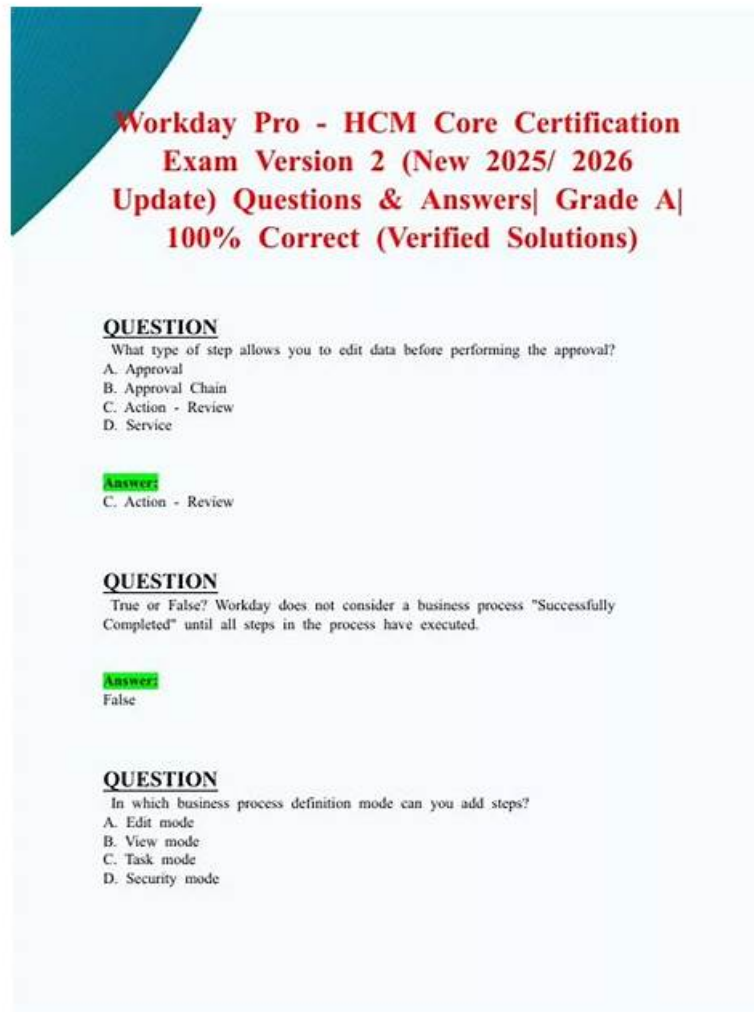


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Workday Pro Certification exam Sample Questions (Q25-Q30):

NEW QUESTION # 25

Your company decides to require workers to attach a document when they report a life event. Where will you configure this?

- A. On the event, select the Worker Selectable checkbox.
- **B. On the Change Benefits business process, using a validation rule.**
- C. On the event, select the Route to Benefits Partner checkbox.
- D. On the event, select the Do Not Reprocess checkbox.

Answer: B

Explanation:

The correct answer is D because requiring supporting documentation during a life event submission is controlled through the business process framework, specifically within the Change Benefits business process.

. Workday allows administrators to enforce rules such as mandatory attachments by configuring a validation rule on the business process step. This ensures that when an employee submits a life event, the system checks for the presence of an attachment and prevents submission if the requirement is not met.

Option A is incorrect because the Route to Benefits Partner checkbox only determines whether the event is routed for review by a benefits administrator and does not enforce document attachment requirements. Option B is unrelated, as Do Not Reprocess controls event reprocessing behavior. Option C is also incorrect because Worker Selectable determines whether employees can initiate the event, not whether attachments are required.

To enforce compliance and ensure documentation is provided at submission, the requirement must be configured using a validation rule within the Change Benefits business process.

NEW QUESTION # 26

During a Change Benefits event, the benefit partner must be able to change the event date submitted by the employee. How will you configure this?

- A. No configuration is necessary in the Change Benefits business process. You can correct benefit event dates at any time.
- B. In the Change Benefits Life Event business process, insert an Action - Review Benefit Changes step before the Change Benefit Election steps.
- C. In the Change Benefits business process, insert an Action - Review Benefit Changes step after the Change Benefit Elections steps.
- **D. In the Change Benefits business process, insert an Action - Review Benefit Changes step before the Change Benefit Election steps.**

Answer: D

Explanation:

The correct answer is D because the Review Benefit Changes action step gives the benefit partner an opportunity to review and correct event details, including the event date, before the employee's elections are finalized. In Workday, the timing of that review step is critical. If the event date needs to be adjusted, it must be done before the Change Benefit Election steps so the system can correctly evaluate eligibility, effective dates, enrollment windows, and the plans available for selection based on the corrected event date.

Option A is incorrect because the configuration belongs in the standard Change Benefits business process rather than a differently named business process. Option B is not correct because event dates are not simply editable at any time without process design to support the review. Option C is also incorrect because placing the review step after elections would allow employees to make elections using potentially incorrect eligibility timing, which can produce inaccurate enrollment results. The proper design is to position the review step before elections so the business process uses the corrected event data throughout the remainder of the benefits event.

NEW QUESTION # 27

Refer to the following scenario to answer the question below.

You need to configure an Open Enrollment event for your client, with these requirements:

All benefit coverages and deductions will start at the beginning of the new plan year.

Employees may select any benefit for which they are eligible.

If employees do not make changes during open enrollment, they should remain enrolled in the benefits they had prior to open enrollment.

If employees do not enroll in Health Savings Account and Flexible Spending Accounts, then those benefits should no longer be active for the employee.

On the Coverage Rules tab, what must you enter in the Defaulting Rules field to ensure employees making no changes to their medical or dental plans remain in the elections they had prior to open enrollment?

- A. Default to Priority Coverage or Waive
- B. Default to Waive
- C. Reinstate Previous Elections, Priority Coverage or Waive
- **D. Default to Current Elections or Waive**

Answer: D

Explanation:

The correct answer is B because medical and dental plans typically follow a passive enrollment approach during Open Enrollment, meaning employees who take no action should automatically retain their current elections. In Workday, this behavior is controlled through the Defaulting Rules on the Coverage Rules tab of the Enrollment Event Rule. Selecting Default to Current Elections or Waive ensures that if an employee does not actively make changes, the system carries forward their existing elections into the new plan year.

This aligns with the requirement that employees remain enrolled in their prior medical and dental coverage unless they explicitly choose otherwise. Option A is incorrect because Priority Coverage is used when selecting among multiple available options rather than maintaining existing elections. Option C is not appropriate because it introduces unnecessary complexity and is not the standard configuration for passive enrollment scenarios. Option D is incorrect because Default to Waive would terminate coverage for employees who do not take action, which contradicts the requirement. Therefore, using Default to Current Elections or Waive ensures consistent continuation of coverage for passive enrollment plans like medical and dental.

NEW QUESTION # 28

Refer to the following scenario to answer the question below.

You initiate open enrollment on November 1 with a Benefit Event Date of January 1. You close open enrollment on November 20. Open enrollment has already been launched and you chose the wrong benefit groups. What do you need to do?

- A. Cancel open enrollment and initiate open enrollment for the correct benefit groups.
- B. Correct open enrollment.
- C. Use the Open Enrollment Status report to send email reminders to the incorrect benefit groups.
- **D. Rescind open enrollment.**

Answer: D

Explanation:

The correct answer is A because once Open Enrollment has been launched with incorrect benefit groups, the proper corrective action in Workday is to rescind the open enrollment event. Rescinding reverses the event for affected employees and removes the enrollment tasks that were incorrectly generated. This allows the administrator to correct the configuration and relaunch the event with the appropriate benefit groups.

Option B is incorrect because Open Enrollment cannot simply be "corrected" after it has been launched; the population tied to the event is already established and must be reset. Option C is not relevant because sending reminders does not fix incorrect group assignment. Option D is also incorrect because canceling and re-initiating without rescinding would leave prior events and data inconsistencies in place.

Rescinding ensures a clean reset of the enrollment process, allowing administrators to properly configure and relaunch Open Enrollment for the correct population without conflicts or duplicate events.

NEW QUESTION # 29

An employee is undergoing a dissolution of domestic partnership (divorce) and requests that their ex-spouse be removed from their dependent profile. How should the benefits administrator handle this request?

- A. The benefits administrator should delete the elections from the dependent by processing a divorce benefit event and then delete the dependent from the system.

- B. The benefits administrator should process the Dissolution of Domestic Partnership benefit event, which will remove all elections from the dependent. Then the benefits administrator will inactivate the dependent from their related actions.
- C. The benefits administrator should inactivate the dependent profile from related actions, which will automatically remove the dependent from all benefit elections.
- D. The benefits administrator should delete the dependent profile from related actions, which will automatically remove the dependent from all benefit elections.

Answer: B

Explanation:

The correct answer is A because Workday benefits administration requires the administrator to first address the benefit elections tied to the dependent before removing the related person from active use. When a domestic partnership or marriage ends, the correct process is to run the appropriate life event so the system can properly terminate the dependent's benefit coverage, update eligibility, and maintain an accurate audit trail of the enrollment changes. After the benefit event removes the dependent from all applicable elections, the administrator can then inactivate the dependent through related actions on the dependent record.

Option B is incorrect because deleting a dependent from the system is not the proper approach and would not preserve history appropriately. Option C is also incorrect because deleting the dependent profile does not represent the standard Workday process for handling dependent removal from benefits. Option D is incomplete because simply inactivating the dependent profile does not correctly process the benefits event or ensure elections are ended through the proper event-driven mechanism. Workday relies on the life event first, followed by dependent inactivation.

NEW QUESTION # 30

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