

Workday Concept: Worktags



What are Worktags?

- *Worktags classify transactions for financial, operational and external reporting*
- *Data points are assigned to (i.e., put on) any transaction line. Users select via Workday on-screen prompts or Worktags default based on user profile or system configuration*

What are some Worktag examples?



Worktag Type	Function	Financial Examples	Human Capital Examples
Basic ('Flat')	<i>Captures non-hierarchical information quickly for reporting, generally appearing as a drop-down list in Workday</i>	<i>- Customer - Supplier</i>	<i>- Employee - Job Profile</i>
Organizational	<i>Used for transaction data and reporting, and has additional features, including: 1. Ability to organize into hierarchies; 2. Roles and security can be assigned to any level of hierarchy; 3. Enables reporting at different levels of the hierarchy</i>	<i>- Cost Center - Program</i>	<i>- Supervisory Organization - Academic Structure</i>



How is 'organization' different in Workday v. Oracle?

- *In Oracle, 'organization' refers to the 'O' in PTAE0 and Yale's organizational hierarchy; In Workday, 'organization' refers to a basic building block for managing both financial and non-financial information*