



UW TO WORKDAY TERMINOLOGY CROSSWALK

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.

Time & Absence Terminology		
Today at UW	UW using Workday	Definition of New Term
Annual Leave	Vacation Time Off	See Time Off
Bereavement Leave	Bereavement Time Off	See Time Off
Civil Leave	Civil Duty Time Off	See Time Off
Leave Without Pay	Unpaid Time Off	See Time Off
Personal Holiday	Personal Holiday Time Off	See Time Off
Sick Leave	Sick Time Off	See Time Off
Leave	Time Off	Reported time that is not worked. Common types of time off include sick time, personal holiday, and vacation.
Leaves and/or Leave of Absence	Leave of Absence	Leave of Absence - Longer continuous amounts of time away from work that may include a variety of time offs.
Intermittent Leave	Intermittent Leave	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.
Time Worked and various terms	Time Tracking	Time Tracking - A module in Workday that manages all information and processes related to the tracking of time.
Schedule	Work Schedule	Work Schedule - Work schedules include the days and times that employees are expected to be working.
Shift	Work Shift	Work Shift - A characteristic of a position that defines the time during which the majority of hours are expected to be worked.
Work week or schedule	Work Week	Work Week - 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.

Human Resources Terminology – General		
Today at UW	UW using Workday	Definition of New Term
Affiliate	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.
Appointments – refer to either academic or non-academic jobs	Positions and Academic Appointments (appointments in Workday only refer to academic personnel)	<p>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.</p> <p>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	
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.

Human Resources Terminology – General (continued)		
Today at UW	UW using Workday	Definition of New Term
Emeritus Faculty	Academic Affiliate	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.
Employee or Academic Personnel	Employee	Employee- an employee is paid through Workday payroll and is potentially eligible for benefits
ESS- Employee Self Service	Employee Self Service and Employee as Self	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.
Endowed Professorship or Faculty Support Endowments	Named Professorship	Named Professorship Named professorship is a Workday term that has the same meaning as UW's use of "endowment" when referring to faculty support endowments
HEPPS	Workday	Workday Workday is the new integrated HR and payroll system that replaces a number of HR/Payroll legacy systems, such as HEPPS, OPUS, and OWLS.
Hire	Staffing Event	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.
Inactive employee	Non-Active Worker	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

Human Resources Terminology – General (continued)		
Today at UW	UW using Workday	Definition of New Term
Job Classification	Job Profile	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.
Job Classification Code	Job Profile	See above
Job Description	<i>Unchanged</i>	
Job Title	Job Profile Name	See above
Life Event (e.g. having a baby or getting married)	Life Event	Life Event A kind of benefit event that occurs in the employee's personal life, such as getting married or having a child.
Onboarding	Onboarding in Workday	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.
Payroll Title	Job Profile	See Job Classification
Position Management and other terms and methods used at UW	Position Management	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.
Pre-Hire and other terms used at UW	Pre-Hire	Pre-Hire – A record in Workday created prior to someone being hired that captures name and contact information.
Promotion	Staffing Event	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.
Retiree	<i>Unchanged</i>	
School, College, Academic or Administrative department	Unit	Unit Organizational entity within UW. Unit could refer to an academic department, school, or administrative department.

Human Resources Terminology – General (continued)		
Today at UW	UW using Workday	Definition of New Term
Separation	Termination (voluntary or involuntary)	Termination Termination in Workday takes place when the active working relationship between the UW and the employee ends, whether voluntary or involuntary.
Transfer	Staffing Event	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.
Visiting Professor, Visiting Scholar, Courtesy Faculty	Academic Affiliate or Contingent Worker	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.
Working Title	Business Title	Business Title A descriptive job title of the employee's job.
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		
Today at UW	UW using Workday	Definition of New Term
Award Pay, Relocation Pay, etc.	One-Time Payments	One-Time Payments 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.
Budget	Cost Center	Cost Center 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.)
Budget Number	Cost Center	See above
Direct Deposit	Payment Elections	Payment Election The accounts to which an employee indicates their paycheck should deposit; the employee may choose up to three accounts for direct deposit
Distributions – Actual	Earnings, Pay Earnings, Pay Result Earnings	
Distributions – Projected	Costing Allocations	Costing Allocations 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).
Earn Types	Earning Codes	
Financial Org Code	Supervisory Organization, Cost Center Hierarchy, Academic Hierarchy	Supervisory Organization 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

		<p>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.</p>
Garnishment	Withholding Order	<p>Withholding Order A withholding order is a garnishment of wages that has been assigned by a court of law.</p>
PDC	Cost Center Hierarchy	<p>Cost Center Hierarchy 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.</p>
Pay slip	<i>Unchanged</i>	
Retro Pay, manual payment	Off Cycle Pay	<p>Off Cycle Pay 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.</p>
Retroactive Salary Transfer (RST)	<i>Unchanged</i>	
Tax/ W-4 Deductions	Federal Withholding Elections	<p>Federal Withholding Elections 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.</p>