



General Workday Terms

TERMS	DEFINITION
Business Process	A sequence of tasks to achieve a specific purpose — e.g. change address, submit vacation request
Deny	Approvers within a business process have the option to Deny the said process. This will cause the entire business process to be terminated. The initiator would have to start the business process over and resubmit it for approval. A comment is required.
ESS	Employee Self-Service — access 24/7 from any location
Home Page	A collection of worklets that enable you to quickly view data and perform tasks
MSS	Manager Self-Service — access 24/7 from any location
Report	Specific information displayed on demand — no paper
Roles	A group of people with specific responsibilities and permissions. Examples in Workday are Manager, Cost Center Manager, Compensation Finance Partner, etc.
Send Back	Approvers within a business process have the option to Send Back the process to anyone prior who input data. This is ideal for editing information. The receiver can then make the change and resubmit the step.
Task	A business process step — e.g. approve vacation request
Tenant	Workday's term for a database instance, such as Test environment, Production, etc.
To-Dos	Reminders to do something usually outside of the Workday system or outside of the business process — e.g. check references for a new hire
UI	User Interface or how the system looks and acts
Workflow	A sequence of steps to perform a process — e.g. submit then review then approve time
Worklet	An icon providing easy access to tasks and information you use on a regular basis