

TERMINOLOGY	ACRONYM	DEFINITION	REVIEWED	WHERE USED
<b>The following terminology and definitions shall apply to all employee groups except as otherwise defined in a specific collective bargaining agreement.</b>				
Active (Elected) Enrollment		An Active Enrollment is when an individual (Employee, Retiree, etc.) is required to take action (e.g. make an election, submit enrollment forms, etc.) with their enrollment in order to participate in the plan	OK	
ADA (American with Disabilities Act)		Describes the physical job requirements of a position.	OK	
Additional Assignment		In addition to an employee's primary assignment (principal duty or function), an additional assignment represents a position with other duties or functions performed while employed by the University. An employee can have multiple additional assignments.	OK	
Administrative Use Form	AUF	This form is designed for the non-competitive hire situation where the individual is not being paid a salary through UC Flex HR/Payroll system and where there are NO approvals required throughout the hiring process. Examples include: Emeriti, Clinical Instructors (as in the Academic Health Center), unpaid volunteer appointments that do not require approval through the Office of Equal Opportunity, Corporate Employees needing workflow access in UC Flex and for additional assignments meeting the criteria of non-student, non-paid, non-competitive, and requiring not approval through the Office of Equal Opportunity.	OK	
Affiliate		An individual performing service for UC, paid by an outside affiliate institution (e.g. Cincinnati Children's Hospital Medical Center, Veterans Hospital, Shiners', ROTC) and not paid by UC.	OK	
Applicant		An Applicant is a person who has applied for a job using the University of Cincinnati's applicant tracking system, meets the minimum job requirements.	OK	
Beneficiary		A Beneficiary is an individual, institution, trustee, or estate which receives, or may become eligible to receive benefits under an insurance policy, retirement plan, annuity, trust, or other contract.	OK	
Chief		Shows reporting structure, which is head of an organizational unit that is responsible for the overall function.	OK	
Classified Position		Competitive in nature and carry due process rights.	OK	



# Administration and Finance Human Resources Department General Glossary of Terms

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Collective Bargaining Agreement		Collective Bargaining Agreements are agreements between Employee groups and UC detailing work conditions including working hours, vacation, and holiday entitlements, termination of service provisions, pay rate and benefit entitlements.	OK	
Concurrent Employment	CE	Used when an Employee holds multiple active or inactive assignments at the same time. For an individual employee who holds multiple assignments, UC Flex assigns a separate personnel assignment for each position. Each of these personnel assignments can have its own position assignment, pay rate and cost assignment	OK	
Confirmation Notification, Confirmation Message		Confirmation Notifications and Messages are communications to the requestor that the requested action has been completed and is delivered via email or mail confirmation text.	OK	
Contact Management System	Footprints	Contact Management System is a general term to describe the technology used to support contact and service request management as well as escalation workflow to the University of Cincinnati's Subject Matter Experts.	OK	
Contract Completion		Termination of an employee hired into a senior position designed to serve for a specific period of time. The University may or may not renew the contract of the employee when it expires. Contracts are normally written for a one year term.	OK	
Content Management System	CMS	Software that allows individuals to manage web content.	OK	
Corporate Employee		Individuals in a one-to-one position who require UC Flex access and are not being paid through UC's payroll system.	OK	
Cost Distribution		Account assignment (i.e., Fund, Cost Center, Grant, Functional Area, etc.) related to the funding of positions and salaries.	OK	
Current Budget (aka One-Time Budget)		Represents allocated funding for the present fiscal year, including annual adjustments for purchase orders rolled forward from prior year, as well as any one year adjustments.	OK	
Date – Continuous State Service		The uninterrupted service of an employee with a state agency, board, or commission, a county office, or a state-supported college or university where no break in service occurs.	OK	
Date – Hire		The first day of an individual's employment	OK	



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Date - Longevity		The date that reflects the amount of employment service time at any and all Ohio public entities.	OK	
Date – Original Hire		See Date - Hire	OK	
Date – Recent Hire		The effective date of the most recent hire at UC.	OK	
Date – Rehire		See Date - Recent Hire	OK	
Date – Retirement		The first day following last date of employment.	OK	
Date – Separation		The first day following last date of employment.	OK	
Date - Termination		See Date- Separation	OK	
Date- Union Service Date		Effective date of joining a bargaining unit.	OK	
Decentralized Roles		Authorizes individuals in business units to perform certain Human Resources functions within UC Flex.	OK	
Delimit		The separation of an organizational unit to the relationship of the organizational structure.	OK	
Demotion		The act of placing an employee in a position with lower pay grade or position responsibility than that of the position held previously.	OK	
Direct Deposit		Electronic transfer of Employee net pay (cash) to their respective bank account(s).	OK	
Benefit Plan Elections		A process by which an individual and/or dependents become subscribers to health plan coverage, retirement plans, flexible benefit plans, etc. An Election may occur either through an actual “signing up” of the individual or by virtue of a collective bargaining agreement or by conditions of employment.	OK	
Eligibility (Benefits)		Benefits eligibility is the set of conditions that must be met in order to participate in a plan and/or receive company contributions.	OK	
Employee		Any person holding a position subject to appointment, removal, promotion or reduction at the University of Cincinnati.	OK	

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Employee Group		Identifies the FLSA exemption status of a position (exempt or non-exempt). Also allows for the division of employees into groups that define their relationship within the organization (i.e. active exempt, active non-exempt, retiree, non-employee).	OK	
Employee Sub Group		A subdivision of the employee group which allows for further definitions of employees according to their status. Also one of the key fields that determine benefits eligibility.	OK	
Employment Status		Employment Status is the current employment status of the Employee (e.g. Active, Inactive, Withdrawn)	OK	
Enrollment Period (Benefits)		The specified period of time during which eligible employees may enroll/join a plan or change plan elections.	OK	
Error Message		An Error Message is typically an on-screen message indicating that an error has resulted in the validation of data entered and must be fixed before the transaction may be submitted and completed.	OK	
FLSA (Fair Labor Standard Act)		Provides specific and detailed methods of determining the exemption status of any position (exempt or non-exempt). Refer to FLSA website: <a href="http://www.dol.gov/compliance/laws/comp-flsa.htm">http://www.dol.gov/compliance/laws/comp-flsa.htm</a>	OK	
Form		A Form is a method used by the University of Cincinnati to communicate information. The Form may ultimately be returned to the Human Resources Service Center for processing or may be used to support a process internally.	OK	
Full Time Equivalent	FTE	The full-time equivalency represents the percentage of effort or time an employee devotes to a specific job. 100% equals 40 hours per week in active pay status. (Refer to Provost website for others)	OK	UC Flex
Hierarchal Structure		A hierarchal structure is created when relationships among object types (organizational units, jobs, positions, and persons) are established.	OK	
Hiring Complete		Relates to the applicant status within PeopleAdmin, at the point where the Applicant has accepted an offer of employment and has successfully completed all required pre-employment due diligence (e.g. background investigation, medical check, etc.)	OK	
Hiring Manager		Individuals with personnel employment action responsibilities in PeopleAdmin for a position within their organizational structure(s).	OK	



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Hiring Requisition		The request to fill a position in PeopleAdmin.	OK	
Holder		An individual employee (multiple employees for pooled positions) who occupy a position.	OK	
Human Resource Business Partner	HRBP	Human Resources Business Partner is the role assigned to University of Cincinnati personnel performing human resources functions and support that report to the University's various Business Units (colleges, departments, support structure) and do not report directly to the Centralized Human Resources function.	OK	
Infotype		Units of information in UC Flex HR for recording employee data for administrative, time recording, and payroll purposes. They are used to group related data fields together and provide information with a structure, facilitate data entry, and enable you to store data for specific periods.	OK	
Interface		Interface is an automated data extraction/upload process that transfers one or more data sets from a data source to a receiving data location at a specified frequency.	OK	
Job		A general classification of skills versus a specific set of tasks that must be performed.	OK	
Knowledge, Skills, & Abilities	KSA	A general grouping of knowledge, skills, and abilities used to describe common attributes among positions(s); (Example – Administrative Professional III)	OK	
KRONOS (Convergys Glossary)		Time reporting system used for hourly employees.	OK	
Layoff ORC 123-1-47-01		Termination of an employee due to a position abolishment by the appointing authority from a classified position as a result of the application of the order of layoff	OK	
Leave - Leave of Absence (HR Policies and Procedures)	LOA	A term used to describe a period of time that one is to be away from his/her primary job, while maintaining the status of employee. Generally, such an arrangement has a predetermined end date.	OK	
Longevity		Reflects the amount of employment service time at any and all Ohio public entities.	OK	
Main Personnel Assignment (Primary Assignment)		The principal duty or function an employee currently performs for the University. The appointment carries Job Type R (Regular), Base Pay and Benefits, the highest FTE, or earliest appointment.	OK	

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M Number		Identity Management: Identifying number for students and employees, replacing the use of SSN. Consists of an M followed by 8 numerical digits. An M Number is generated as part of the hiring action by the UC Flex (SAP HCM) system hire/rehire action.	OK	
New Hire		A newly hired Employee.	OK	
Object Abbreviation		Short name of the object description.	OK	
Object Type		Organizational units, Jobs, Positions, and Persons are the four object types that make up an organizational structure.	OK	
Org Assignment		Description of an assignment of a person or position (e.g., FTE%, position title, organization unit, job).	OK	
Org Reassignment		Function of changing an assignment of a person or position (e.g., F FTE%, position title, organization unit, job).	OK	
Organizational Change Request Form	OM Form	A form used to initiate and modify organizational units.	OK	
Organization Management		A standardized process for creating and maintaining organizational units, jobs, and positions.	OK	
Organizational Structure		The relationship between organizational units, positions and people that depicts how work activity and people are organized and managed within the organization.	OK	
Organizational Unit		Organization of positions and people to perform a specific function or set of functions.	OK	
Pay – Basic Pay		An amount or a rate of compensation for a specified position of employment or activity excluding any other payments or allowances.	OK	
Pay – Other Pay Types		Types of pay other than basic pay (e.g., bonus payments, ADL, TWL, etc.).	OK	
Pay – Recurring Pay		Non-basic regularly scheduled pay (e.g., Term Adjunct, Graduate Assistant).	OK	
Payroll Area		Used to group Employees together who have the same payroll period frequency (e.g., bi-weekly, monthly).	OK	
PD Profile		Provides necessary security authorizations needed in conjunction with the custom relationships, allowing users to create, change, or display certain data.	OK	



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PDQ (Position Description Questionnaire)		Request completed by the employee or manager to create a position, review a vacant or soon to be vacant position, or review of a position with an incumbent (job audit).	OK	
PeopleAdmin		People Admin is the University of Cincinnati's requisition and applicant tracking system of record and is owned and operated by the Human Resources function. It is a web-based system that enables the electronic handling of all recruitment needs.	OK	
Permanent Budget (aka PERM)		This is related to the Uptown Campus General Funds only; represents the recurring base for funding; all positions, whether filled or vacant, must be fully funded permanently.	OK	
Person		Person is an individual who occupies a position.	OK	
Personnel Area		Used to differentiate between whether an employee clocks in KRONOS or not.	OK	
Personnel Change Request	PCR	Electronic form used for initiating and approving changes on an employee's record.	OK	
Personnel Sub Area		A further subdivision of the Personnel Area use to differentiate between represented and unrepresented. Also one of the key fields that determine benefits eligibility.	OK	
Personnel Number	PERNO	Unique number identifying an employee's assignment. An employee may have more than one assignment (PERNO).	OK	
Personnel Sub-area		Further subdivision of the personnel area used to differentiate between represented and unrepresented.	OK	
Planned Compensation		Fund amount budgeted for a position (should be greater than or equal to the holder's annual salary).	OK	
Position (Pooled)		A position created for multiple occupants (not an individual employee). A pooled position is used for non-benefit eligible positions with a high turnover, such as term adjunct faculty, student, clinical instructors, lecturer, and auxiliary officers.	OK	
Position (Regular)		A specific set of duties and responsibilities assigned to and performed by an individual or group of individuals (i.e., pooled positions). Positions are specific to an organization, linked together to depict the reporting structure. Employees are assigned to positions, not jobs (Example – Sr. Graphic Designer). Positions can	OK	

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		hold the following statuses: 1. Occupied – employee is assigned to the position 2. Vacant – employee is not assigned to the position and the position is being recruited 3. Obsolete – the position is no longer required		
Position Budgeting and Control	PBC	Tool in UC Flex used to create salary and benefit commitments (i.e., encumbrances) in the system. These commitments become real postings in the Funds Management module.	OK	
Position Description		Detail description of duties specific to a department or unit held by an individual.	OK	
Position Maintenance Request	PMR	Form used to create or change a position.	OK	
Primary Assignment (Main Personnel Assignment)		The principal duty or function an employee currently performs for the University. The appointment carries Job Type R (Regular), Base Pay and Benefits, the highest FTE, or earliest appointment.	OK	HRMS
Probation		The trial period of employment during which allows management to observe a new hire's performance before granting permanent status.	OK	
Promotion (HR Policies and Procedures)		The movement of an employee to a position with a higher classification, and rank or pay grade.	OK	
Reclassification		Movement of a position to a higher or lower pay grade due to a change in duties.	OK	
Re-hire		The process of re-establishing employment status following separation.	OK	
Re-Instatement		The process of re-hiring an employee whose employment status has been interrupted.	OK	
Relationship		Refers to how organizational units, positions and jobs are connected to each other (i.e., an employee is a “holder” of a position; a position is “described by” a job, and a position “belongs to” an organizational unit).	OK	
Reorganization ORC 123-1-47-01		The movement or restructuring of an organizational unit, position(s), and/or holder	OK	
Reporting Structure		A hierarchical relationship created when object types (organizational units, jobs, positions, and persons) are connected.	OK	





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Requisition		An electronic form in PeopleAdmin used to post position vacancies.	OK	
Retirement		A separation from state service upon attainment of the age or service requirements of the appropriate retirement system.	OK	
Retroactive		Retroactive refers to transactions effective in a previous pay period.	OK	
Return with Service Break		Return to employment with a break of more than thirty days.	OK	
Return without Service Break		Return to employment with a break of thirty days or less.	OK	
Request for Reassignment	RFR	Form used to request an organizational reassignment.	OK	
UC Flex Employee Self Service	ESS	Mechanism by which employees can view and update their own personal data such as address, emergency contact, and provides the ability to enroll in benefits.	OK	
UC Flex Manager Self-Service	MSS	Mechanism by which managers can access employee data within their organizational structure. Managers have the ability to view and update the employment data of employees and to perform HR transactions.	OK	
Secondary Function		A position function may be determined secondary when one or more of the following apply: (a) the function can be performed by a number of employees, (b) the function if not performed has minimal consequences.	OK	
Separation/Termination		Voluntary or involuntary separation of service.	OK	
Transfer		Moving an employee assigned to the same classification or grade level to a different primary department.	OK	
UC Hire		An employee who does not have a record in UC Flex prior to 1/1/2006.	OK	
Unclassified Position		The series of officer and staff positions which are not included in the classified civil service.	OK	
Unsatisfactory Performance UC Policy #16-14		Performance that does not meet standards.	OK	
Vacancy Indicator		Reflects whether a position is vacant or filled	OK	



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Visiting Position		Temporary faculty for a maximum of 2 years in place of a full-time faculty member on leave, sabbatical or unfilled, funded based on the budget of the full-time faculty position they are covering.	OK	
Wage Type		Controls the calculation of payments and deductions.	OK	
Workflow		Workflow is the electronic system to manage and monitor business processes, allowing the flow of work between individuals to be defined and tracked; moving information in document form according to defined processes; and tracking the creation, review, approval, and distribution of documents.	OK	
Working Conditions		Physical job requirements of a position as it relates to major life activities under the American with Disabilities Act (e.g., standing, lifting, bending, reading, concentrating, performing manual tasks, thinking, learning, and communicating).	OK	
Working Title		A position title used for advertising purposes to further describe duties. Working titles are not recognized by UC Flex.	OK	