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Workday Pro HCM Core Exam Guide

Congratulations on making it this far in your Workday Pro journey. You're one test away from the benefits of being a Workday Pro, including access to the [Workday Touchpoints Kit](#) and membership to an exclusive Workday Pro collaboration group on Workday Community.

This study guide is designed to help you prepare for the Workday Pro exam. This guide provides general testing information and outlines the specific topics covered in each segment of the exam.

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New developments in the tech sector always bring new job opportunities. These new jobs have to be filled with the WorkdayProCompensationExam (Workday-Pro-Compensation) certification holders. So to fill the space, you need to pass the WorkdayProCompensationExam (Workday-Pro-Compensation) exam. Earning the WorkdayProCompensationExam (Workday-Pro-Compensation) certification helps you clear the obstacles you face while working in the Workday field. To get prepared for the WorkdayProCompensationExam (Workday-Pro-Compensation) certification exam, applicants face a lot of trouble if the study material is not updated. They are using outdated materials resulting in failure and loss of money and time.

Workday Workday-Pro-Compensation Exam Syllabus Topics:

Topic	Details
Topic 1	<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.

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"> • Compensation Management: Compensation management refers to the HR discipline focused on ensuring fair and balanced administration of employee rewards and recognition programs.

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WorkdayProCompensationExam Sample Questions (Q35-Q40):

NEW QUESTION # 35

When employees request a one-time payment for themselves, they have access to view and update the Gross Up and Send to Payroll checkboxes. Selecting these options could impact their payment.

How can you prevent employees from updating these options?

- A. Remove Employee as Self from the Self-Service: Request One-Time Payment security domain.
- B. Configure Optional Fields for Request One-Time Payment to hide the fields.
- **C. Configure Optional Fields for Request One-Time Payment for Self to hide the fields.**
- D. Remove Employee as Self from the Self-Service: Payroll security domain.

Answer: C

Explanation:

* Employees requesting one-time payments for self may see sensitive options like Gross Up or Send to Payroll.

* To prevent them from updating these fields, configure Optional Fields for Request One-Time Payment for Self and hide the checkboxes.

* This limits their visibility and update access without affecting manager/HR workflows.

Why not the others?

* A. Optional Fields for Request One-Time Payment# Applies to manager/HR use, not self-service.

* C. Remove Employee as Self from self-service comp domain# Would block employees from initiating requests entirely.

* D. Payroll security domain# Payroll security doesn't control compensation request UI fields.

References:

Workday Pro Compensation - Configuring Optional Fields for Self-Service One-Time Payments.

NEW QUESTION # 36

You added a signing bonus during the Offer event, but the signing bonus did not carry forward into the Hire event.

What is missing from your configuration?

- A. The Request One-Time business process security policy must include the Initiator for the Review action.
- B. The Request One-Time Payment business process needs to include an approval step.
- **C. You must add Request One-Time Payment as a subprocess of the Hire business process.**
- D. You must include the Signing Bonus one-time payment in the Compensation Package.

Answer: C

Explanation:

* In Workday, one-time payments (like signing bonuses) must flow from Offer # Hire to remain consistent.

* If the signing bonus added during Offer doesn't carry into Hire, it means the Hire business process is missing the Request One-Time Payment subprocess.

* Adding it ensures that any one-time payments from the offer are automatically included in the hire event.

Why not the others?

* A. Include in package# Package inclusion allows proposal but doesn't ensure carry-forward into Hire.

* B. Add approval step# Workflow step won't fix missing subprocess link.

* D. Update security policy# Security won't solve missing subprocess configuration.

References:

Workday Pro Compensation - Offer & Hire Integration: One-time payments carry into hire only if Request One-Time Payment is a subprocess.

NEW QUESTION # 37

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

Answer: A

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 # 38

What report allows you to view each worker's compensation details including total base pay, compensation package, and comp ratio, for one or more organizations that you manage or support, and optionally their subordinates?

- **A. Compensation Spreadsheet**
- B. Employee Compensation Audit
- C. Employee Compensation Details by Job Profile
- D. Total Rewards

Answer: A

Explanation:

- * The Compensation Spreadsheet report provides a detailed view of:
- * Worker's total base pay.
- * Assigned compensation package.
- * Compa-ratio (position in range).
- * Can be scoped by organizations and includes subordinates if required.

Why not the others?

- * A. Total Rewards# Worker-facing summary report, not detailed comp admin view.
- * B. Employee Compensation Details by Job Profile# Focused on jobs, not individual worker comp breakdown.
- * D. Employee Compensation Audit# Audit mismatches, not full comp detail.

References:

Workday Pro Compensation - Reports Overview: Compensation Spreadsheet = detailed comp report by org.

NEW QUESTION # 39

A customer has several one-time payment plans within a tenant. They want to ensure that during a payment event a single one-time payment is submitted.

How should this be configured?

- A. Enable Multiple One-Time Payments within the Edit Tenant Setup - HCM > Compensation
- **B. Do not enable Multiple One-Time Payments within the Edit Tenant Setup - HCM > Compensation**
- C. Use a rule-based business process definition
- D. Segment security to the Domain: One Time Payment

Answer: B

Explanation:

- * If you want to restrict employees so they can only submit a single one-time payment per payment event, you must ensure that Multiple One-Time Payments is not enabled in tenant setup.
- * When disabled, Workday enforces one plan per effective date/reason.

Why not the others?

- * A. Segment security# Controls data access, not number of payments allowed.
- * B. Rule-based BP# Governs approvals/workflow, not structural system behavior.
- * C. Enable Multiple One-Time Payments# Would allow multiple entries (opposite of requirement).

References:

Workday Pro Compensation - Tenant Setup for One-Time Payments.

NEW QUESTION # 40

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