



## HCM Workday Terms

TERMS	DEFINITION
Absence Partner	A security role that includes Human Resources Specialists, Payroll Specialists, and some other job profiles that support time off and leave entries
Benefits Partner	A security role that includes Benefits Specialists that support benefit events
Compensation Partner	A security role that includes Human Resource Specialists and supports the assignment and maintenance of compensation
Contingent Worker	Non-District/College employees working onsite (e.g. contractors, consultants, volunteers, etc.)
Costing Allocation	The accounting of a position or a worker. The ability to link a percentage of a position or a worker to an account code.
Freeze	The ability to hold a position or job requisition in its current status.
HCM	Human Capital Management. Workday's HCM system includes various modules including Human Resources, Benefits, Talent Management, Absence Management, etc.
HR Partner	Human Resources Specialist security role that supports job changes and hires
Job Profile	Classification. Features and characteristics of a job (e.g. pay rate type, competencies, etc.)
Manager	A security role that includes Directors, Deans, Managers, and other job profiles. This is typically a supervisory role.
Organization Partner	A security role that supports the district and college's org charts.
Payroll Partner	Payroll Specialist security role that supports the processing of payroll
Position	A slot to be filled by an employee
Pre-Hire	A new hire entered as the first step of the Hire Employee business process. This information can be entered manually
Recruiter	A security role that supports the recruitment and hiring of new employees
Retiree Partner	A security role that includes Benefits Specialists who support the benefits processes for retirees
Security Administrator	A security role that supports the assignment and maintenance of security roles and access in Workday.
Staffing Model	Defines how jobs and positions are created and filled in a Supervisory Org
Supervisory Organization	Org Chart
Timekeeper	A security role that assists with the input and maintenance of worked time.
Worker	An employee of GCCCD or a temporary worker contracted by GCCCD