workday
GLOSSARY

The following are some terms to orientate us as we transition to our new kind of workday!

KEY:

PSC
WORKDAY

HR - HUMAN RESOURCES / HCM - HUMAN CAPITAL MANAGEMENT

Both references will be utilized.

COMPTROLLER'S OFFICE & PURCHASING - FIN (FINANCE)

Includes Financial Accounting, Purchasing, and Grants.

PAYROLL - P A T T

Payroll, Absence, Time Tracking / Payroll Services

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KEY: PSC WORKDAY

PSC	WORKDAY
BLUE SHEET	**JOB REQUISITION**
BUDGET	**FINANCIAL PLAN**
	Budget and Plan are used interchangeably in Workday.
CENTRAL RECEIVING REPORT	**CREATE RECEIPT**
ENCUMBRANCE	**OBLIGATION**
	No change to current "Actuals" and "Commitments" definitions.
GL CODE	**SPEND CATEGORY**
LEAVE	**TIME OFF**
	Reported time that is not worked. Common types of time off include sick leave, jury duty and annual leave.
REIMBURSEMENT for TRAVEL	**EXPENSE REPORT**
REQUEST for TRAVEL AUTHORIZATION	**SPEND AUTHORIZATION**
TEMPORARY SERVICE WORKER	**CONTINGENT WORKER**
TITLE	**BUSINESS TITLE**
VENDOR	**SUPPLIER**

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APPLICATIONS/WORKLETS
Icons on your Home page providing easy access to tasks and information you use on a regular basis. Example: Applications include Pay, Personal Information, Benefits and Expenses.

CREATE EXPENSE REPORT for WORKER
A business process you are able to complete on behalf of another colleague. Type "Cr Ex Re" in Search to navigate to link.

CREATE SPEND AUTHORIZATION for WORKER
A business process you are able to complete on behalf of another colleague. Type "Cr Sp Au" in Search to navigate to link.

RELATED ACTIONS
A clickable icon that allows the user to perform additional actions for an object. Possible actions include editing your contact information, viewing your current benefit elections and requesting time off.

SEARCH
A field on any page that enables you to find tasks, reports, and people within your organization.

SUPPLIER ITEM IDENTIFIER
This is the item # provided by the supplier or any other descriptive comment to help describe the goods or services requested. (i.e., #2000, Notary Renewal, Membership, Name Badges, etc.).

WORKTAG
A named attribute you can assign to events and objects to indicate their business purpose.