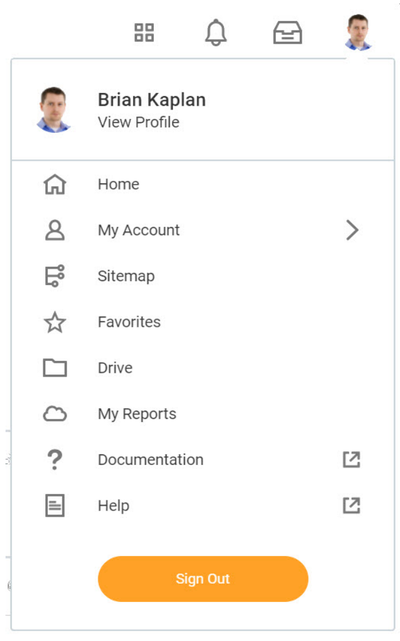
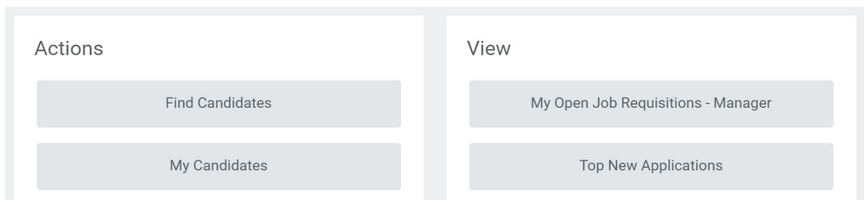
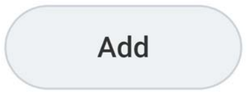
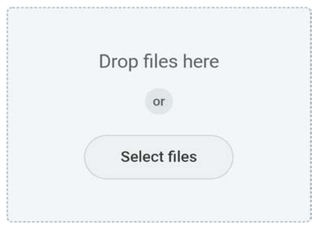
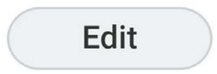
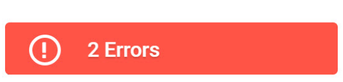
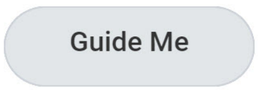
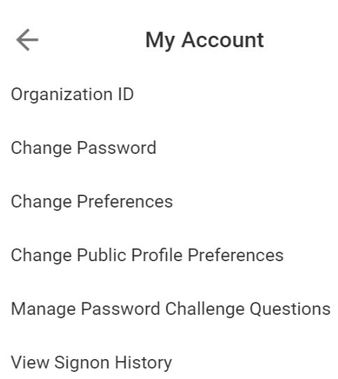
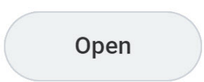
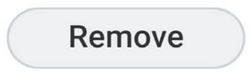
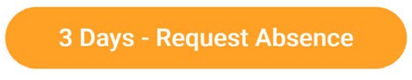
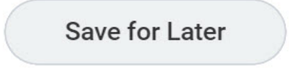
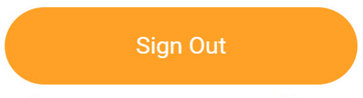
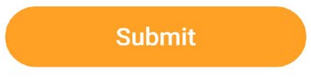
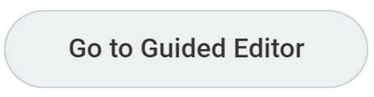
MyHR Terminology for HCM & Navigation - Desktop

Category	Term	Definition	Icon	Audience
Application	Directory	An application linking you to common actions and views related to your organization's directory. You can view a list of your coworkers and see information about other workers in the company, including their work addresses and phone numbers. You can also view your organizational chart, your management chain, and organizations to which you belong.		Employee
Application	Favorites	An application containing favorite reports and tasks for easy access.		Employee
Application	Pay	An application linking you to common actions and views related to your pay. You can use this application to access withholding elections and payment elections and to view payslips, total compensation, bonus and one-time payment history, tax documents, and allowance plans.		Employee
Application	Personal Information	An application linking you to common actions and views related to your personal information, including changing your contact and personal information (such as addresses, email, and phone numbers), emergency contacts, photo, legal name, preferred name, and government IDs.		Employee
Application	Time Off	An application linking you to common actions and views related to time off, including time off correction, leave of absence, view your time off, and time off balance.		Employee
Application Header	Main Menu	The main menu displayed on the Home page that displays your profile photo, notifications, and Inbox. A yellow count badge displays for pending notifications or Inbox items, and these menu options: • **View Profile** - Displays your Worker Profile. • **Home** - Displays the Workday-delivered Home landing page. • **My Account** - Provides access to these account management tasks: - Organization ID - Change Password - Change Preferences - Manage Password Challenge Questions (if enabled) - View Signon History • **Sitemap** - Displays a list of standard reports and tasks available to you. • **Favorites** - Displays a list of your favorite tasks, reports, business objects, and custom reports. Use the Manage Favorites task to configure the list. • **Drive** - Accessed the Workday file management space. • **My Reports** - Displays a virtual drive where you can store generated reports. My Reports isn't a mapped drive on your computer. • **Documentation** - Navigates to Workday Documentation on Workday Community. Not recommended for self-service users. • **Help** - Navigates to the URL specified by your organization. Used to display FAQs and helpful tips for navigating your organizations Workday system. • **Sign Out** - Ends your sign-in session.		Employee
Application Header	Search	A field on the home page that enables you to find tasks, reports, and people within your organization. Search allows you to narrow results by categories including common, organizations, and all of Workday. Search also allows you to filter results by specified criteria. For example, if you select the Find Jobs task, you can sort results by		Employee
HCM Terminology	Business Process	A business process in Workday includes tasks that you can initiate, act on, and complete in order to accomplish a desired business objective. Business processes are created using a combination of actions, approvals, approval chains, To Dos, or checklists. An action can be a single task or subprocess, which is also a combination of actions, to dos, or checklists. Within the process,	N/A	Employee
HCM Terminology	Full Time Equivalent (FTE) %	The ratio of a worker's scheduled weekly hours to the weekly hours for the business site. If a worker works 20 hours a week, and the business site weekly hours are 40, then the worker's FTE is 50 percent.	N/A	Employee
HCM Terminology	Functional Area	A collection of domain or business process security policies that are related to the same set of product features, for example, benefits or compensation.	N/A	Employee
HCM Terminology	I-9	An employment eligibility verification. A document all workers must complete to verify the identity and employment authorization of each employee.	N/A	Employee
HCM Terminology	Life Event	A benefit event that occurs in your personal life, such as getting married or having a child.	N/A	Employee
HCM Terminology	Staffing Event	Any event that changes your position or job, such as a hire, transfer, or promotion.	N/A	Employee
HCM Terminology	W-4	Your withholding allowance certificate. This will inform an employer how much income tax to withhold from your paycheck.	N/A	Employee
Task Page Icons	Actions and View	Buttons for commonly grouped tasks and reports. Accessed through worklets.		Employee
Task Page Icons	Add Button	A clickable button that lets you add additional information to any task.		Employee
Task Page Icons	Alert Message	Soft warning message that alerts you about system limitations based on configuration. This message enables you to continue your work without resolving the issue.		Employee

Task Page Icons	Attachments Icon	A clickable icon that lets you attach .pdf files, Word, and Excel documents to a task.		Employee
Task Page Icons	Back Button	A clickable button that returns you to the previous page.		Employee
Task Page Icons	Calendar	A clickable icon that opens a calendar to select a date.		Employee
Task Page Icons	Cancel Button	A button that disregards a change.		Employee
Task Page Icons	Edit Button	A clickable button from the Payment Elections in the Pay application that you can use to change your account information.		Employee
Task Page Icons	Change Payslip Printing Election Button	A clickable button from the Pay application, where you can change your payslip printing election.		Employee
Task Page Icons	Comments Icon	A clickable icon you can use to leave comments for yourself or other users for a particular page or task.		Employee
Task Page Icons	Configure Applications	A clickable icon on the home page where you can configure the applications that appear on your home page. Depending on your organization's configuration, some applications may be required, while others are optional. This icon can also be used as a Settings icon.		Employee
Task Page Icons	Delete Row	A clickable icon that removes the current row from a grid.		Employee
Task Page Icons	Details	A clickable icon that opens additional information relating to your task.		Employee
Task Page Icons	Done Button	A button that closes a confirmation screen.		Employee
Task Page Icons	Edit Icon	A clickable icon that enables the user to add and remove information on the page.		Employee
Task Page Icons	Error Message	Hard warning message that alerts you when there is a critical error. An error must be corrected to move forward in a process or to enable your configuration.		Employee
Task Page Icons	Filter	A clickable icon used to narrow down data. Clicking this icon will create a row on your report where you can filter data to display from one or more columns.		Employee
Task Page Icons	Guide Me Button	Guides you through the fields and sections of a task toward completion.		Employee
Task Page Icons	Location, Phone, Email Icons	Located in the Worker Profiles. Location is location of the worker, email is the email address of the worker, and phone is the phone number the worker has on file.		Employee
Task Page Icons	More Button	A button that displays several additional choices based on the business process.		Employee

Task Page Icons	My Account Preferences	Account information located in your main menu. Allows you to alter certain account information such as changing your password, changing your preferences, and managing your password questions.		Employee
Task Page Icons	Next Button	A clickable button that advances you to the next page or the next step in your task's process.		Employee
Task Page Icons	OK Button	A clickable button to accept and save your changes.		Employee
Task Page Icons	Open Button	A clickable button to open the desired task.		Employee
Task Page Icons	View Printable Version PDF	A clickable icon used to view a page as a printable PDF file. This can be restricted using the domain, Export to PDF and Excel.		Employee
Task Page Icons	Add Row Icon	A clickable icon to add a row to the current grid.		Employee
Task Page Icons	Prompt	A clickable icon that presents a list of options for a specific field.		Employee
Task Page Icons	Related Actions	A clickable icon that enables the user to perform additional actions for an object. Possible actions include viewing your current benefit elections, editing your contact information, and requesting time off.		Employee
Task Page Icons	Remove Button	A clickable icon that deletes an area.		Employee
Task Page Icons	Request Absence Button	A clickable button to request absence from the Request Absence worklet.		Employee
Task Page Icons	Required Field Indicator	A field with a red asterisk indicates you must enter a value for this field before saving or submitting the page.		Employee
Task Page Icons	Save for Later Button	A button that saves the item in your Inbox until action is taken.		Employee
Task Page Icons	Sign Out Button	A clickable button to sign out of the Workday system.		Employee
Task Page Icons	Submit Button	A clickable button to accept and submit your changes, while advancing the business process to the next step.		Employee
Task Page Icons	Tag	A clickable icon to insert a CRF into notifications, emails, and other communications.		Employee
Task Page Icons	View Team	A clickable icon that links directly to an organized chart of your team and organization. Can be accessed from the Worker Profile.		Employee
Workday Terminology	Org Chart	A visual depiction of how an organization is structured. It outlines the roles, responsibilities, and relationships between individuals within an organization.	N/A	Employee
Workday Terminology	Worker Profile	Your continuously updated page. It provides a quick view of your experience, skills, education, and projects.	N/A	Employee
Workday Terminology	Applications	A compact report displayed as an icon (a tile or a bubble) on any landing page, providing easy access to tasks and information you use regularly. Examples: My Leadership Roles, Open Positions, and Anniversaries.	N/A	Employee
Application Header	Inbox	A named attribute you can assign to events and objects to indicate their business purpose. For example, you can create a Customer worktag whose values are the names of your customers. You can use the worktag to assign a customer to an expense in an expense report or a product sales event. Displays a badge count for your incomplete action items and takes you to your Inbox.		
Application Header	Notifications	Displays a badge count for your unread notifications and takes you to your Notifications page.		
Task Page Icons	Go to Guided Editor	Walks you through the fields and sections of a task to assist you in completing it.		
Task Page Icons	Progress Bar	The bar tracks your progress working through a task. It also allows you to move forward or return to a previous page within the task.		