

Workday Workday-Pro-Time-Tracking Questions: [2026] To Pass Exam On the 1st Attempt

Workday Pro Time Tracking Certification Exam Questions and Answers Best rated A+ Guaranteed Success Latest Update

Which of the following Time Tracking calculations generate calculated time blocks without corresponding reported time? - **ANSWER** Time Block Create Calculation

True or False? The only type of calculated field you can associate directly with a TimeBlock Conditional Rule or Time BlockCreate calculation is a True/False condition? - **ANSWER** True

Which of the following business objects is most likely to contain the information needed to define the Day=Sunday condition rule for a calculation? - **ANSWER** Time Day

True or False? A time shift calculation can cross the week breaker between two separate defined seven-day periods. - **ANSWER** True

True or False? If the tenant is configured to do so, when a time off is included in a time calculation and that calculation has already executed, a new approved time off or correction to an existing time off will cause the calculation to recalculate. - **ANSWER** True

The following are characteristics of TOTO - **ANSWER** 1. Triggers the Enter Absence and subsequently the Request Time Off business process
2. Displays time off balances for an approver

In order to include time off in the totals that appear on the time entry calendar, you must execute which of the following two configuration items: - **ANSWER** 1. Create a time calculation tag that is linked to time off
2. Include a time off time calculation tag in the totals configured on the time entry template

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

Topic	Details
Topic 1	Reporting and Auditing: Covers how to generate reports, monitor time data, and audit entries to ensure accuracy and compliance with policies.
Topic 2	Time Tracking Fundamentals: Covers the core concepts of Workday time tracking, including basic setup, terminology, and how time is captured within the system.
Topic 3	Time Entry and Validation: Focuses on how workers enter time, how entries are validated, and the rules that ensure accuracy and compliance.

Topic 4	• Time Off and Leave Integration: Describes how time tracking integrates with time off plans, leave requests, and absence management processes.
Topic 5	• Time Calculation and Processing: Explains how Workday calculates time, including rules for overtime, shifts, and processing of recorded hours.

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

NEW QUESTION # 38

In what time-related business object can you find a True/False condition calculated field for Day of Week = Sunday?

- A. Time Day
- B. Time Block
- C. Time Week
- D. Worker

Answer: A

Explanation:

The correct answer is A. Time Day .

In Workday Time Tracking, when a calculation needs to evaluate a specific day-level attribute such as whether the day is Sunday , the appropriate business object is Time Day . This is because the concept of Day of Week belongs to a single calendar day, and Workday stores day-based evaluation logic on the object that represents an individual day in the time calculation framework.

A True/False condition calculated field for something like Day of Week = Sunday is used when time calculations need to identify specific days for purposes such as weekend premiums, seventh-day rules, special overtime treatment, or other schedule-driven logic. Since the condition is testing one day at a time, Time Day is the correct and most precise object.

The other options are less appropriate. Time Week is used when calculations need to look across an entire week, such as weekly totals or weekly thresholds. Time Block focuses on individual reported or generated entries, not the calendar-day attribute itself.

Worker is used for worker-specific attributes and eligibility logic, not for determining the day of week within time calculations.

So, for a True/False calculated field checking whether the day is Sunday, the correct time-related business object is Time Day .

NEW QUESTION # 39

On what Time Tracking component can you configure a worktag as required?

- A. Time Entry template
- B. Time Calculation tag
- C. Worktag
- D. Time entry code

Answer: A

Explanation:

The correct answer is D. Time Entry template .

In Workday Time Tracking, the Time Entry template controls the structure of the time entry experience for a group of workers. This includes what fields appear during time entry, how time is entered, and whether certain information must be provided before a

worker can submit time. When a business wants to make a worktag required, that requirement is configured through the Time Entry template, because the template governs the entry rules and data capture requirements presented to the worker. This is the correct design point because worktags such as cost center, project, grant, or other organizational tracking values are often needed at the point of entry for labor costing, reporting, or downstream payroll and financial processing. By making the worktag required in the template, Workday enforces that workers supply that value whenever they enter qualifying time. The other options are not the primary place for this setup. A Worktag is the classification object itself, not the entry-rule configuration component. A Time entry code identifies the type of time being reported, such as regular or training time, but it does not generally control whether a worktag is universally required in the entry interface. A Time Calculation tag is used for calculation logic, not for entry field requirements. So the correct answer is D. Time Entry template.

NEW QUESTION # 40

How are Time Tracking Calculations assigned to workers?

- A. They are added to the worker's Supervisory Organization.
- B. They are added to the Time Entry Template.
- C. They are added directly to the worker upon hire or job change.
- **D. They are added to Time Calculation Groups where eligibility is assigned.**

Answer: D

Explanation:

The correct answer is C. They are added to Time Calculation Groups where eligibility is assigned.

In Workday Time Tracking, individual time calculations are not assigned directly to workers one by one.

Instead, calculations are bundled into a Time Calculation Group, and that group is then associated with workers through eligibility rules. This design allows organizations to manage calculations efficiently for groups of workers who share the same overtime, premium, shift, or regulatory rules.

For example, one worker population may need standard weekly overtime calculations, while another may require California daily overtime, double time, and seventh consecutive day rules. Rather than assigning each calculation directly to each worker, Workday places those calculations into the appropriate Time Calculation Group and uses worker eligibility criteria to determine who receives that group.

Option A is incorrect because a Time Entry Template controls how workers enter time, not which calculations process the time.

Option B is incorrect because calculations are not typically assigned directly to the worker record during hire or job change. Option D is incorrect because a Supervisory Organization may help drive eligibility logic, but calculations are not assigned there as the delivery mechanism.

Therefore, in Workday, Time Tracking Calculations are assigned through Time Calculation Groups with eligibility rules, making C the correct answer.

NEW QUESTION # 41

What report should you use to check if a worker is eligible for more than one time entry template at a given time?

- A. View Worker's Time Eligibility
- B. All Time Entry Templates
- C. All Time Approval Templates
- **D. Audit - Workers with Multiple Time Entry Templates**

Answer: D

Explanation:

The correct answer is C. Audit - Workers with Multiple Time Entry Templates.

In Workday Time Tracking, a worker should normally be eligible for only one active time entry template at a time. The time entry template controls how the worker records time, such as hours versus in/out entry, required fields, worktags, and related entry behavior. If a worker becomes eligible for more than one template simultaneously, it can create inconsistent time entry behavior and configuration conflicts. To detect this kind of setup issue, Workday provides a dedicated audit report: Audit - Workers with Multiple Time Entry Templates.

This report is specifically designed to identify workers whose eligibility rules cause overlap across templates.

That makes it the best tool for administrators who are validating setup and trying to prevent template assignment conflicts before they affect time entry.

Option A, All Time Entry Templates, lists templates but does not specifically identify workers with overlapping eligibility. Option B

, All Time Approval Templates , relates to approval routing, not time entry template eligibility. Option D , View Worker's Time Eligibility , can help review an individual worker's eligibility setup, but it is not the primary audit report used to systematically find workers with multiple time entry templates at the same time.
So the most accurate and purpose-built report is C .

NEW QUESTION # 42

What is the recommended sequence that time calculations should be processed?

- A. Monthly overtime calculations should be prioritized first.
- **B. Double-time calculations should be prioritized before overtime calculations.**
- C. Calculations using Worktags should be prioritized after all overtime calculations.
- D. Weekly overtime calculations should be processed before daily overtime calculations.

Answer: B

Explanation:

The correct answer is A. Double-time calculations should be prioritized before overtime calculations .

In Workday Time Tracking, the sequence of time calculation processing is critical because one calculation may change the tags or hours that another calculation evaluates. When both double time and overtime rules apply, the recommended approach is to process the more specific and higher-premium rule first . That is why double-time calculations should be prioritized before overtime calculations .

This sequencing prevents hours that should qualify as double time from first being absorbed into a broader overtime rule. For example, if overtime runs before double time, Workday may tag or remove hours in a way that interferes with the later double-time calculation. By allowing double time to run first, the system correctly identifies the highest-threshold hours and preserves proper pay treatment before more general overtime logic is applied to the remaining eligible time.

Option B is incorrect because there is no general Workday recommendation that monthly overtime should always run first. Option C is incorrect because worktag-based calculations are not universally sequenced after all overtime calculations; their order depends on business design. Option D is incorrect because weekly overtime is typically not processed before daily overtime when both rules interact; daily and other premium thresholds usually need to be identified first.

Therefore, the recommended processing sequence is to prioritize double-time calculations before overtime calculations .

NEW QUESTION # 43

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