

# myURHR Glossary

- [General Workday](#)
- [General UKG & Timekeeping](#)
- [Position Management](#)
- [Recruiting & Onboarding](#)
- [Compensation](#)
- [Payroll](#)
- [Change Job](#)
- [Self-Service](#)

## General Workday

### **Supervisory Organization**

The reporting relationships within the management hierarchy. Supervisor organizations are used for business processes, reporting, and security.

### **Business Process**

An automated workflow used to accomplish tasks in myURHR.

### **Department Coordinator**

Individuals who have access to initiate business processes in myURHR.

## General UKG and Timekeeping

### **Business Process**

Automated workflow used to accomplish tasks in myURHR.

### **Accruals**

A collection of hours earned by an employee. Each type of accrual is assigned a code that collects or holds the different accrual balances, depending on the situation. Vacation, sick, and PTO are typical examples where accrual codes are assigned.

### **Dataview**

An online report or view that allows you to analyze data and take actions on a group of employees or organization.

### **Control Center**

Allows you to view and act on notifications.

**Hyperfind**

A query used to group people using certain criteria.

**Business Structure**

The logical structure of an organization. It contains a hierarchy of locations that feature jobs to which an employee may be assigned.

**Historical correction**

An edit that occurs after a timecard has been approved and signed off, typically for a prior payroll period.

**Exception**

A deviation from normal work patterns when employees do not punch as expected. Both excused and unexcused absences appear as exceptions, highlighted with a red border on the timecard.

**Position Management****Position**

The 'seat' a worker fills when they are hired (one person per position). The 'seat' remains, even when the worker leaves the position. The 'seat' must be created and approved ahead of hiring.

**Position Management**

A structure that defines different staffing rules and restrictions for each position in an organization.

**Position Restrictions**

The characteristics that apply to a position within a supervisory organization that uses the position management staffing model. Example: Job profile, location, qualifications, and worker type.

**Department**

A department is used to put workers into logical groups. For example, 100081 University IT / Admin Apps.

**Job Profile**

The attributes and characteristics of a job such as pay rate type, compensation, job family, skills, and other qualifications.

**Costing Allocation**

Costing allocation is the account or set of accounts from which an individual's wages/stipend are paid.

## Recruitment and Onboarding

### Job Requisition

A business process used to initiate and approve the filling of a vacancy.

### Candidate Home Account

Where external applicants set up an ID and password, search for jobs, apply, and track the status of their application. Applicants can view tasks, update contact information, and edit account settings.

### Pre-hire

When related to staffing—an individual who is being tracked before employment. When related to recruitment—a candidate in the offer, background check, or ready-for-hire stage.

### Worker

Post successful completion of the hire event, the pre-hire becomes a worker, and the employee ID is generated. The worker (employee) record is now active in myURHR.

### Onboarding Dashboard

Location in myURHR where newly hired employees will see a welcome message, a video from President Mangelsdorf, their onboarding tasks, helpful links (such as the New Employee Orientation Checklist) and more.

## Compensation

### Total Base Pay

The amount displayed on an employee's compensation page that includes all salary and hourly plans for the grade, excluding any additional components of pay. This amount will be used as the basis to reflect merit and other pay adjustments.

### Allowance Plan

This is a feature that displays additional components of an employee's pay. An example of an allowance plan is certification pay where the employee receives a set amount for holding a license. Allowance plans are excluded from merit or other pay adjustments.

### UR Total Salary and Allowance

This is an employee's compensation basis that combines Total Base Pay plus any Allowance Plans. This amount will be used as the basis for overtime (if appropriate) and benefits.

### One-time Payment Plan

The reason codes are configured as separate One-Time Payment Plans.

## **Event Reasons**

Similar to action/reason codes; different reasons are configured for Highland Hospital (HG) and the University of Rochester (UR).

## **Payroll**

### **Pay Component**

The specific classification of a portion of an individual's pay. Examples include UR Regular Earnings, UR Overtime Straight Time, and UR Overtime Premium.

### **Costing Company**

The company associated with the FAO (ex. 021, 040, etc.).

### **Payroll Costing Allocation (PCA)**

The process in Workday that allows for the override and update of the current costing allocation on the job/position assignment for the employee in Workday.

### **Payroll Accounting Adjustment (PAA)**

The process in Workday that allows for retroactive updates/corrections to payroll journal entries, after payroll has been completed (previously called Pay Reallocation/Proposed Change of Pay Distribution).

## **Change Job**

### **Time Type**

Full-time, part-time

### **Worker Type**

Employee or contingent worker

### **Contingent Worker**

Contingent workers are contracted workers, paid by their corresponding staffing agencies, brought in by Strong Staffing to assist with employment needs and travelers to assist in Nursing Practice. All contingent workers will be identified with a [C] next to their name on the worker profile in Workday.

### **Change Job**

A business process that allows a Department Coordinator to initiate changes such as a transfer, promotion, lateral move, or updates to the existing job.

## **Self-Service**

### **Profile**

This is where you can update your personal information such as gender, disabilities,

marital status, sexual orientation, pronouns, race/ethnicity, veteran status, address, and phone number.

### **Change Benefits**

A business process in myURHR where an employee can make changes to University-provided benefits due to a life event.

### **Org Chart**

A feature where you can view your team and all members of the University, including pictures and work addresses.