








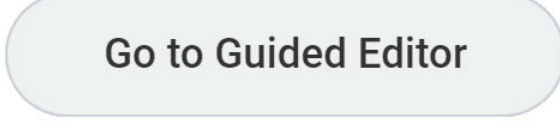


MyHR HR & Navigation for Desktop - Managers

Category	Term	Definition	Icon	Audience
Application	Compensation	An application linking you to common actions and views related to compensation including comparing a direct report's pay and salary range to others on the team. Use this application to request one-time payments, stock grants, and compensation changes for your team, and to view their compensation history.		Manager
Application	Dashboards	An application containing key management reports and actions.		Manager
Application	My Team	An application linking you to common actions and views related to your team including viewing your direct reports and their employment information. Transfer, promote, or change the job of a direct report.		Manager
Application	Spend Management	An application linking you to common actions and views related to spend management, including viewing your team's total spending and its details and viewing team members' expense reports.		Manager
Application	Team Time Off	An application linking you to common actions and views related to your team's time off, including managing your direct report's time off requests, correcting time off requests, and placing employees on leave.		Manager
HCM Terminology	Active Candidate	A person with an application for a specific job requisition. Candidates must be linked to a job requisition for Workday to initiate a job application event.	N/A	Manager
HCM Terminology	Contingent Worker	A worker who is not an employee. You can use contingent worker types, such as contractor or consultant, to categorize and track contingent workers in your organization.	N/A	Manager
HCM Terminology	Headcount	The number of workers in an organization.	N/A	Manager
HCM Terminology	Pre-Hire	In staffing, an individual you are tracking before employment. In recruiting, a candidate who is in the offer or background check stage.	N/A	Manager
HCM Terminology	Supervisory Organization	Supervisory organizations group workers into a management hierarchy and are the primary organization type in Workday HCM. All workers are hired into supervisory organizations. Organization assignments such as company, cost center, and region can be configured for supervisory organizations, and unique business processes can be configured for them as well.	N/A	Manager
HCM Terminology	Talent Reviews	A process in Workday that enables you to gather, evaluate, and report on a range of employee talent information such as skills and experience, performance and potential, career interests, and mobility preferences. The	N/A	Manager
HCM Terminology	Worker	An employee or a contingent worker.	N/A	Manager
Task Page Icons	Chart	A clickable icon used to view a report as a chart.		Manager
Task Page Icons	Excel	A clickable icon used to view a page as an Excel file. This can be restricted using the domain Export to PDF and Excel.		Manager
Workday Terminology	Worktag	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.	N/A	Manager
Application Header	Inbox	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.	