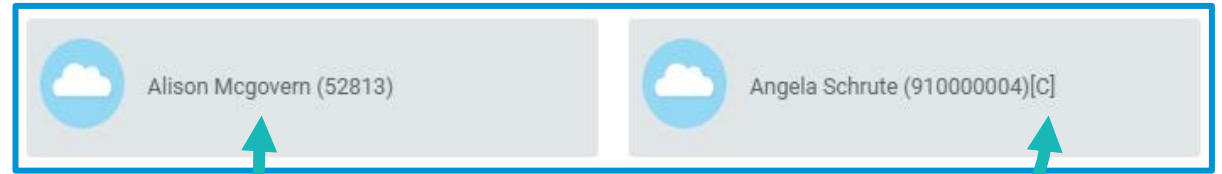


Human Resources & Workday Terminology

Geisinger

There are many new words and terms since the implementation of Project Unite. Many of this new verbiage was adopted to align Geisinger with leading best practices.

Worker Types



Employee

A worker paid through Geisinger's payroll. There are several subtypes of employees:

- **Regular** - A person who is permanently employed who does not have a fixed end date.
- **Intern** - A person who works to gain professional work experience. Employment has an estimated end date; limited to 1 year with possibility of extension. (Excludes Resident Physicians)
- **Fixed Term** - A person with a contract of employment which is due to end when a specified fixed end date is reached; extension possible if contract allows.
- **Temporary** - A person employed for a particular period of time or for a special project. Employment has an estimated end date; limited to 1 year with possibility of extension.
- **Contingent Student** - A person who is currently employed and currently enrolled in school, working for experiential learning opportunities to gain practical experience in their field of study.
- **Volunteer** - A person who is currently employed and who serves in a volunteer capacity.

Contingent Worker (CW)

A worker not paid through Geisinger's payroll but fulfills a direct need for our organization. There are several subtypes of Contingent Workers:

- **Students**
- **Volunteers**
- **Individual Contractors (1099)**
- **Agency Labor** (i.e. Nurse Travelers, etc.)

They appear in Workday with **[C]** behind their name & ID.

For more information on Contingent Workers, visit our [Contingent Worker Training Resources site](#)

Position Details

Position	An identifier of a for a full- or part-time “seat”; can be filled or vacant.
Job Profile	Defines generic features and characteristics of a job (pay rate type, competencies, & proficiencies, etc.). Job Profiles are grouped into Job Families.
Full Time Equivalent (FTE) %	The ratio of a worker's scheduled weekly hours to the standard weekly hours. If a worker works 20 hours a week, then the worker's FTE is $20 / 50 = 50\%$.
Scheduled Weekly Hours	These are the budgeted hours the worker will work in a week.
Time Type	Either Full Time or Part Time. If the worker is per diem , Part Time will appear on their worker record and they will have zero scheduled weekly hours.
Location	Physical location where the worker will sit
Shift	Can be days, evenings, nights or rotation.
Cost Center	A department or other unit to which costs may be charged for accounting purposes.

Cost Centers vs Accounting Units

We began using a 12-digit cost center for Human Resources, Payroll and UKG needs.

14-digit accounting unit numbers have not changed for invoices, purchase orders or General Ledger entries.

Any entity that **had a leading 0 now has the 0 replaced with a 5**. For example, 0301 is now 5301. Any entity prefix without a leading 0 remained the same.

Please click [here](#) for the **Accounting Unit to Cost Center Crosswalk**.

Example

Cost Center Structure	Accounting Unit Structure
520055370030 Life Flight	02000155370030 LIFE FLIGHT 1-DANVILLE
Digits 1-4 = entity/company Digits 5-12 = department	Digits 1-4 = entity/company Digits 5-6 = region Digits 7-14 = department

Working outside of a Primary Role

Additional Job

When an employee picks up work hours in a different role outside of their primary position.

Managers create job requisitions, and employees can apply to part time or per diem openings with the goal of obtaining an additional job.

Costing Allocation

Consistent distribution of labor and associated costs for one role across multiple cost centers.

Managers can [update costing allocations](#) in Workday.

Cost Center Transfer

Distribution of labor and associated costs for one role across multiple cost centers **based on hours worked** in each cost center.

This is performed in UKG (Kronos) not Workday.

Questions?

Contact our **Employee Contact Center**
at 570-271-6640 or via email at
employeecontactcenter@geisinger.edu.

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