Manager Workday Terminology & Icons

Term	Definition	Icon
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.	**(C)**
Headcount	The number of workers in an organization.	N/A
Pre-Hire	In Staffing, an individual you're tracking before employment. In Recruiting, a candidate who is in the Offer or Background Check stage.	N/A
Supervisory Organization	Supervisory organizations group workers into a management hierarchy and are the primary organization type in Workday's 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
Worker	An employee or a contingent worker.	N/A
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.	
Chart	A clickable icon used to view a report as a chart.	
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.	
Dashboards	A worklet containing key management reports and actions.	
My Team	A worklet 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.	
Recruiting	A worklet linking you to common recruiting actions and views, and a list of recent requisitions. Depending on your role, you can find candidates, invite candidates to apply, create a job application on behalf of an individual, open your job requisitions, search for requisitions by their status, or search all requisitions by name and search for referrals.	
Team Time	A worklet 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.	Team Time