

Quantum One HCM Glossary of Terms

This glossary contains definitions for new Quantum One terms. It is organized by Functional Area, and then alphabetically.

Functional Area	Quantum One Term	Abbreviation	Definition
General	Employee		A person who typically has a permanent relationship with the organization. They work directly for the organization and is paid by said organization.
General	Entity		A grouping of things with rules or data in common. An entity often represents a group of people (eg children, applicants, stakeholders) but it can also represent a group of objects (eg textbooks), activities (eg assignments) or concepts (eg school terms). Entities may be used to allow the same rule to be applied multiple times to make a determination.
General	Journey		Indicates a predefined list of tasks to complete for a business process, for example, Onboarding Journey
General	Line Manager		The Oracle term for 'supervisor'. This person will do many things including approving an employee's time card, absence requests, etc.
Navigational Terms	My Team (tab)		Holds infotiles for all activities assigned to a supervisor/manager/line manager. Tasks are determined by security roles.
Navigational Terms	Notifications		Automated workflow messages
Navigational Terms	Worklist		Holds all workflow tasks assigned to the user
Change Mgmt.	Pilot Training		An early review of training materials with individuals from impacted areas (not project team members) to assess efficacy of materials before go-live.
Change Mgmt.	Change Network		Representatives from across the organization who play a significant role in promoting awareness and adoption within their departments; help to localize the change from the onset of the project to ensure they are prepared for go-live
Absence	Absence		A record documenting non attendance on a scheduled work day
Absence	Absence Balance		Amount of available leave hours
Absence	Absence Plan		The type of leave an employee is submitting ex: annual or sick
Absence	Absence Reason		Additional detail on why employee is taking absence. Ex.: Appointment, Vacation, "Other", etc.
Absence	Absence Type		Type of Leave Being Taken. Includes rules to determine when users record or manage an absence of that type. For example, you can restrict workers so that they can record absences only of a particular duration. Ex: PTO, FMLA, etc
Absence	Accrual Plan		A type of plan where workers accrue time for taking paid leave Ex: PTO, Librarian Training, etc

Absence	Derived Factor		Define how to calculate eligibility criteria that change over time such as age or length of service –any delivered criteria that changes over time
Absence	Donation Plan		A type of plan for workers who need additional time off over and above the entitlement. Ex: Donated Leave Program
Absence	Donations		Donating Absence balance\$ to another eligible employee
Absence	Eligibility		Associate an eligibility profile with the accrual plan to determine the set of workers who can enroll in that plan. Eligibility can be either placed on the absence type or absence plan. If the eligibility is placed on the type, if the employee has multiple jobs and one of the jobs is ineligible for the absence, then the employee will not see the absence for either of their jobs
Absence	Leave		Faculty/Staff leave such as Sabbatical, Primary Care Giver, etc.
Absence	Legislation		Country
Absence	No Entitlement Plan		A plan of this type is used to track paid or unpaid absences without maintaining an accrual balance or providing leave entitlements. Ex: Jury Duty or Bereavement.
Absence	Option		An electable choice within a plan. Options are reusable. After defining an option, you can associate it with one or more plans and plan types. When you associate an option with a plan type, you make that option available for selection in all plans of that plan type Ex. Coverage for an employee, employee plus spouse/domestic partner, or the employee's immediate family (child, step child, adoptive child)
Absence	Paid Time Off	PTO	A type of plan where workers accrue time for taking paid leave. Ex: PTO, Librarian Training, etc.
Absence	Plan		A plan is a specific offering within the plan type. Ex: Aetna Select HMO and Aetna Dental PPO are examples of medical and dental insurance plans
Absence	Plan Type		A plan type is a category of plans. Used to efficiently define, maintain, and group related benefit plans together. Ex: Medical, Vision or Dental insurance plan
Absence	Program		A program represents a package of related benefits and appears at the top level of its own hierarchy.
Absence	Qualification Plan		A plan where workers qualify for the plan and receive payments during the absence period. FMLA
Absence	Rate		The employee per pay period cost for benefit coverage Ex. Life or health insurance
Absence	Work Schedule		A work schedule is defined by a start, an end date, and a sequence of workday patterns to be followed between those dates.
Absence	Work Shift		Period of time, typically expressed in hours, that is used to build workday patterns. A shift can be a work period or off period. Types of shifts include: •Time •Duration •Elapsed
Absence	Workday Pattern		A workday pattern is a collection of shifts for a specific number of days. Ex: Standard Work Week, Work Week with Weekends

Benefits	Plan in/Not in Program		A plan that is/is not associated with a program A plan not in program is for plans that the participant can enroll and disenroll in multiple times throughout the year –such as Retirement. This is typically not used in the Higher Education Industry due to multiple populations including 9-month vs 12-month and export functionality.
Compensation	Annualization Factor		The multiplier that converts the salary amount to an annual salary amount Ex: Hourly @ 15 * 2080 (FT hours in a year) = 31,200.00
Compensation	Base Pay		Configuration of payroll elements, compensation frequency values, and other data used for quoting and paying employees minus any “special pay” or individual compensation items (i.e. bonus)
Compensation	Compa Ratio (Comparison Ratio)	Compa-Ratio	Comparison of base salary to market mean AND/OR A value used to assess the competitiveness of an employee’s pay level. Calculated by dividing a salary by pay grade midpoint
Compensation	Cost-of-Living Adjustment	COLA	An increase in your pay or benefits that often depends on the rising costs of goods and services
Compensation	Expatriate	Expat	Employees who work internationally in an excess of 180 days a year
Compensation	Fair Labor Standards Act	FLSA	Defines minimum salary for NEX & EX and eligibility of overtime
Compensation	Fraternal Order of Police	FOP	Union represent Police Officers UPO 1-3
Compensation	Frequency		The interval that the application quotes and stores the salary in, such as hourly or annually
Compensation	Grade Rates		The compensation amounts associated with each grade. These are often set up as a range with a minimum, maximum, and midpoint to assist in setting salaries
Compensation	ICP Allowance		Non-base pay that is paid oover a period biweekly.
Compensation	ICP Bonus		Non-base pay that is paid once or set times over a period
Compensation	Individual Compensation		Compensation that can be awarded to individual workers outside of the regular compensation cycle, such as a spot bonus or cell phone allowance
Compensation	Individual Compensation Plan	ICP	Additional salary/compensation beyond base salary OR Non-base pay components
Compensation	Out-of-State		Workers who work outside of MD as defined in Policy VII.6..1b https://www.umaryland.edu/policies-and-procedures/library/human-resources/policies/vii-611b.php
Compensation	Pay Grades		Designation on a scale that assists in facilitating consistent compensation by providing a fixed framework of salary ranges. Pay Grades can be set for Jobs, Positions, and Assignments
Compensation	Payroll Element		Typically used when configuring these compensation types: •Recurring base pay, such as annual salaries and hourly earnings •Recurring payments, such as an allowance •Nonrecurring payments, such as a bonus •Recurring voluntary deductions, such as savings plans or charitable contributions

Compensation	Salary Component		Salary components are used to itemize new or adjusted salary to reflect different reasons for the allocation, such as merit, promotion or adjustment
Compensation	Total Compensation Statements		The design, content, and delivery of a compensation statement that includes nontraditional forms of pay such as fringe benefits, cost of benefits, and paid time off, in addition to traditional forms of pay such as base pay and variable compensation
Compensation	Workforce Compensation		Compensation plans and cycles used for compensating a group of workers. Configure the type of compensation allocated, the information displayed to managers, whether budgeting is used, eligibility criteria for the plan or component, and the approval hierarchy
Core HR	Action		Actions define the type of change, either voluntary or involuntary, and act as an overall category for the changes you've made in the system. Ex: Hire
Core HR	Action Reason		Provide further explanation to actions. These are useful to give more context to a file and can help down the line when it comes to analysis and reporting. Ex: Hire to fill vacant position
Core HR	Assignment		A set of information, including job, position, managers, working hours, and work location that defines a worker's role. All work relationships have at least one assignment, and all assignments must have at least one manager, who is the line manager.
Core HR	Assignment Category		Employment Type of Employee
Core HR	Assignment Hire Date		Effective Date of Hire assignment or additional assignment n an employee's record
Core HR	Business Unit	BU	A way to organize and segregate data into distinct pillars for processing, reporting, and security. Not for general employees
Core HR	Contingent Worker		For QHCM, Contingent workers mean independent workers who provide services to an organization but are not on UMB payroll or considered to be employees. Example: Affiliates will now be called Contingent Workers in QHCM only.
Core HR	Contractual Worker		Considered contingent workers in USM/UMB policy, but will be referred to as Contractual 1 and Contractual 2 worker categories. In QHCM only, Contractual workers will now be considered "staff."
Core HR	Departments		A department is an organization with one or more operational objectives or responsibilities that exist independently of its manager. For example, although the manager may change, the objectives do not change. Departments have one or more workers assigned to them.
Core HR	Divisions		A division refers to a business-oriented subdivision within an enterprise, in which each division organizes itself differently to deliver products and services. Divisions are used in HCM to define the management organization hierarchy, using the generic organization hierarchy. This hierarchy can be used to create organization-based security profiles, reporting, etc.
Core HR	Exempt Employee	EX	Employee group who are exempt from overtime

Core HR	Formal Guest		A formal guest is a non-visitor who is specifically invited to engage with the campus for less than 30 days and is accompanied or shepherded by a campus host for the duration of the engagement. Ex: guest lecturers, invited colleagues of university personnel, donor prospects invited for philanthropic cultivation
Core HR	Job		A structure in the Workforce structure that includes a description of the tasks and responsibilities for a role, that is independent of any single department or location. For example, jobs, 'Professor' and 'Office Associate' can occur in many departments. Jobs can pull in Job Family and Job Profiles to create a detailed definition of the duties an employee may perform.
Core HR	Job Family		A job family is a group of jobs that have different but related functions, qualifications, and titles. They are beneficial for reporting. For example, you may group a trust analyst and an operations analyst into the Analyst job family.
Core HR	Job Profiles		Job profiles store more details about the job, such as job responsibilities and qualifications. Profiles can also be used to set requirements for a job, such as licenses, certifications, competencies, etc.
Core HR	Job Role		A security role provisioned to an end user that houses many privileges, which provide access to view pages and complete system actions
Core HR	Legal Entity		Define a legal entity for each registered company or other entity recognized in law for which you want to record assets, liabilities, expenses and income, pay transaction taxes, or perform intercompany trading.
Core HR	Nonexempt Employee	NEX	Employee group eligible for overtime
Core HR	Non-Worker		A person who is not engaged in a paid employment (ex. a volunteer or retiree).
Core HR	Original Hire Date		Original date of hire for employee's original position
Core HR	Person Record		All workers have a single person record in the enterprise, which is identified by a person number. Person records contain: Personal Information, such as name, DoB, SSN, and disability information
Core HR	Position		A specific occurrence of one job that is fixed within one department and often restricted to one location. (i.e., position 'Associate Professor' in the Biology Department and Chemistry Department are 2 instances of the same job 'Associate Professor') OR Represents aspecific instance of a job (e.g. Assistant Professor of Sociology) with more information such as Department, Location, Manager, Head Count, etc. OR A detailed employee classification containing department specific attributes. All positions are assigned to a Job Code. Multiple positions can have the same Job Code. Positions can be single incumbant or pooled.
Core HR	Primary Assignment		Cloud offers the ability to have multiple assignments. The Primary Assignment is the main assignment for a worker, defaults to first hired assignment, but can be changed. Downstream affects include: benefits, workflow, etc.

Core HR	Visitor		A person invited to establish a formal relationship with the university that is not an employee, student, or any non-visitor type of contingent worker. (Examples: remote project collaborator, service providers, structured volunteers, academic visitors, independent contractors)
Core HR	Worker		Employee
Core HR	Worker Category		The category an employee is placed in: Salaried Workers, Hourly Workers, Part-Time Workers, Contingent Workers
Core HR	Worker Type		Refers to the different classifications of workers within UMB. For recruiting processes, users should only select Employee.
Labor Distribution	Labor Distribution		How labor is costed in an employee's funding sources
Learning	Learning Catalog		Single point of access and repository for all Learning Objects, including Courses, Offerings, Specializations and Communities
Learning	Learning Community		A place where learning can be grouped around a particular topic or area of interest and shared or assigned to a distinct set of people known as community members Ex: Supervisor Learning Community
Learning	Manage Learning Catalog		The learning administrator builds the learning catalog by adding learning items. A learning item can be a course teaching a topic. An offering for a course, for example, an e-learning offering can be consumed when and where it is convenient for the learner or an instructor-led offering
Learning	Offering		A specific instance of a course; contains details describing how, when, and where course requirements are delivered Ex: Crucial Conversations, Series 15, Tuesdays March 2 to March 30, 2021, 9 am –12:30 pm
Learning	Self-Paced Learning		An offering containing only self-paced activities; these represent work learners do online, offline, or on-site with no time constraints (except for by the due date, if specified)
Learning	Social Learning		Social learning is created and managed by the learners themselves. Oracle Learning Cloud encourages collaborative learning and makes it easy for all employees to share their knowledge by uploading videos and creating tutorials.
Learning	Specialization		A logical grouping of courses aimed to help learners achieve learning goals that a single course can't achieve Ex: Business Writing Skills Specialization (Fundamentals of Business Writing; Advanced Business Writing)
Payroll	Calculation Cards		Series of pages containing additional employee-level setups Ex: Tax withholding and exemptions, state and local tax associations, garnishments
Payroll	Element		The broad configuration item that stores all earnings, hours, absences, deductions, and taxes that serve as inputs and outputs to the payroll calculation Ex: Salary, Sick, Federal Income Tax, Blue Cross-Blue Shield PPO
Payroll	Element Entry		The instance of an element being tied to an employee's record and available for processing
Payroll	Payroll Definition		The configuration that stores the frequency, pay period dates, and related pay slip and dates
Payroll	Payroll Flow		A sequential string of processes and reports that run automatically along with manual validation checkpoints, based on a single set of parameters
Payroll	Payroll Process		A single instance of a process based on a set of parameters

Payroll	Payroll Relationship		Tying of an employee's earnings or deductions to a defined payroll at either the Payroll Relationship level or the assignment leve
Payroll	Personal Payment Method		The way an employee can choose to receive their pay Ex: paper check, direct deposit, pay card
Payroll	Quickpay		A calculation for an individual employee for a single pay period –to be used during testing; not recommended for production use
Payroll	Salary Basis		The frequency an employee is paid
Payroll	Salary Rate		The amount an employee is paid per frequency
Payroll	Work Relationship		An association between a person and a legal employer, where the worker type determines whether the relationship is a nonworker, contingent worker, pending worker or employee work relationship. Comparatively, assignment is within the work relationship; you may have one or several “jobs”
Payroll	Work Relationship Hire Date		Date that worker was hired into the Assignment/Work Relationship
Position Management	Position Code		Eight Character Number used to identify individual or pooled employee(s) by position.
Recruiting	Candidate Pool		A candidate pool is an identified group of candidates. You use candidate pools to group candidates and manage sourcing activities for either a current job position or a future job position that you will potentially fill. Candidate pools can be one of two kinds: •Private: Only the owner of the candidate pool can access the pool •Shared: The owner of the candidate pool can grant other users access to the candidate pool contents and actions available to the pool itself
Recruiting	Candidate Pool Management Process		The framework to progress pool members through the sourcing lifecycle to ensure they're engaged with the organization even if they aren't actively involved in a hiring effort. Phases and States are used in this process. These are not sequential like the Candidate Selection Process Phases and States are used in this process. These are not sequential like the Candidate Selection Process
Recruiting	Collaborator		An individual, besides the recruiter and hiring manager, who is added to a job requisition to actively participate in the hiring process. Typical responsibilities include providing input, reviewing candidates, or assisting with other aspects of the recruitment. Job requisitions/recruitments do not require collaborators. Ex: Search Chair Committee Member
Recruiting	Disqualification Questions		Configure disqualification questions to screen out candidates
Recruiting	Job Application Flow		Sequence of blocks of information filled in by candidates to apply for jobs. Can be designated for internal or external candidates. Can be broken out by Recruiting Type as well (Staff, Faculty, etc.)
Recruiting	Job Application Questionnaires		Set of questions that are specific to job requirements that candidates answer during the job application process • Questions help filter out non-qualified candidates to expedite the candidate screen process • Speed up hiring

Recruiting	Job Offer Letter Template		A formal written document given by an employer to a candidate. The letter confirms details of the offer such as the job title, proposed starting date, work location, salary, or other compensation. To create offer letters for candidates, there must be at least one job offer letter template upon which to base the offer letters. This template provides the formatting, branding, and most of the text that each candidate will see when they receive their offer letter. It also contains tokens that are replaced by specific values for each person's offer letter.
Recruiting	Job Requisition		Specify the requirements of a job/position for which a candidate must be hired. This gets posting to career sites/job board
Recruiting	Job Requisition Template		Provides a way to facilitate the creation of job requisitions by defaulting values in several fields. Job requisition templates contain the same fields as job requisitions. If a job requisition is created from a requisition template, all fields for which a value is set in the template will be defaulted with the template's value
Recruiting	Recruiting Content Library		Contains a variety of text-based content that can be used in various areas of Hiring such as job requisitions, job requisition templates, candidate job applications, job offers
Recruiting	Requisition Type		Refers to the purpose of the job requisition. Standard is the only option UMB users should select.
Recruiting	Recruiting Type		Refers to the various employment categories used to manage the recruitment process. Ex: Staff and Contractual 2, Faculty and Fellows, Contractual 1
Recruiting	Talent Community Pool		When external candidates don't find jobs matching their interests, they can join a talent community to show their interests in an organization. They can create their profile, indicate their preferred location and job family, import their profile from a third party such as LinkedIn and Indeed, or upload a resume.
Time & Labor	HCM Group		Groups of people with similar characteristics Ex: Date of birth, marital status, department name
Time & Labor	Time Attribute		A qualifier associated with a time event or time entry
Time & Labor	Time Card		Record of time worked. Currently referred to as Timesheet/Web Time Entry.
Time & Labor	Time Entry Layout Component		Specifies how a time attribute appears on a time card, calendar or web clock
Time & Labor	Time Reporting Code		Worked hours type in Web Clock or other non-worked hours in time card.
Time & Labor	Time Rule Set		A collection of rules of the same type. Rule sets are assigned to groups of workers with similar time processing requirements. Rules include: Time Entry Rules, Time Calculation Rules, Time Submission Rules, etc.
Time & Labor	Web Clock		Where real-time entries will be reported and fed to time card
Time & Labor	Worker Time Entry Profile		Includes the layout an employee will see, in addition to dictating allowable actions for time entry Ex: When the time card is in a status of approved, an employee cannot delete the time card
Oracle: Digital Assistant	Oracle Digital Assistant	Sara	In-application FAQ which can help you find the information you need at the moment
Oracle: Guided Learning	Oracle Guided Learning	OGL	In application performance support which can be called up when you have a question while you are working on a transaction.

	Oracle: Guided Learning	SmartTip		Consider including difference between "in guide" and "always there". (Is the type of information different? Or is it just the placement of the SmartTip which is different?)
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