history payments are also classified as off cycle. Off cycle manual and on demand payments enable an organization to issue additional or replacement payments.</td>
</tr>
<tr>
<td>Retroactive Salary Transfer (RST)</td>
<td><strong>Unchanged</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax/ W-4 Deductions</td>
<td>Federal Withholding Elections</td>
<td>Federal Withholding Elections</td>
<td>A Federal W-4 form that an employee may use to indicate how much federal taxes to withhold from a paycheck. This can be done within Workday.</td>
</tr>
</tbody>
</table>