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Workday ProTime Tracking Exam Sample Questions (Q40-Q45):

NEW QUESTION # 40

What worker population will an administrator commonly use Mass Submit Time for?

- A. In/Out workers who use check-in/check-out functionality.
- B. Project workers using enter time by type.
- **C. Salaried workers adjusting their auto-fill from schedule hours.**
- D. Hours-only workers using micro-edit.

Answer: C

Explanation:

The correct answer is A. Salaried workers adjusting their auto-fill from schedule hours .

In Workday Time Tracking, Mass Submit Time is most commonly used for worker populations whose time is largely predictable and auto-generated , especially salaried workers who use auto-fill from schedule hours . These workers often have standard scheduled hours and may only make small adjustments before time needs to be submitted. Because their time is generally consistent, administrators can efficiently submit time in bulk for many workers at once, which reduces manual effort and supports period-end processing.

This function is less appropriate for populations with more variable or punch-based time entry. Hours-only workers using micro-edit may still require individual changes that make bulk submission less common. In

/Out workers using check-in/check-out functionality rely on punch data and break patterns, so their entries often need closer review before submission. Project workers using enter time by type usually allocate time across projects, tasks, or worktags, making their time more complex and less suitable for broad mass submission.

Mass Submit Time is most valuable when time entry follows a stable pattern and does not require frequent day-by-day validation. That is why salaried workers with auto-fill from schedule hours are the most common population for this administrative action.

NEW QUESTION # 41

What EIB is used for loading legacy time entry data for configuration testing?

- **A. Import Reported Time Blocks**
- B. Payroll Input
- C. Put Holiday Calendar
- D. Put Period Schedule

Answer: A

NEW QUESTION # 42

What app provides a central location for cards that display frequently used tasks and reports for Time Tracking?

- **A. Time Administrator Home**
- B. All Time Entry Templates
- C. View Worker's Time Eligibility by Organization
- D. View Worker's Time Eligibility

Answer: A

Explanation:

The correct answer is D. Time Administrator Home .

In Workday Time Tracking, Time Administrator Home is the app designed to provide administrators with a centralized workspace for managing time tracking activities. It displays cards that surface commonly used tasks, reports, alerts, and administrative actions, making it easier for time administrators to access the most relevant tools from one place. This home page is intended to improve efficiency by organizing frequent Time Tracking functions into a single operational hub.

The other options are not apps that provide a card-based administrative home experience. All Time Entry Templates is a report or task used to review configured templates, not a central home app. View Worker's Time Eligibility is a worker-specific report used to review which time tracking components apply to a worker. View Worker's Time Eligibility by Organization is also a reporting function, focused on reviewing eligibility across organizations rather than serving as a dashboard.

Because the question specifically asks for an app that offers a central location for cards showing frequently used Time Tracking tasks and reports, Time Administrator Home is the only option that fits that description.

It is the main administrative landing area for ongoing monitoring and action in Workday Time Tracking.

Therefore, the correct answer is D. Time Administrator Home .

NEW QUESTION # 43

When using the auto-fill options on the time entry template, what will Workday do?

- A. Delete existing time blocks with time off entries for the following week.
- B. Overwrite existing time blocks with time off entries.
- **C. Overwrite existing time blocks containing the default time entry code.**
- D. Delete existing time blocks with time off entries for the current week.

Answer: C

Explanation:

The correct answer is B. Overwrite existing time blocks containing the default time entry code .

In Workday Time Tracking, the auto-fill feature on a Time Entry Template is designed to prepopulate time for workers using the default time entry code configured on that template. Its purpose is to make time entry faster and more consistent by filling expected hours automatically, usually for standard schedules or routine work patterns.

When auto-fill is used, Workday can overwrite existing time blocks that already contain that same default time entry code . This is important because the system assumes those blocks are part of the auto-fill pattern and can be refreshed or replaced to match the current template logic. However, Workday does not use auto- fill to delete or overwrite time off entries , because time off is a separate type of entry with different business meaning and approval implications.

That makes options A , C , and D incorrect. Workday does not delete time off entries for the current or following week as part of standard auto-fill behavior, and it does not overwrite time blocks containing time off entries. Auto-fill is intended to work with regular time entry patterns, especially those tied to the default time entry code on the template.

Therefore, the correct answer is B

NEW QUESTION # 44

Refer to the following scenario to answer the question below.

You have received a requirement to create a set of Time Tracking Components for workers who have the following attributes:

* Time Type = Salary

* Country = United States

* Supervisory Organization = Facilities Group

A worker that you are testing is already assigned to a template. During testing, this worker, who meets all of the newly defined criteria, is not assigned to the new Time Entry Template.

How do you troubleshoot this issue?

- A. Run the Audit - Workers with Multiple Work Schedule Calendars to confirm that there are overlapping assignments.
- B. Run the View Worker Time Eligibility by Organization to confirm that there are overlapping assignments.
- C. Run the All Time Entry Templates report to confirm that there are overlapping assignments.
- **D. Run the Audit - Workers with Multiple Time Entry Templates report to confirm that there are overlapping assignments.**

Answer: D

Explanation:

The correct answer is C. Run the Audit - Workers with Multiple Time Entry Templates report to confirm that there are overlapping assignments .

In Workday Time Tracking, a worker should generally be eligible for only one active time entry template at a time . If a worker already has an existing template assignment and also meets the criteria for a newly created template, the most common issue is overlapping eligibility between templates. When this happens, Workday administrators need an audit tool that specifically identifies workers who match more than one template at the same time.

The Audit - Workers with Multiple Time Entry Templates report is built for exactly this troubleshooting scenario. It helps confirm whether the worker is being picked up by multiple eligibility rules and whether an overlap is preventing the expected result or creating assignment ambiguity. This makes it the most accurate report to run when validating time entry template setup.

Option A only lists templates and does not directly expose worker-level overlap issues. Option B focuses on work schedule calendars , which is a different setup area and not related to time entry template conflicts.

Option D may provide useful eligibility information, but it is not the primary audit report used to detect overlapping template assignments.

Therefore, the best troubleshooting step is C .

NEW QUESTION # 45

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