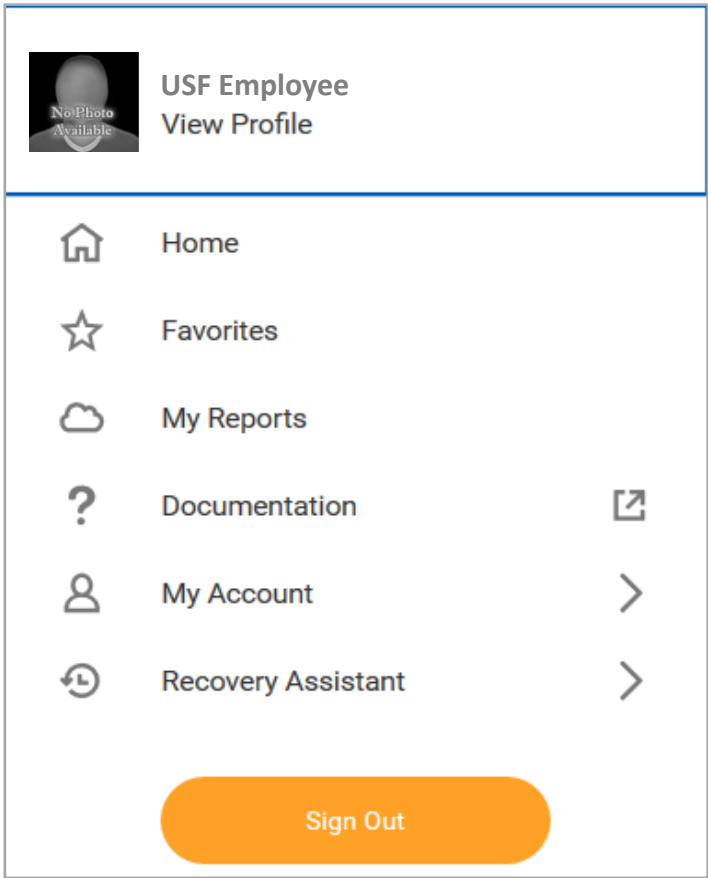
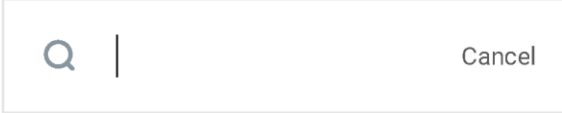

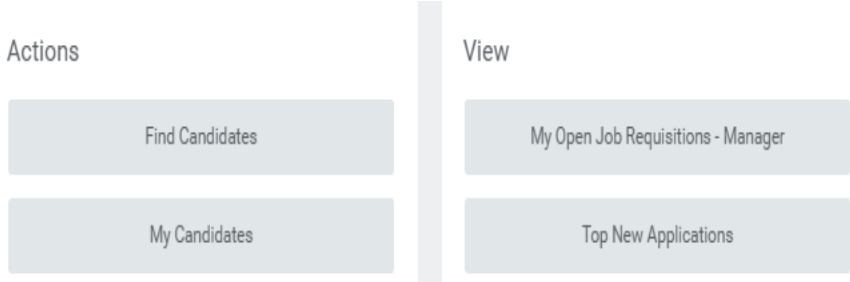
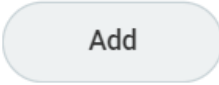
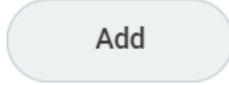


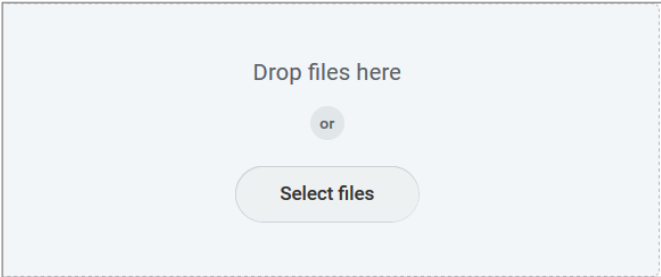




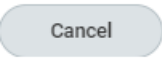
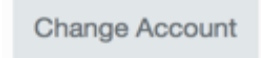










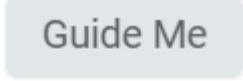


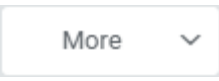
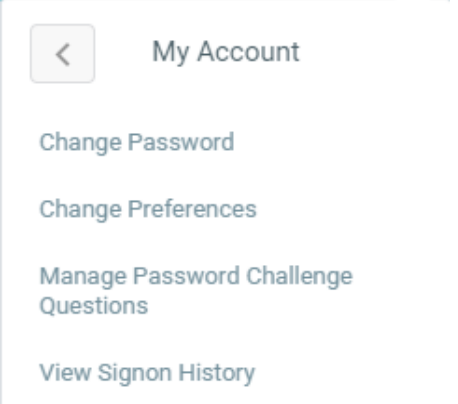
General Workday Terminology & Icons

Term	Definition	Icon
Benefit Event	An event that gives you the opportunity to change your benefit elections. These include staffing changes (such as getting hired or promoted) and life events (such as getting married or having a child.)	N/A
Business Process	A business process in Workday includes tasks that you can initiate, act upon, and complete in order to accomplish a desired business objective. Business processes are created using a combination of Actions, Approvals, Approval Chains, To Dos, and/or Checklists. An Action can be a single task or sub process, which is also a combination of Actions, To Dos, and/or Checklists. Within the process, conditions can be defined which will identify whether a step will be initiated. Notifications can also be created to let a Workday user know that a step has begun, completed, or that a particular review response was selected. Examples of business processes include Hire, Change Job, Request Compensation Change, Terminate Employee etc.	N/A
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
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
I-9	An employment eligibility verification. A document all workers must complete to verify the identity and employment authorization of each employee.	N/A
Life Event	A benefit event that occurs in your personal life, such as getting married or having a child.	N/A
Open Enrollment Event	A type of enrollment event. This event controls the benefits open enrollment process. Unlike benefit event enrollment, which is triggered by a life event or job change, an open enrollment event applies to an entire employee population.	N/A
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
Performance Review Process	A process where you receive formal feedback on your performance during a given period of time. This process includes a performance evaluation.	N/A
Staffing Event	Any event that changes your position or job, such as a hire, transfer, or promotion. Staffing events usually trigger an opportunity to edit/modify benefit elections.	N/A
W-4	Your withholding allowance certificate. This will inform an employer how much income tax to withhold from your paycheck.	
Worker Profile	Your continuously updated page which provides a quick view of your experience, skills, education, and projects.	N/A
Worklets	A compact report displayed as an icon (a tile or a bubble) on any landing page, providing easy access to tasks and information that are used regularly. Examples: My Leadership Roles, Open Positions, and Anniversaries.	N/A



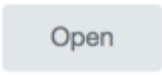




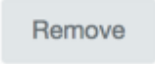



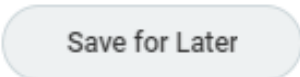





General Workday Terminology & Icons

Term	Definition	Icon
Main Menu	<p>The main menu displayed on the home page that displays your profile photo with these menu options:</p> <ul style="list-style-type: none"> • View Profile - displays your worker profile. • Home - displays the Home landing page. • Favorites - a configurable list of favorite tasks, reports, business objects, and custom and shared custom reports available to you, sorted by category (secured to the Favorites domain in the System functional area). Use the Manage Favorites task to configure this list. • My Reports - a virtual drive where you can store generated reports (secured to the W: Drive domain in the System functional area). This is not a mapped drive on your computer. • Documentation - links to the Workday Documentation on Workday Community secured to the Workday Documentation Link domain in the System functional area. Not recommended for self-service users. • My Account - provides access to these account management tasks: <ul style="list-style-type: none"> - Change Password - Change Preferences - Manage Password Challenge Questions (if enabled) - View Signon History • Recovery Assistant - This allows the recovery of interim transactions that were lost due to a time-out or loss of connection. • Sign Out 	
Search	<p>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.</p> <p>For example, if you select the Find Jobs task, you can sort results by Organization, Location, Worker Type, etc.</p>	
Workday Logo	<p>Displays your home page. This icon can also be used to navigate back to your home page.</p>	
Actions and View	<p>Buttons for commonly grouped tasks and reports. Accessed through worklets.</p>	
Add Account Button	<p>A clickable button from Payment Elections in the Pay worklet that lets you add an account. (e.g., Adding a direct deposit account)</p>	
Add Button	<p>A clickable button that lets you add additional information to any task.</p>	
Alert Message	<p>Soft warning message that alerts you about system limitations based on configuration. This message enables you to continue your work without resolving the issue.</p>	
Arrow	<p>A clickable icon that opens the page to additional areas that can be edited. Also referred to as the More icon.</p>	
Attachments Icon	<p>A clickable icon that lets you attach .pdf files, Word, and Excel documents to a task.</p>	
Back Button	<p>A clickable button that returns you to the previous page.</p>	






General Workday Terminology & Icons

Term	Definition	Icon
Calendar	A clickable icon that opens a calendar to select a date.	
Cancel Button	A button that disregards a change.	
Change Account Button	A clickable button from the Payment Elections in the Pay worklet which you can change your account information.	
Change Payslip Printing Election Button	A clickable button where from the Pay worklet you can change your payslip printing election.	
Comments Icon	A clickable icon used for you to leave comments for yourself and/or other users for a particular page or task.	
Configure Worklets	A clickable icon on the home page where you can configure the worklets that appear on your home page. Depending on your organization's configuration, some worklets may be required, while others are optional. This icon can also be used as a Settings icon.	
Continue Button	A clickable button that advances you to the next page or the next step in your tasks process.	
Delete Row	A clickable icon that removes the current row from a grid.	
Details	A clickable icon that opens additional information relating to your task.	
Done Button	A button that closes a confirmation screen.	
Edit Icon	A clickable icon that enables the user to add and remove information on the page.	
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.	
Filter	A clickable icon used to narrow down data. Clicking this icon will create a row on your report where you filter data to display from one or more columns.	
Guide Me Button	Guides you through the fields and sections of a task toward completion.	
Home	Located at the top left corner of the page, indicating which page you are currently working in.	
Location, Phone, Email Icons	Located in the Worker Profiles. Location is location of the worker, email is email address of the worker, and phone is the phone number the worker has on file.	
More Button	A button that displays several additional choices based on the business process.	
My Account Preferences	Account information located in your main menu. Allows you to alter certain account information such as: Change your password, preferences, and manage your password questions.	

General Workday Terminology & Icons

Term	Definition	Icon
Next Button	A clickable button that advances you to the next page or the next step in your tasks process.	
OK Button	A clickable button to accept and save your changes.	
Open Button	A clickable button to open the desired task.	
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.	
Add Row Icon	A clickable icon to add a row to the current grid.	
Prompt	A clickable icon that presents a list of options for a specific field.	
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.	
Remove Button	A clickable icon that deletes an area.	
Request Absence Button	A clickable button to request absence from the Request Absence worklet.	
Required Field Indicator	A field with a red asterisk indicates you must enter a value for this field before saving or submitting the page.	
Save Button	A clickable button to save the item you may be working on.	
Save for Later Button	A button that saves the item in your Inbox until action is taken.	
Sign Out Button	A clickable button to sign out of the Workday system.	
Submit Button	A clickable button to accept and submit your changes, while advancing the business process to the next step.	
Tag	A clickable icon to insert a CRF into notifications, emails, and other communications.	
View Team	A clickable icon to link directly to an organized chart of your team and organization. Can be accessed from the Worker Profile.	
Absence	A worklet 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.	

General Workday Terminology & Icons

Term	Definition	Icon
Benefits	A worklet linking you to common actions and views related to benefits including; change benefits, beneficiaries, and dependents. View your benefit elections and current benefits cost.	
Career	A worklet linking you to common actions and views related to your career including; refer candidates and view your certifications, education, languages, job history, and awards.	
Directory	A worklet linking you to common actions and views related to your organization's directory. You can view a list of your co-workers, information about other workers in the company, including their work address and phone number. Also view your organizational chart, management chain, and organizations to which you belong.	
Favorites	A worklet containing favorite reports and tasks for easy access.	
Pay	A worklet linking you to common actions and views related to your pay including access to withholding elections and payment elections, and viewing payslips, total compensation, bonus and one-time payment history, tax documents, and allowance plans.	
Personal Information	A worklet 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.	
Time	A worklet linking you to common actions and views related to your time, including entering your time and viewing your time off balance.	 <p data-bbox="1332 2284 1506 2327">Team Time</p>