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Workday Pro Certification exam Sample Questions (Q23-Q28):

NEW QUESTION # 23

A company wants to provide employees with additional information about their benefits and links to benefit sites. Where do you configure this?

- A. Maintain Benefit Coverage Type
- **B. Maintain Enrollment Instructions**
- C. Maintain Health Care Coverage Targets
- D. Maintain Enrollment Event Type

Answer: B

Explanation:

The correct answer is A because Enrollment Instructions in Workday are used to present employees with guidance, explanatory text, and helpful links during the benefits enrollment experience. This is the appropriate configuration area when an organization wants to provide additional benefit information, direct workers to carrier or vendor websites, or include messaging that supports enrollment decision-making. These instructions enhance the employee experience by making relevant information available at the point where workers review and elect their benefits.

Option B is incorrect because Enrollment Event Types define the type of benefits event, such as open enrollment or a life event, but they are not primarily used to store employee-facing informational content and links. Option C is unrelated because Health Care Coverage Targets are used for plan design and contribution strategies, not communication content. Option D is also incorrect because Benefit Coverage Types classify benefit offerings and do not control enrollment messaging. When the goal is to display helpful descriptions, external site references, or decision-support text during benefits enrollment, the correct configuration task is Maintain Enrollment Instructions .

NEW QUESTION # 24

You have an employee assistance plan that you offer at no cost to eligible employees. How do you automate employee enrollment in this plan?

- **A. Select Auto Enroll in the benefit plan. Ensure the appropriate benefit events reference the benefit coverage type.**
- B. Select the Only One Election checkbox in the Maintain Benefits Coverage Types task.
- C. Create an enrollment instruction for the benefit coverage type indicating that employees need to elect coverage for the plan.
- D. Configure the plan as a benefit default within the enrollment event rule.

Answer: A

Explanation:

The correct answer is C because Workday supports automatic enrollment for plans that should be assigned to all eligible employees without requiring them to actively make an election. For an employee assistance plan offered at no cost, the standard configuration is to enable Auto Enroll on the benefit plan itself. This tells the system to automatically place eligible workers into the plan when a relevant benefits event occurs. To make that automation work correctly, the corresponding benefit events must reference the plan's benefit coverage type , ensuring the plan is included when the event is processed.

Option A is incorrect because a benefit default influences default election behavior during an event, but it is not the primary configuration for systematically auto-enrolling employees into the plan. Option B is also incorrect because Only One Election limits election behavior within a coverage type and does not cause automatic enrollment. Option D is unrelated because enrollment instructions provide guidance to employees, not automation. When the goal is to automatically enroll all eligible workers in a no-cost plan, the correct approach is to enable Auto Enroll on the plan and ensure relevant events include that coverage type.

NEW QUESTION # 25

While creating a benefit plan you receive the following Workday-delivered error message:

"Error: You must enter today's date or a date in the past. You cannot enter a future date." How can you ensure your plan is available for enrollment next year?

- A. Mark the plan as Inactive on the benefit plan setup until it is available for enrollment.
- B. The plan will be automatically available for enrollment based on the effective date of the benefit plan.
- C. Add the plan to the current benefit plan year definition so it is available for enrollment next year.
- **D. Add the plan to the appropriate benefit plan year definition to make it active during a plan year.**

Answer: D

Explanation:

The correct answer is B because Workday separates plan configuration dates from plan availability for enrollment through the use of benefit plan year definitions . Even though the system restricts entering a future effective date during plan creation, administrators can still control when a plan becomes available by associating it with a specific benefit plan year. The plan year defines the enrollment period, coverage dates, and availability of benefit plans for a given cycle, such as the upcoming year.

By adding the plan to the appropriate future benefit plan year definition, the administrator ensures that the plan is included in enrollment events like Open Enrollment for that year. Option A is incorrect because the effective date alone does not determine enrollment availability. Option C is not appropriate, as marking a plan inactive prevents usage rather than scheduling future availability. Option D is incorrect because assigning the plan to the current plan year does not make it available for the next year's enrollment. Proper configuration of the benefit plan year is the correct approach to control timing and availability.

NEW QUESTION # 26

Terminated employees' benefits should stay active through the last day of the month. However, their benefits are inactive on their termination date. What would cause this?

- A. On the Enrollment Event Rule termination event, the Coverage End Date is set to On Pay Period Begin After Event Date.
- **B. On the Enrollment Event Rule termination event, the Coverage End Date is set to On the Event Date.**
- C. On the Enrollment Event Rule termination event, the Coverage End Date is set to On the Half Month.
- D. On the Enrollment Event Rule termination event, the Coverage End Date is set to Last Day of the Month.

Answer: B

Explanation:

The correct answer is D because the behavior described shows that benefit coverage is ending immediately on the employee's termination date rather than continuing through the end of the month. In Workday, this outcome is controlled by the Coverage End Date setting on the termination event within the Enrollment Event Rule . If that setting is configured as On the Event Date , coverage ends on the exact date of termination, which explains why benefits become inactive right away.

Option C is incorrect because if the Coverage End Date were set to Last Day of the Month , the employee's benefits would remain active until the month-end, which is the desired result. Option A is not the best answer because a half-month rule would produce a different timing result and would not directly explain coverage ending exactly on the termination date. Option B is also incorrect because an end date based on the next pay period begin date would not typically cause immediate termination-date inactivation. Since the system is ending benefits on the termination date itself, the termination event rule is clearly set to On the Event Date .

NEW QUESTION # 27

To trigger a job change benefit event you must insert the Change Benefits for Life Event subprocess (Change Benefit Elections step) into the Change Job business process. What else must you configure for the benefit event to trigger?

- A. Create a condition rule on the Change Benefits business process, referencing the Change Job event.
- B. Create an Enrollment Event Rule, inserting the Change Job business process on the Coverage Rules tab.
- C. Create a Passive Event that triggers the Change Job business process.
- **D. Create an event on Maintain Enrollment Event Types, inserting the Change Job business process in the Events and Reasons section.**

Answer: D

Explanation:

The correct answer is B because adding the Change Benefits for Life Event subprocess into the Change Job business process only enables the process flow. Workday still needs to know which specific HCM transaction should trigger the benefit event. That linkage is configured on Maintain Enrollment Event Types , where the administrator associates the enrollment event with the relevant business process and reason in the Events and Reasons section. By adding the Change Job business process there, Workday can recognize that a job change meeting the configured criteria should launch the related benefits event.

Option A is incorrect because a condition rule on the Change Benefits business process alone does not establish the event trigger source. Option C is not correct because a passive event is used for automatic plan changes based on eligibility or timing, not for linking a staffing transaction to a benefits event trigger. Option D is also incorrect because Enrollment Event Rules govern coverage timing and election behavior after the event is triggered; they do not define the originating HCM business process. The trigger source must be configured on the enrollment event type itself.

NEW QUESTION # 28

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