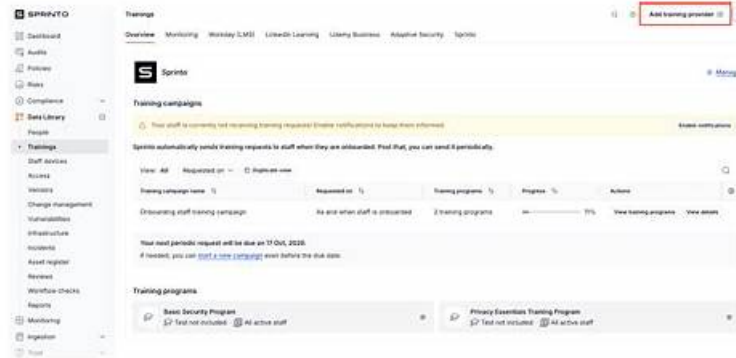


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Workday ProTime Tracking Exam Sample Questions (Q22-Q27):

NEW QUESTION # 22

You want to ensure all historical reported and calculated time data is permanently locked from editing by any user. What function do you use?

- A. Open Time Entry
- B. Lock Time Entry
- C. Close Time Entry
- D. Unlock for Adjustments

Answer: B

Explanation:

The correct answer is B. Lock Time Entry .

In Workday Time Tracking, Lock Time Entry is the function used when an organization wants historical reported time and calculated time results to be locked from further editing by any user. This is typically used after time has been finalized and organizations want to preserve data integrity for payroll, audit, compliance, and historical recordkeeping. Once time is locked, Workday prevents normal

editing activity against that time data, which makes it the strongest control for protecting finalized history.

This is different from Close Time Entry . Closing time entry generally controls whether a time entry period is open for entry and processing, but it is not the same as applying a hard lock to historical data. Unlock for Adjustments is the opposite action, used when previously locked time must be reopened in a controlled way for corrections. Open Time Entry is used to allow time entry activity, not to secure finalized data.

The wording in the question is important: it asks for a function that ensures historical reported and calculated time data is permanently locked from editing by any user . In Workday Time Tracking, that requirement aligns most directly with Lock Time Entry , because it is specifically intended to secure finalized time data from further modification.

NEW QUESTION # 23

To prevent a worker from entering time on a holiday, which two business objects can you reference to create a critical validation to remind workers of this restriction?

- A. Worker and Time Block
- B. Time Day and Time Shift
- C. Time Day and Time Block
- D. Worker and Time Day

Answer: C

Explanation:

The correct answer is D. Time Day and Time Block .

In Workday Time Tracking, a validation that prevents or warns against time entry on a holiday must evaluate both the date context and the entered time record . The Time Day business object is used to determine day- level attributes, such as whether the date is a holiday. The Time Block business object is used to evaluate the actual time entry being submitted or edited. Together, these two objects give Workday the information it needs to create a critical validation that checks whether a worker is trying to enter time on a holiday.

This pairing is appropriate because the holiday condition itself exists at the day level , while the transaction being controlled is the time block . A critical validation can then be configured to trigger when a time block is entered on a day identified as a holiday.

The other options are less appropriate. Worker may be useful for worker-specific eligibility or attributes, but it does not provide the direct day-and-entry combination needed for this specific validation. Time Shift is related more to scheduled shift context and is not the primary business object for validating holiday entry against submitted time blocks.

Therefore, to create a critical validation that reminds or restricts workers from entering time on a holiday, the correct business objects are Time Day and Time Block .

NEW QUESTION # 24

The time tracking administrator asks you to confirm that workers are reporting their scheduled hours each day. What type of time calculation will you use?

- A. Shift Differential
- B. Standard Overtime
- C. Time Block Conditional
- D. Minimum Daily

Answer: D

Explanation:

The correct answer is B. Minimum Daily .

In Workday Time Tracking, a Minimum Daily time calculation is used when the business needs to compare the amount of time a worker reported in a day against an expected minimum threshold. When the requirement is to confirm that workers are reporting their scheduled hours each day , this is essentially a daily minimum- hours validation and calculation scenario. Workday uses Minimum Daily logic to evaluate whether reported time meets the expected number of hours for that day and to identify shortfalls when the worker reports less than the required amount.

This calculation type is commonly used in situations where organizations need to ensure daily schedule compliance, guaranteed minimums, or identify underreported time based on work expectations. Since the question is about confirming scheduled daily hours, Minimum Daily is the best fit because it focuses directly on the comparison of daily reported hours against the expected daily amount.

The other options are not correct for this purpose. Shift Differential is used for premium treatment based on shift timing, such as evening or night work. Time Block Conditional evaluates conditions on individual time blocks, but it is not the standard calculation

type for checking whether daily scheduled hours were fully reported. Standard Overtime applies to hours exceeding thresholds, not to verifying whether minimum scheduled hours were entered.
So the correct calculation type is Minimum Daily.

NEW QUESTION # 25

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

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

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 # 26

You create a Sum Related Instances calculated field to add the total number of hours worked in a week with a specific time entry code.

What is the related business object of the Sum Related Instances calculation?

- A. Time Entry Code
- B. Time Block
- C. Time Week
- D. Time Calculation Tag

Answer: B

Explanation:

The correct answer is A. Time Block .

In Workday Time Tracking, a Sum Related Instances calculated field is used when you want to total values from a set of related records. In this scenario, the goal is to add up the hours worked in a week for entries that use a particular time entry code . Although the overall calculation context may be weekly, the actual hours being summed come from the individual time records , which are stored as Time Blocks .

That is why the related business object for the Sum Related Instances calculation is Time Block . Each time block contains the detailed reported time information, including hours, time entry code, and other attributes used for filtering and summing. The weekly total is produced by summing the qualifying Time Block records associated with the week.

The other options are not correct as the related object for the sum itself. Time Entry Code is a filter attribute, not the object containing the hours to total. Time Week is the broader context or parent level for the calculation, but it is not the related instance being summed. Time Calculation Tag is also an identifying or filtering element used in calculations, not the transactional object that stores the hour values.

So, for a Sum Related Instances field totaling weekly hours by a specific entry code, the related business object is Time Block .

NEW QUESTION # 27

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