

IRIS Term	Definition
<b>1<sup>st</sup> Program Grouping</b>	A means of identifying population grouping who share common benefits and eligibility criteria.
<b>2<sup>nd</sup> Program Grouping</b>	A means of subdividing participant population based on employment status.
<b>Absence Quotas</b>	The number of vacation, TDL (sick) hours an employee is allowed.
<b>Absence Types</b>	Describes why an employee was absent from work. Common absences include disability, vacation, jury duty, and excused time off.
<b>Action</b>	A series of procedures that must be completed in order to achieve a specific objective. In the standard system, different types of employee data are stored in individual infotypes. Rather than accessing each infotype individually and entering data into them, the system can group together the most important infotypes into personnel actions and lead the user through processing employee data.
<b>Benefit Area</b>	Used to define distinctly different and independent benefit plan pools.
<b>Benefit Category</b>	Pre-defined by IRIS (Health, Insurance, Savings, Spending Accounts, etc.).
<b>Benefit Plan</b>	Assigned to Benefits Plan Types.
<b>Benefit Plan Type</b>	Some examples include the following: Medical, Dental, Medicare Supplement, Company Paid Life Insurance, and Flexible Spending Accounts (Pre-Tax Spending Plan). Participants can be enrolled in only one plan per plan types.
<b>Chief Position</b>	The position is responsible for managing an organizational unit. The chief relationship is assigned once your organizational unit has been defined and the manager or supervisor position has been created. If no chief is assigned the chief defaults to the parent organizational unit.
<b>Company Code</b>	The highest organizational unit of financial accounting for which a complete self-contained set of accounts can be drawn up for the purposes of external reporting. The University will utilize two company codes (UK00 and KMSF).
<b>Control Record</b>	A control record exists for each payroll area. The control record is used in processing payroll to determine current and past pay periods, current status for the payroll area, and the earliest retroactive accounting period allowed for the payroll area.

The following tools to help you are on the myHelp website.

Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

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<b>Delimit</b>	The process to shorten the validity period of an infotype by replacing its end date with an earlier date.
<b>Employee Group</b>	Represents various types of employees in an organization. Typically they are grouped according to status, such as Staff, Student, or Faculty.
<b>Employee Subgroup</b>	Assigned to an Employee Group and further defines the group, such as Exempt Monthly, Non-exempt 40, or Non-exempt 37.5.
<b>Enterprise Structure</b>	A description of the way in which an enterprise (UK) is organized in divisions and departments.
<b>Infotype</b>	Screens that are used to store data related to IRIS, for example Organizational Assignment.
<b>Job</b>	OM object that provides a general classification of tasks that are routinely performed together. A job is used to describe several position objects. Jobs describe a position by their EEO (Equal Employment Opportunity) category, job group, and census code. For example, Supervisor.
<b>Off Cycle Payroll</b>	Running payroll for an employee or group of employees during a time period outside the normal processing run. This function enables you to carry out specific payroll activities, such as adjustments, corrections, or bonus payments, for individual employees or groups of employees at any time.
<b>Off Cycle Workbench</b>	Centralized tool for managing and processing payroll outside of the regular payroll cycle for one employee at a time.
<b>OM Objects</b>	The components that form the organizational structure. Organizational units, jobs, and positions are the basic objects required to create an organizational structure. Other objects include standard tasks (approval limits), cost centers, work centers, etc.
<b>Organizational Structure</b>	Defines the hierarchical relationship between organizational management objects including organizational units, positions, and jobs. A comprehensive and dynamic model of the organization's structure that serves as the foundation of Organizational Management.
<b>Organizational Unit</b>	OM object that represents any type of organizational entity found in the University and are assigned to cost centers. For example, units, colleges, departments. Multiple organizational units and their inter-relationships form the Organizational Structure. For example, By Function, By Geographical, or By Business process.

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<b>Overtime Compensation</b>	Any hours worked over 40 hours per week are compensated with time and one-half pay.
<b>Payroll Area</b>	A code identifying in which payroll run an employee will be included.
<b>Payroll Driver</b>	Transaction that will be used to process regular payroll. The payroll driver also will use off cycle reason codes to process off cycle payroll for groups of employees.
<b>Payroll Period</b>	Identifies the period of time being processed for payroll. The periods in a payroll year are numbered in ascending order, beginning with 01. For example, period 01 for a monthly payroll employee covers time for January 1 – 31.
<b>Period Work Schedule</b>	An employee's planned working time. Describes the days per week, hours per day, and shift an employee is regularly planned to work over a period of time.
<b>Person ID Number</b>	Unique number assigned by IRIS.
<b>Person or Holder</b>	Employees. Persons are assigned directly to positions which are described by jobs and assigned to an organizational unit.
<b>Personnel Area</b>	An organizational unit that defines a specific area within the University, for example Main Campus, STEPs, etc. This is client specific and provides: default values to be generated for data entry, selection criteria for reporting, authorization/security verification data.
<b>Personnel Assignment</b>	A relationship between an employee/retiree and an employer, each personnel assignment is uniquely identified in IRIS by the personnel number. Example: A concurrently employed person has two personnel assignments with the University, and therefore two personnel numbers. In the prime assignment, the employee works for the College of Law and in the non-prime assignment, the employee teaches a class for the English Department.
<b>Personnel Number</b>	IRIS assigns a unique personnel number to each employee rather than using his/her social security number. The number is assigned automatically to each employee during the Hire Action.
<b>Personnel Structure</b>	A description of the employee's position in a company.
<b>Personnel Subarea</b>	Assigned to a Personnel Area and allows for further division of the personnel area (location). For example, Regular Full-time, Regular Part-time, Temporary Full-time.
<b>Planned Working Time</b>	The daily working schedule for a particular position.

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<b>Planning Status</b>	The object's status that identifies its current standing within the organizational structure. Only use active status.
<b>Position</b>	OM object that has a one-to-one relationship with a person in the company. A Position inherits its tasks and characteristics from a job. Positions can be assigned tasks and characteristics directly or inherit them from the organization unit. Usually held by one employee, but can be held by multiple employees. Position validity dates must correspond with the hire date for an employee or the position can not be applied to the employee.
<b>Reporting Structure</b>	A structure that identifies the chain of command or authority. Reporting structures consist of: Positions in a company, for example, Staff Support Associate II; and a hierarchy of positions.
<b>Schema</b>	An organized sequence of commands that invoke functions, rules, or other schemas (examples are: print, copy, or functions for importing and processing data).
<b>Time Collection System</b>	The system used to capture, edit, and approve hours worked and absences for hourly employees for purpose of payment.
<b>Time Evaluation</b>	Evaluates employee's time data against the University pay policies and government agency requirements.
<b>Validity Dates</b>	Defines the lifespan of an object or infotype record, or the period of time when they exist. A validity period is specified by entering a start date and an end date when the objects or infotype record is created.
<b>Wage Type</b>	A four-character identifier for amounts, numbers, or rates used to calculate employee remuneration. Wage types represent earnings and deductions.

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