



Banner-Workday Crosswalk



The Banner-Workday Crosswalk is for All Employees.

Learn the Lingo

The transition to Workday involves many new terms for otherwise familiar tasks. Below is a list of some common core vocabulary.

For the most complete and up-to-date list and definitions, please visit chess.edu/glossary.

Human Capital Management (HCM)

| Banner Term | Workday Term |
|-----------------------------------|--------------------------|
| Adjunct Pay | Period Activity Pay |
| Applicant | Candidate |
| Bonus / Commission | One-Time Payment |
| Budget Manager / Business Manager | HR Business Partner |
| Class Comp | Comp Partner |
| Contract Worker | Contingent Worker |
| Courtesy Faculty | Academic Affiliate |
| Department | Supervisory Organization |
| Emeritus Faculty | Retiree-Emeritus |
| Hiring Proposal | Offer |
| Hourly | Pay Rate Type |
| Inactive Employee | Non-Active Worker |
| Job Classification | Job Profile |
| Job Posting | Job Requisition |
| Job Title | Job Profile Name |
| New Hire | Hire |
| Pre-Hire | Pre-Hire |
| Routing Queue | Business Process |
| Salary | Pay Rate Type |
| Salary Grade | Compensation Grade |

| Banner Term | Workday Term |
|---------------|----------------|
| Separation | Termination |
| Stipend | Allowance |
| Working Title | Business Title |

Finance

| Banner Term | Workday Term |
|------------------------|---|
| Account | Account, Revenue Category, Spend Category |
| Budget | Cost Center |
| Budget Transfer | Amendment |
| Chart of Accounts | Foundation Data Model (FDM) |
| Fund | Fund / Worktag |
| Index | Worktags: Activity / Grant / Gift / Project |
| Job Labor Distribution | Default Org Assignment |
| Location | Location |
| Organization | Cost Center |
| Payroll Redistribution | Payroll Accounting Adjustment |
| Pool Account | Ledger Account Summary |
| Proxy | My Delegations |
| Rule Class | Amendment Type |

Payroll

| Banner Term | Workday Term |
|----------------------------|-----------------------|
| Back Pay | Retro Pay Calculation |
| Direct Deposit Information | Payment Elections |
| Earn Types | Earning Codes |
| Factors | Disbursements |
| Garnishments | Withholding Order |
| Labor Redistribution | Costing Allocation |
| Manual Checks | On Demand Checks |
| Paystub | Pay slip |

| Banner Term | Workday Term |
|-------------------------|----------------------|
| Pay Period | Period Schedule |
| W4, State Tax Elections | Worker Tax Elections |

Purchasing and Expenses

| Banner Term | Workday Term |
|----------------------------|--|
| Approval Process | Business Process |
| Capital Property | Capital Business Assets |
| Direct Pay | Create Supplier Invoice Request |
| Document History | My Receipt / My Requisition |
| Find Vendor Invoice | Find Suppliers / Find Supplier Invoice |
| Invoice Inquiry | Find Supplier Invoices |
| Invoice Processing History | Find Supplier Invoices |
| Logging of Vendor Invoices | Request Supplier Invoice |
| Non-Employee Payment | Ad Hoc Payment Request |
| Org Code | Cost Center |
| Property Tag | Asset Identifier |
| Purchase Order Database | My Requisitions |
| Receiving Report | Receipt |
| Request for PO | Requisition |
| Requisition | Requisition |
| Requisitioner | Initiator |
| TAR | Spend Authorization |
| Vendor | Supplier |
| Vendor History | Find Supplier |
| Vendor Inquiry | View Supplier Invoice |
| Vendor Invoice Number | Supplier Reference Number |

Time and Absence

| Banner Term | Workday Term |
|--------------|-----------------|
| Annual Leave | Annual Time Off |

| Banner Term | Workday Term |
|-------------------------------|---|
| Clock In / Clock Out | Check In / Check Out (Time Clock Event) |
| Leave | Time & Absence |
| Leave without Pay | Unpaid Time off |
| Payroll Liaison | Timekeeper |
| Sick Leave | Sick Time Off |
| Time Worked and Various Terms | Time Tracking |
| Timesheet | Time Entry Template |
| Web-Time Entry | Time Entry |