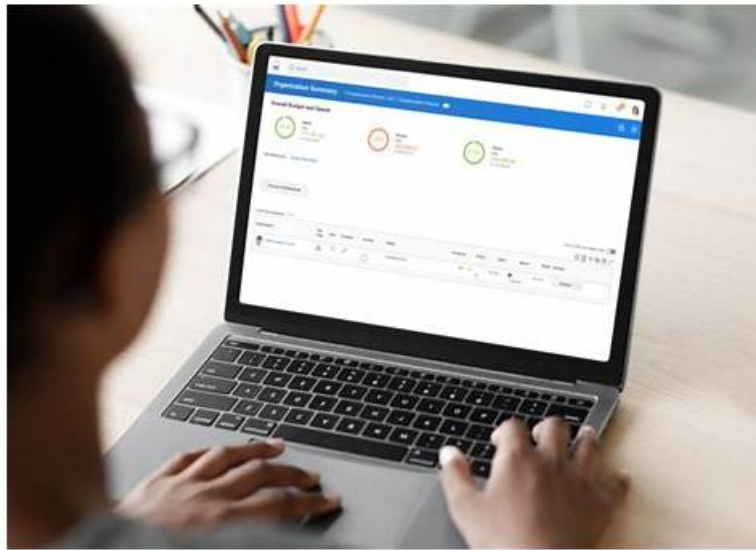


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Workday Workday-Pro-Compensation Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none">• Compensation Management: Compensation management refers to the HR discipline focused on ensuring fair and balanced administration of employee rewards and recognition programs.
Topic 2	<ul style="list-style-type: none">• Configurable Security: This area of the Workday Pro Compensation exam assesses the expertise of Workday Security Administrators, emphasizing how configurable security maintains controlled access to compensation-related data and workflows.
Topic 3	<ul style="list-style-type: none">• Operational Reporting: In data systems, operational reporting provides insights into real-time operational activities and current performance details.
Topic 4	<ul style="list-style-type: none">• Business Process Management (BPM): Business process management (BPM) involves using different approaches to identify, design, analyze, evaluate, refine, and automate business processes for better efficiency.
Topic 5	<ul style="list-style-type: none">• Workday Human Capital Management: This area of the Workday Pro Compensation exam evaluates the skills of HRIS Analysts, concentrating on aligning compensation functions with the wider Workday Human Capital Management environment.

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WorkdayProCompensationExam Sample Questions (Q18-Q23):

NEW QUESTION # 18

Refer to the following scenario to answer the question below.

A company with salaried and hourly employees has headquarters in London with additional offices in New York and Milan. What configuration allows the company to enter one total compensation amount for employees based in Milan?

- A. Eligible Earnings Override
- B. Total Base Pay
- C. Total Salary & Allowances
- **D. Manage Basis Total**

Answer: D

Explanation:

* The company wants to enter one total compensation amount for Milan employees instead of entering salary, allowance, and bonus separately.

* This is achieved by Manage Basis Total, which allows admins to configure total comp entry at the worker level while Workday allocates automatically across plans.

* This simplifies data entry for regions where comp is communicated as a total package.

Why not the others?

* A. Eligible Earnings Override# Used for payroll overrides, not comp plan entry.

* C. Total Base Pay# Only includes salary + base pay elements, not full compensation package.

* D. Total Salary & Allowances# Not a standard Workday configuration option; the correct feature is Manage Basis Total.

References:

Workday Pro Compensation - Manage Basis Total Functionality: Used when companies pay/track one total amount for comp.

Workday Community - European Compensation Configurations (Italy, Milan case).

#Final Verified answer: B. Manage Basis Total

NEW QUESTION # 19

A compensation partner runs the Employee Compensation Step Progression Audit report and notices seven employees listed on the report.

What should you do?

- A. Use the Maintain Compensation Steps task and add a progression rule to the steps.
- B. Use the Set Up Grade Job Profile Adjustment task to update the grade assigned to the employees on the report.
- **C. Use the Schedule Automatic Step Progression task to move eligible employees to the next step.**
- D. Use the Change Job business process to move the employees on the report to a new compensation grade and step.

Answer: C

Explanation:

* progression but haven't yet been moved to the next step.

* The corrective action is to run Schedule Automatic Step Progression, which processes all eligible employees and updates their step automatically.

Why not the others?

* B. Maintain Compensation Steps + progression rule# Only needed if rules are missing. If employees appear, rules already exist.

* C. Change Job# Not required; step progression is automated.

* D. Set Up Grade Job Profile Adjustment# Used for grade changes, not step progression.

References:

Workday Pro Compensation - Step Progression Process: Audit report + Schedule Automatic Step Progression ensures progression is applied.

NEW QUESTION # 20

You enter a date in the Actual End Date field of a compensation plan. When will Workday remove the plan from the employee's record?

- A. On the last day of the month plus one day.
- B. On the last day of the pay period plus one day.
- C. On the actual end date plus one day.
- D. On the actual end date.

Answer: C

Explanation:

* In Workday, when you set an Actual End Date on a compensation plan, the plan remains active through that date.

* Workday automatically removes the plan the day after the entered actual end date.

* Example: If Actual End Date = March 31, the plan is removed effective April 1.

Why not the others?

* B. Last day of the month +1# Too restrictive; not always tied to month-end.

* C. On the actual end date# Wrong; the plan is valid through the end date.

* D. Last day of the pay period +1# Not relevant; tied to end date, not pay periods.

References:

Workday Pro Compensation - Plan End Dating Rules: Actual End Date +1 day removes the plan.

NEW QUESTION # 21

Refer to the following scenario to answer the question below.

A company has several configurable compensation bases established in their system:

* Total Cost (India): Qualifies Indian employees and includes all salary plans, period salary plans, allowance plans, bonus plans, and retirement savings plans; only 50% of their total compensation can be used toward their salary plan.

* Total Compensation Non-Sales: Qualifies all full-time employees not in sales and includes all salary plans, allowance plans, bonus plans, and calculated plans.

* Total Compensation Sales: Qualifies all full-time sales employees and includes all salary plans, allowance plans, and commission plans.

* Total Pay (Mexico): Qualifies Mexican employees and includes all salary plans, period salary plans, and allowance plans.

* Salary and Seniority: Qualifies all employees and includes all salary plans and the specific seniority calculated plan.

The configurable compensation bases have the following ranking:

* 10 Total Cost (India)

* 20 Total Compensation Non Sales

* 30 Total Compensation Sales

* 40 Total Pay (Mexico)

* Salary and Seniority is unranked

You have a full-time support analyst who works in Mexico City. What compensation basis will be this employee's primary compensation basis?

- A. Salary and Seniority
- B. Total Compensation Non-Sales
- C. Total Compensation Sales
- D. Total Pay (Mexico)

Answer: D

Explanation:

* The employee is a full-time support analyst in Mexico City.

* The relevant bases are:

* Total Pay (Mexico)# For Mexican employees.

* Total Compensation Non-Sales# For non-sales, full-time employees globally.

* Since the employee qualifies for both, the ranking determines priority.

* Ranking:

* (10) India

* (20) Non-Sales

* (30) Sales

* (40) Mexico

* Normally, the lowest ranking number (highest priority) applies. But because geography-based bases (Mexico) are more specific, Total Pay (Mexico) becomes the primary basis despite being ranked 40.

Why not the others?

* B. Salary and Seniority# Unranked, only applies when no ranked basis fits.

* C. Sales# Not a sales role.

* D. Non-Sales# Qualified, but Mexico-specific basis takes precedence.

References:

Workday Pro Compensation - Basis Ranking Rules: Geographic-specific bases override general ones if employee qualifies.

Workday Community - Configurable Compensation Basis Prioritization.

NEW QUESTION # 22

You need to identify employees assigned to bonus plans for which they are not eligible.

What report will you use?

- A. Compensation Spreadsheet
- **B. Employee Compensation Audit**
- C. Employees Assigned Multiple Bonus Plans
- D. View Rollout Compensation Plan Rollout Process

Answer: B

Explanation:

* The Employee Compensation Audit report identifies mismatches, such as employees:

* Assigned to comp plans for which they are not eligible.

* Missing comp plans they should have.

* It is the standard audit tool for verifying eligibility alignment with assigned compensation.

Why not the others?

* B. Rollout Process report# Tracks rollout actions, not eligibility mismatches.

* C. Employees Assigned Multiple Bonus Plans# Only checks duplicate plan assignments.

* D. Compensation Spreadsheet# Used for review/updates, not eligibility audits.

References:

Workday Pro Compensation - Audit Reports: Employee Compensation Audit identifies eligibility issues.

#Final Verified answer: A. Employee Compensation Audit.

NEW QUESTION # 23

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