



Guest Services - Workday Terminology Guide



Payroll & Time Tracking		
Term	Definition	Audience
Additional Payment	An off-cycle payment made in addition to a worker's scheduled on-cycle payment. You can process additional payments as part of a manual payment or on-demand payment.	Manager
Auto-fill	A time-entry method that copies time blocks from a worker's schedule or from a previous week into the current week on the time entry calendar.	Manager
Balance Period	The period of time, such as current period, month-to-date, quarter-to-quarter, or year-to-date, over which Workday calculates a pay component value.	Manager
Compensation Element	Smallest unit of compensation for a worker in a specific position. Workday uses compensation elements to determine the amount, currency, frequency, and other attributes of a worker's compensation. Example: Base salary, bonus, benefits, commissions, allowances, etc.	Manager
Direct Deposit	A payment election. You can choose direct deposit as a payment type. If this is elected, any payment from the company will go directly to the bank account specified. You can set up your direct deposit to include up to ten accounts and specify the percentage of payment that you would like to go into each account.	Employee
Manual Payment	An off-cycle calculation that records check or cash payments made outside Workday Payroll. No check is cut when creating a manual payment.	Manager
Micro-edit	The ability to edit existing time blocks or add time blocks directly to a day by double-clicking on the time entry calendar.	Manager
Off-Cycle Payment	A payment, such as a manual payment or on-demand payment, made outside the regularly scheduled payroll run. Reversals and retro payments are also classified as off cycle. Off-cycle manual and on-demand payments enable you to issue additional or replacement payments.	Manager
On-Cycle Payment	A payment made in a scheduled payroll run.	Manager
On-Demand Payment	An off-cycle payment that replaces, or is issued in addition to, a worker's on-cycle pay.	Manager
Pay Component	An earning (such as base salary or bonus) or deduction (such as federal withholding taxes or medical) that applies to a worker's gross-to-net pay calculation or tax liability.	Manager
Pay Component Group	A collection or combination of related earnings, deductions, or pay component-related calculations that are combined to simplify payroll calculations. Example: Employer-Paid Benefits, Pre-Tax Deductions, and Federal Taxable Wages.	Manager
Pay Group	A group of workers defined to have their pay calculated and processed together.	Manager
Pay Rate Type	Type of worker pay, such as a paid salary or a certain amount per unit of time. Example: Hourly or weekly.	Employee
Payment Elections	Designates the payment type (check or direct deposit), account information for direct deposits, payment order, and the distribution of balance for split payments. Controlled for each type of pay that you receive, such as regular payments and bonus payments.	Employee
Payslip	An online or printed summary of your gross-to-net earnings. Also referred to as a pay stub. Payslips can be found in the Pay application.	Employee
Period Schedule	When and how often to process payroll. Defines payment dates and forward accruals, using a Period Start Date, Period End Date, and Payroll Payment Date.	Employee
Proration	Creates subperiods when there is a mid-period change in the worker's compensation. It can be based on calendar days or days worked (work shift).	Manager
Quick Add	A time-entry method that enables you to create a time block and copy it to multiple days in a week.	Employee
Replacement Payment	An off-cycle payment that replaces a worker's on-cycle payment in a period that is in progress or not yet started.	Manager
Subject Wages	All of your wages subject to a particular tax, including wages for exempt positions and those that exceed a wage cap.	Employee
Taxable Wages	All of your wages subject to a particular tax, excluding wages for exempt positions and those that exceed a wage cap.	Employee
Time Block	A time block carries information about a portion of time, such as the number of hours worked or in/out times. Time blocks can be reported or calculated, but only calculated time blocks are pulled into Workday Payroll.	Employee



Guest Services - Workday Terminology Guide



Payroll & Time Tracking		
Term	Definition	Audience
Time Entry Calendar	A set of self-service pages that workers use to enter, edit, and submit time, when using calendar-based time entry. When using high volume time entry, workers can view and submit time from the time entry calendar.	Employee
Time Entry Validation	Errors or warnings that prevent you from entering invalid time. Critical validations prevent you from submitting time. Warnings appear on the time entry calendar, but do not prevent you from submitting time.	Employee
Time Off	The rules that apply to a specific type of time off, including eligibility rules, whether adjustments are allowed, and limits that differ from the time off plan.	Employee
Time Type	The time you enter in your time entry calendar. Select the time type from a list of time off plans available to you such as maternity, vacation, etc.	Employee
Timesheets	Record work hours for submission, approval, and eventual payment through payroll, if enabled. (Often this is enabled via the Time Tracking application instead of Payroll.)	Employee
Withholding Elections	Income tax withheld from your salary based on a set of criteria. Includes federal, state, local elections, and tax allocations. From the Pay application, view withholding information on the State Elections tab to view or modify your federal elections.	Employee
Work Schedule Calendar	A calendar that defines the days and hours that a worker is scheduled to work. In Time Tracking, work schedule calendars affect time entry options, calendar displays, and time calculations.	Employee
Worker Eligibility	The conditions you must meet to be eligible to receive a particular earning or deduction.	Employee
Worker Tax Elections	Your marital status, number of elections, exemption status, and other information required for tax collections.	Employee