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## **Workday Workday-Pro-Time-Tracking Exam Syllabus Topics:**

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Topic	Details
Topic 1	<ul style="list-style-type: none"> <li>• <b>Time Tracking Fundamentals:</b> Covers the core concepts of Workday time tracking, including basic setup, terminology, and how time is captured within the system.</li> </ul>
Topic 2	<ul style="list-style-type: none"> <li>• <b>Time Off and Leave Integration:</b> Describes how time tracking integrates with time off plans, leave requests, and absence management processes.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>• <b>Time Calculation and Processing:</b> Explains how Workday calculates time, including rules for overtime, shifts, and processing of recorded hours.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>• <b>Time Entry and Validation:</b> Focuses on how workers enter time, how entries are validated, and the rules that ensure accuracy and compliance.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>• <b>Reporting and Auditing:</b> Covers how to generate reports, monitor time data, and audit entries to ensure accuracy and compliance with policies.</li> </ul>

## Workday ProTime Tracking Exam Sample Questions (Q38-Q43):

### NEW QUESTION # 38

You need to provide managers the ability to manage time, whether or not it is submitted, for all of their workers in a consolidated view.

What report provides this information?

- A. Review Time
- B. Time Administrator Home Worklet
- **C. Edit and Approve Time**
- D. View Worker's Time Eligibility

**Answer: C**

Explanation:

The correct answer is C. Edit and Approve Time .

In Workday Time Tracking, Edit and Approve Time gives managers a consolidated view of their workers' time and allows them to take action whether the time has already been submitted or not. This is an important distinction because managers often need a single place to review, correct, edit, and approve time across their team without switching between separate worker records or waiting for all entries to be formally submitted.

This report or task is designed for operational time management. It enables managers to see worker time in one combined interface, helping them identify missing entries, incorrect hours, and pending approvals efficiently. Because the question specifically mentions the need to manage time for all workers in a consolidated view , including time that may not yet be submitted, Edit and Approve Time is the best match.

The other options are not correct for this need. Review Time is more limited and generally focuses on viewing time rather than providing the same management and approval functionality across submitted and unsubmitted entries. Time Administrator Home Worklet is an administrative landing page, not the manager- facing consolidated report for team time management. View Worker's Time Eligibility is used to review assigned time tracking components, not worker time entry details.

Therefore, the correct answer is C. Edit and Approve Time .

### NEW QUESTION # 39

An organization wants to ensure that 12:00 AM is the start time for each day.

What function should they use?

- A. Bi-Weekly Calculation Start Date
- B. Day Breaker Divides
- C. Work Week Start Day
- **D. Day Breaker**

**Answer: D**

Explanation:

The correct answer is A. Day Breaker .

In Workday Time Tracking, the Day Breaker defines the point at which one workday ends and the next workday begins for time entry and time calculation purposes. If an organization wants each day to start exactly at 12:00 AM , then the Day Breaker should be set to 12:00 AM . This ensures that time worked before midnight belongs to the prior day, and time worked from midnight onward belongs to the new day.

This setting is especially important for workers who work overnight shifts or whose time spans across calendar dates. Without the correct Day Breaker, hours may be assigned to the wrong workday, which can affect daily totals, overtime calculations, schedule comparisons, and payroll results. Workday uses this function specifically to determine the daily boundary for reported time.

The other options are not correct for this requirement. Work Week Start Day controls the first day of the week, not the daily start time. Day Breaker Divides relates to how calculations may split time around the Day Breaker, but it does not establish the daily boundary itself. Bi-Weekly Calculation Start Date is used for bi-weekly calculation patterns and has nothing to do with the start time of each day.

So the correct function is Day Breaker .

#### NEW QUESTION # 40

You have configured a Time Calculation Tag to tag all hours worked on the seventh consecutive day.

Where will these hours display in the Worker's Time Entry Calendar?

- A. In the Calculation Group Snapshots for the worker on the View Worker's Time Eligibility report.
- B. On the day's shift in the Worker's Work Schedule Calendar.
- C. On the Calculated tab in the Time Block in the Worker's Time Entry Calendar on the day the hours were worked.
- D. On the top line of the Time Block in the Worker's Time Entry Calendar on the day the hours were worked.

**Answer: C**

Explanation:

The correct answer is B. On the Calculated tab in the Time Block in the Worker's Time Entry Calendar on the day the hours were worked .

In Workday Time Tracking, a Time Calculation Tag is part of the calculation framework used to identify or classify time after Workday evaluates the entered hours through configured calculation logic. When a rule tags hours worked on the seventh consecutive day , that result is not treated as the original entered time itself. Instead, it is displayed as a calculated result tied to the time block for the relevant date.

That is why these tagged hours appear on the Calculated tab of the worker's time block. The entered line remains the source time entry, while the calculated section shows the results produced by Workday's time calculations, such as tagged hours, overtime, premiums, or other rule-based outcomes.

Option D is incorrect because the top line of the time block is generally where the worker's entered time appears, not the detailed calculation-tag output. Option A is incorrect because the Work Schedule Calendar reflects planned schedule information, not calculated time-tag results. Option C is incorrect because View Worker's Time Eligibility is used to review assigned time tracking components, not to display daily calculated tagged hours.

So the correct display location is the Calculated tab in the time block.

#### NEW QUESTION # 41

To prevent a worker from entering time on a holiday, which two business objects can you reference to create a critical validation to remind workers of this restriction?

- A. Time Day and Time Shift
- B. Worker and Time Day
- C. Worker and Time Block
- D. Time Day and Time Block

**Answer: D**

Explanation:

The correct answer is D. Time Day and Time Block .

In Workday Time Tracking, a validation that prevents or warns against time entry on a holiday must evaluate both the date context and the entered time record . The Time Day business object is used to determine day- level attributes, such as whether the date is a holiday. The Time Block business object is used to evaluate the actual time entry being submitted or edited. Together, these two objects give Workday the information it needs to create a critical validation that checks whether a worker is trying to enter time on a holiday.

This pairing is appropriate because the holiday condition itself exists at the day level, while the transaction being controlled is the time block. A critical validation can then be configured to trigger when a time block is entered on a day identified as a holiday. The other options are less appropriate. Worker may be useful for worker-specific eligibility or attributes, but it does not provide the direct day-and-entry combination needed for this specific validation. Time Shift is related more to scheduled shift context and is not the primary business object for validating holiday entry against submitted time blocks. Therefore, to create a critical validation that reminds or restricts workers from entering time on a holiday, the correct business objects are Time Day and Time Block.

#### NEW QUESTION # 42

A worker's Work Schedule Calendar has a Day Breaker of 2:00 AM (current day from previous day). They report regular hours from 8:00 PM, April 05 to 4:00 AM, April 06.

How will the calculated hours show on the time block?

- A. Six regular hours on April 05 and two regular hours on April 06.
- B. Two regular hours on April 05 and six regular hours on April 06.
- C. Eight regular hours on April 05 and no regular hours on April 06.
- D. Four regular hours on April 05 and four regular hours on April 06.

**Answer: A**

Explanation:

The correct answer is D. Six regular hours on April 05 and two regular hours on April 06.

In Workday Time Tracking, a Day Breaker determines when one workday ends and the next workday begins for time calculation purposes. When the Day Breaker is set to 2:00 AM, any time worked before 2:00 AM is treated as belonging to the previous day, and any time worked at or after 2:00 AM belongs to the current day.

In this example, the worker enters time from 8:00 PM on April 05 to 4:00 AM on April 06, which equals 8 total hours. These hours split as follows:

\* 8:00 PM to 12:00 AM = 4 hours on April 05

\* 12:00 AM to 2:00 AM = 2 hours, but because of the 2:00 AM Day Breaker, these hours still belong to April 05

\* 2:00 AM to 4:00 AM = 2 hours that belong to April 06

That produces:

\* 6 regular hours on April 05

\* 2 regular hours on April 06

The key concept is that Workday does not simply split time at midnight when a Day Breaker is defined.

Instead, it uses the configured Day Breaker to assign hours to the proper workday for scheduling, calculations, and reporting.

#### NEW QUESTION # 43

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