

# Top 10 Workday words.

WORKDAY@LANGARA

Are you excited about the arrival of Workday? Here are some words you may hear in presentations and training that will help you better understand and navigate the system.

## ROLES

In Workday, you will be assigned a role based on what you will need to see and do in Workday. Your role in Workday will be assigned based on your position at the College.

### Manager

In Workday, a “Manager” is anyone with at least one employee reporting directly to them. At Langara, a Manager could be both an administrator (director, manager, etc) or an academic leader (dean, department chair, etc).

### Cost Centre Manager

Cost Centre Managers are similar to budget officers in Banner. They have access to budget reports and tools to manage the cost centers (budgets) that they are responsible for.

## ACTIONS

### Delegation

You can delegate tasks within Workday by giving them to another user. For example, you may delegate any budget approvals to a colleague while you are away on vacation.

### Requisition

A requisition is a request that is tied to budget and can be one of two types:

1. Purchasing requisition. Used to procure goods or services.
2. Job requisition. Used to hire a contingent worker (Eg. consultant or independent contractor).

Workday also has requisition templates to make these processes simpler, faster, and more manageable.

### Task

An action you must take as part of an operational process, such as submitting a request or approving an expense report.

### To-Do

Your “to-dos” are reminders to complete a step outside of Workday as part of a process or workflow within the system. Workday generates alerts and notifications to help you keep track of your to-do list.

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## CONCEPTS

<b>SUPERVISORY ORGANIZATION</b>	
In Workday, the College is structured by supervisory organizations which form an institution-wide hierarchy. They are often teams or departments and can contain other supervisory organizations or be part of a larger organization.	
<b>TALENT PROFILE</b>	
Faculty and staff will have the ability to create a talent profile (like a resume) in Workday that contains a quick view of their experience, skills, education, and current work. This profile can be used to apply for new positions at the College.	
<b>WORKTAG</b>	
A worktag is a way to categorize or group information. Worktags are labels you can add to items in Workday that indicate their purpose. Some worktags that Langara will be using for budgets include Program, Project, Grant, Revenue Category, and Spend Category.	
<b>WORKLET</b>	
Worklets are bundles of information and tasks in a single place (represented by icons). For example, under the Absence worklet, you'll be able to access everything you need to manage your time off, from requesting vacation to correcting previous submissions.	

## Examples of worklets in Workday



Onboarding



Personal  
Information



Benefits



Absence

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