Below are definitions of the types of Worktags used in Workday along with a visual representation.

- **A Driver Worktag** is the primary funding source for the transaction. The types of worktags that can be a driver are Cost Center, Endowment, Grant, Spendable Gift & Other Restricted, and Project.

- **Related Worktags** are the worktags associated with the driver worktag within the Workday System (Business Unit, Cost Center*, Fund, and Expense Purpose Code). These worktags do not need to be provided, they will populate automatically upon input to the Workday system. You can validate the related worktags using the “Related Worktags by Driver” (WORKDAY) report.

- **Optional Worktags** are any worktags used to further define the funding source for the transaction beyond the driver and the related worktags. Worktags that appear in a BAT key which do not appear when referencing the driver in the “Related Worktags by Driver” report are optional worktags.

*Cost Center can be both a driver and a related worktag. If a Spendable Gift, Project, Grant, or Endowment is used as the driver, the cost center will default in as the related worktag.*