

Glossary
User Guide



Glossary of Terms

| Name | Definition | What does it mean? |
|---------------------------------|---|---|
| Accounts Payable (AP) | A company's short-term debts owed to suppliers for goods/services. | How Tulane vendors get paid |
| Accounts Receivable (AR) | The funds customers owe a business for goods or services delivered. | How Tulane gets paid (ex. Student tuition payments) |
| ADKAR Model | A change management framework used in the Prosci® methodology. ADKAR represents the five stages of individual change: Awareness, Desire, Knowledge, Ability, and Reinforcement. | This is a core component of the Prosci® methodology, Tulane's selected approach, describing how individuals go through a change journey |
| Approver 1-Subdivision | An executive or financial leader responsible for approving Core HR, ICP and recruiting requests. | An HR approval role |
| Approver 2-Division | An executive or financial leader responsible for approving Core HR, ICP and recruiting requests. | An HR approval role |
| AppZen | A finance-focused AI platform used to automate and audit expenses, invoices, and card transactions. | The first step of expense approvals |
| Banner | The software system that records student information such as their demographic data and schedule. | Tulane's student record system |
| Budget Development System (BDS) | The WaveWorks module used for financial planning and analysis. It supports budgeting, forecasting, financial reporting, and analytics. | Where the University budgeting takes place Replaces Anaplan |

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| Benefits | Forms of compensation provided by Tulane to faculty and staff. | Insurance, tuition waiver, retirement, etc. |
| Candex | A procurement punchout that simplifies payment for Tulane students, speakers, guests and research participants. | How Tulane students, speakers and guests are reimbursed or paid. |
| Canvas | Learning Management System that provides a digital platform for educational institutions. | How Tulane students access class information and assignments |
| Capital Equipment | Equipment that costs \$5,000 or more. | Recorded as an Asset in the Fixed Asset module and on the financial statements. |
| Cash Management | The strategic process of collecting, managing and investing a business's cash inflows and outflows to ensure liquidity, minimize risk and maximize efficiency. | How Tulane manages their cash payments going in and out of the University |
| Cayuse Grants Management | Grant management software, especially for universities, which allows institutions to manage the grant lifecycle. | The system that helps PIs manage the pre-award and non-financial processes for Sponsored Projects |
| Change Management | Structured processes and effective tools to help employees successfully drive adoption, and utilization, and proficiency of new ways of working (e.g. new systems, processes, roles, etc) | A structured approach used along project management to effectively manage the people side of transformation (see Prosci®) |

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| Chart of Accounts (CoA) | The tracking method used to identify and account for line-item transactions and is an essential component for accurate financial reporting at the Departmental, School, and University level. | How Tulane knows the specific information for every financial transaction made |
| Classification | CoA segment that tracks the purpose of a transaction | Why did the University spend money |
| Concur | Travel Management system used for booking flights, lodging, train fare and rental cars | How Tulane users book travel |
| Contingent Worker | A non-employee worker such as a contractor, consultant, or temporary staff member. | |
| Core HR | Core employee data functions within the HCM module, including employee records, employment details, and organizational structure. | Raises, promotions, transfers, terminations, etc. |
| Cost Center | CoA segment that tracks the unit responsible for a transaction. | Department/unit; Replaces Organization |
| Cost Center Manager | The employee who will be responsible for the procurement, expense and E-IT approvals for a cost center. | The person who will approve financial GL transactions |
| Cost Center Program | CoA segment that tracks specific expenditures/activities. | Activity not classified as a project or natural account; Replaces Department Use Code |

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| Electronic Interdepartmental Transfer (E-IT) | Tulane’s system to make accounting corrections or transfer money internally between cost centers or projects. | |
| Event Management System (EMS) | Tulane’s management system to book rooms throughout their campuses. | How users request space for specific events outside of classes |
| Encumbered Funds | Money set aside or reserved on a project for a specific purchase or obligation, like a contract or purchase order, preventing it from being spent elsewhere until the actual expense is paid. | Commitments made on a project to help budget and account for remaining funds like a pending credit card charge |
| Enterprise Performance Management (EPM) | The WaveWorks module used for financial planning and analysis. It supports budgeting, forecasting, financial reporting, and analytics. | Where the University budgeting takes place Replaces Anaplan |
| Enterprise Resource Planning (ERP) | ERP refers specifically to the WaveWorks finance module supporting procurement, fixed assets, accounts payable, accounts receivable, general ledger, projects/grants management, and capital projects. | Modules specific to financial transactions; Replaces TAMS/EBS |
| Fair Labor Standards Act (FLSA) | Federal law governing minimum wage, overtime eligibility, and employment standards. | Laws that protect workers |

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| Fixed Assets | Fixed assets are long-term tangible assets a company owns and uses to produce income. They are not intended for sale to customers within one year, possess a useful life exceeding one reporting period, and are depreciated over time to reflect wear and tear. | Assets tracked by Tulane such as computers, vehicles or other large equipment |
| Fund | CoA segment that tracks where money comes from that enters the University. | How income is tracked by the University |
| FundManager | System used to manage endowment funding. | |
| General Ledger | The master record-keeping system for a company's financial data, organizing all transactions into accounts—assets, liabilities, equity, revenue, and expenses. It uses double-entry bookkeeping (debits and credits) to create a centralized, detailed record used to generate financial statements like balance sheets and income statements. | Tulane's accounting system |
| General Ledger Financial Analyst | WaveWorks role that allows an employee to see financial information that lives in the General Ledger. | Employees who need to view and manage financial information for a cost center or division |

| Name | Definition | What does it mean? |
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| General Ledger Project (GL) | A project where general ledger activity is recorded. Does NOT exist in the Projects module. Always starts with the "GL" prefix. | Cost Center Operational accounts; Replaces 1, 2, 3 ledgers |
| Human Capital Management (HCM) | WaveWorks modules supporting human resources functions such as payroll, recruiting, compensation, time and attendance, learning, and employee records. | Modules specific to HR functions; Replaces ESS, Manager Self-Service and Manager Self-Service Delegated |
| Hiring | The WaveWorks application that houses recruitment functions. | Where users can hire new employees; Replaces IRekrewt, Interfolio and Handshake for hiring |
| Human Resources Department Administrator | WaveWorks role that allows an employee to complete HR transactions on behalf of a Cost Center or group of Cost Centers. | How departmental staff complete HR transactions for other employees; Replaces Manager Self-Service Delegated |
| Individualized Compensation Plan (ICP) | A structured compensation arrangement used for specific employee groups. | How our adjuncts, service stipend students, and employee one-time payments will be paid; Replaces One Time Payments |
| ICP Requester-View All | WaveWorks role that allows an employee to complete ICP requests for any Tulane employee. | |
| Interfolio | An online academic credential management service and faculty information system designed for higher education. | Where faculty and librarians submit information for tenure, sabbatical, and promotions; Will no longer be used for hiring |

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| Job Architecture | Job architecture defines how different jobs relate to one another, what responsibilities go where, and often help ensure that career progression, compensation, and development paths are clear and aligned with business goals. | It is the combination of best practice HR, strategy, and organizational design to achieve the defined aims. |
| Labor Distribution (LD) | ERP Module used to allocate effort/salary expenses to General Ledger, Non-Sponsored Projects, and Sponsored Projects. | Tracking of what funds support Tulane employees' compensation. |
| Labor Distribution Administrator AOR (Area of Responsibility) | WaveWorks role that allows an employee to enter or manage labor distribution for other employees. | Role that allows an employee to update LD schedules and view LD reports. |
| Learn | WaveWorks application that houses required and optional learning opportunities for Tulane employees. | How Tulane employees complete compliance training; Replaces TULearn/Bridge |
| Line Manager | Waveworks term for an employee who has direct and indirect reports. | The Tulane employee who supervises another's work; Replaces Supervisor |
| Long Term Disability (LTD) | Is a policy that replaces a portion of your income—typically 50–70%—if a serious illness or injury prevents you from working for an extended period, often lasting from months to years or until retirement. It acts as a safety net, beginning after short-term disability ends, usually after a 3 to 6-month waiting period | A benefit offered by Tulane for all employees to cover them in case of long-term illness or injury. |

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| Me | WaveWorks module that allows an employee to see their personal employment record and make or request changes to that record. It also gives access to employees to submit expenses, purchase through procurement, and complete E-ITs. | Where employees see their pay stub, make changes to personal banking info, and record life events for benefits, etc; Replaces Employee Self-Service |
| My Client Groups | WaveWorks module that allows a HR Departmental Administrator to complete HR transactions on behalf of a cost center. | How departmental staff complete HR transactions; Replaces Manager Self-Service Delegated |
| My Payslips | WaveWorks application that allows an employee to see their pay slip. | How employees view their pay; Replaces Employee Self Service View my Payslip |
| My Team | WaveWorks module that allows a line manager to view and complete HR transactions on behalf of their direct reports. | How a line manager manages their team information; Replaces Manager Self-Service |
| Natural Account | The accounting nature or classification of a transaction. | What did an employee buy |
| Non-Sponsored Project | A project where non-sponsored activity is recorded. | Non-operational or grant accounts |
| Opportunity Marketplace | WaveWorks application where Tulane employees can find other internal job opportunities. | Where Tulane employees look for new University jobs; Replaces Tulane Employee iRecruitment |
| Oracle Guided Learning (OGL) | Embedded in application guidance in WaveWorks such as beacons, messages, tips or process guides. | How administrators give users tips on how to use WaveWorks |

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| Oracle Transactional Business Intelligence (OTBI) | A real-time reporting and analytics tool embedded directly within Oracle Fusion Cloud Applications. It allows users to create custom, interactive dashboards and reports using live transactional data without requiring SQL knowledge or IT assistance. | How employees will run reports; Replaces Cognos |
| Payroll | The total amount of wages and salaries paid by a company to its employees. | Tulane department that makes sure employees are paid on time and correctly |
| P-Card | Tulane's purchasing card used for non-travel and entertainment expenses. | How employees purchase goods that require payment via a credit card |
| Project | CoA segment that tracks separate accounts for an University activity. Can be a GL, Non-Sponsored or Sponsored Project. | The specific account where the transaction is being recorded |
| Project Manager | WaveWorks role that assigns responsibility of a project to an employee | The responsible person for an account |
| Projects Module-PPM | WaveWorks module where financial transactions will be recorded on Sponsored and Non-Sponsored Projects | Where employees will see transactions on projects |
| Project Participant | WaveWorks role that allows an employee to view financial information on a project | How employees see transactions on projects |

| Name | Definition | What does it mean? |
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| Procurement | WaveWorks module where employees can make catalog and non-catalog purchases for goods and services. | Where employees buy necessary goods and services; Replaces SciQuest |
| Prosci Methodology | A widely-used change management approach with offers structured processes and effective tools to help employees successfully drive adoption, and utilization, and proficiency of new ways of working (e.g. new systems, processes, roles, etc) | This is Tulane’s official change management methodology and training is offered to those leading transformative projects. |
| Recruiting Department Administrator | WaveWorks role that allows an employee to perform recruiting and hiring transactions without being a line manager or HR Department Administrator. They cannot see salary. | Allows an employee to recruit or hire for a department |
| Service Wave | Tulane’s reporting system used by facilities to submit work requests. | Where employees request facilities help or report building and maintenance issues |

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| Short Term Disability (STD) | A type of insurance that provides temporary income replacement—typically 50% to 70% of pre-disability earnings—for employees unable to work due to a non-occupational injury, illness, or pregnancy. Benefits generally begin after a 1–14 day waiting period and last for 10 to 26 weeks. | A benefit offered by Tulane for all employees to cover them in case of short-term illness or injury. |
| Slate | Application management system used for undergraduate and graduate applicants. | How students apply to Tulane |
| Sponsored Project | An externally funded, restricted activity. | Sponsored Grant & Contract accounts; Replaces 5 ledgers |
| Subject Matter Expert (SME) | An individual with specialized knowledge of a particular process or functional area. | Tulane’s accounting and HR professionals who manage the programs and policies under their specific purview |
| Task Manager | The employee who will be responsible for the procurement, expense and E-IT approvals for a project. | The person who will approve financial transactions on Sponsored and Non-Sponsored projects |
| T&E Card | Tulane’s travel and entertainment card used for travel and entertainment expenses. | How employees purchase travel and entertainment expenses |
| Time and Absence | WaveWorks application that records and manages employee timecards and absence requests. | Where employees clock in and out and request time off; Replaces Kronos |

| Name | Definition | What does it mean? |
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| Time and Labor Department Administrator | WaveWorks role that allows an employee to assist with timekeeping responsibilities temporarily or permanently. | An employee who can approve timecards for other employees; Replaces Kronos Timekeeper |
| University Activity | CoA segment that tracks common University initiatives | Where the University can track events that happen across the entire University, such as emergency events. |
| Virtual Private Network (VPN) | A secure connection allowing remote access to university systems. | How employees securely access certain Tulane systems remotely |
| WaveSync | Tulane’s event management system where students, faculty and staff can view all events occurring on campus or hosted by a department. | How people see what is happening and where on campus |
| WaveWorks | Tulane’s name for Oracle Cloud. It provides a cloud-based platform delivering applications, storage, networking, and enterprise systems through Oracle’s global data centers. | Where employees will complete HR and finance transactions for Tulane; Replaces TAMS, SciQuest, Kronos, etc |
| Webclock | WaveWorks application that allows employees to log their working hours, breaks, and, in some cases, job-specific tasks without using a physical time clock. | How non-exempt employees clock in and out and track their time; Replaces Kronos |

| Name | Definition | What does it mean? |
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| Workflow | The sequence of industrial, administrative, or other processes through which a piece of work passes from initiation to completion. | How transactions are reviewed and approved by line managers, cost center managers, task managers and approval groups, etc |
| World Travel | Tulane's corporate travel management group provides travel booking assistance to Tulane travelers. | How an employee can book travel directly with another person |