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Workday ProTime Tracking Exam Sample Questions (Q13-Q18):

NEW QUESTION # 13

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

You determine that a weekly period schedule exists that will meet these requirements.

How do you assign this weekly period schedule to this group of workers while not impacting other workers using this period schedule for Time Tracking?

- A. Create a new eligibility rule using the Copy Condition from Rule option and use an OR operator to apply the conditions.
- B. Create a separate duplicate period schedule and remove the existing worker eligibility rule from the original schedule.
- C. Create a new period schedule using the same name as the existing period schedule and apply the new Time Tracking Eligibility Rule in the Worker Eligibility field.
- D. Add a new eligibility rule to the existing period schedule in the Worker Eligibility field, leaving the current rule in place.

Answer: A

Explanation:

The correct answer is B. Create a new eligibility rule using the Copy Condition from Rule option and use an OR operator to apply the conditions .

In Workday Time Tracking, a period schedule is assigned through its Worker Eligibility configuration. If a weekly period schedule already exists and should also apply to a new group of workers, the best practice is not to create a duplicate schedule unless the schedule definition itself is different. Since the schedule already meets the business need, the right approach is to expand the eligibility logic so both the existing worker population and the new worker population can qualify for the same period schedule.

Using Copy Condition from Rule allows you to preserve the existing eligibility criteria and then extend the logic cleanly. The OR operator is important because it lets Workday assign the same schedule to workers who meet either the old rule or the new rule. This avoids disrupting existing workers while adding the new targeted group.

Option A is incorrect because the Worker Eligibility setup does not work as separate parallel rules simply

"left in place" that way; the logic typically needs to be consolidated correctly. Option C is incorrect because creating another schedule with the same name is not the proper solution. Option D would unnecessarily disrupt the current setup.

So the correct answer is B .

NEW QUESTION # 14

A worker is eligible for a validation group which only contains the validations Unsubmitted Time and Cannot Work on a Holiday .

You create a new validation, Cannot Work on Sunday , and you do not place it in a validation group.

What validations will the worker be eligible for?

- A. Only the validations in the validation group.
- B. It depends on the eligibility built into the new validation.
- C. All three of the validations.
- D. Only the new validation.

Answer: A

Explanation:

The correct answer is B. Only the validations in the validation group .

In Workday Time Tracking, validations are typically assigned to workers through Validation Groups , not simply by creating the validation itself. A worker becomes subject to the validations contained in the group for which they are eligible. In this scenario, the worker is eligible for a validation group that contains only Unsubmitted Time and Cannot Work on a Holiday . Since the new validation, Cannot Work on Sunday , was not added to any validation group , it is not delivered to the worker through eligibility.

This is a key setup concept in Workday: creating a validation does not automatically make workers subject to it. The validation must be included in the appropriate Validation Group , and the worker must be eligible for that group. Because the new Sunday validation was left outside the group, the worker continues to receive only the validations already included in the assigned group.

Option A is incorrect because the new validation alone is not independently assigned. Option C is incorrect because validation eligibility is not applied in isolation here; group membership drives delivery. Option D is incorrect because the worker will not receive the third validation unless it is added to a validation group for which they are eligible.

Therefore, the worker is eligible for only the validations in the validation group

NEW QUESTION # 15

A worker's Work Schedule Calendar has a Day Breaker of 2:00 AM (current day from previous day). They report regular hours from 8:00 PM, April 05 to 4:00 AM, April 06.

How will the calculated hours show on the time block?

- A. Two regular hours on April 05 and six regular hours on April 06.
- B. Four regular hours on April 05 and four regular hours on April 06.
- C. Eight regular hours on April 05 and no regular hours on April 06.
- **D. Six regular hours on April 05 and two regular hours on April 06.**

Answer: D

Explanation:

The correct answer is D. Six regular hours on April 05 and two regular hours on April 06 .

In Workday Time Tracking, a Day Breaker determines when one workday ends and the next workday begins for time calculation purposes. When the Day Breaker is set to 2:00 AM , any time worked before 2:00 AM is treated as belonging to the previous day , and any time worked at or after 2:00 AM belongs to the current day .

In this example, the worker enters time from 8:00 PM on April 05 to 4:00 AM on April 06 , which equals 8 total hours . These hours split as follows:

* 8:00 PM to 12:00 AM = 4 hours on April 05

* 12:00 AM to 2:00 AM = 2 hours, but because of the 2:00 AM Day Breaker, these hours still belong to April 05

* 2:00 AM to 4:00 AM = 2 hours that belong to April 06

That produces:

* 6 regular hours on April 05

* 2 regular hours on April 06

The key concept is that Workday does not simply split time at midnight when a Day Breaker is defined.

Instead, it uses the configured Day Breaker to assign hours to the proper workday for scheduling, calculations, and reporting.

NEW QUESTION # 16

You have configured a time calculation to identify when a worker has reached or exceeded a number of consecutive days worked.

You must now configure a time calculation for hours worked over 8 hours on the seventh consecutive day.

How do you assign priority to ensure the time is processed correctly?

- A. Workday will review the two time calculations and assign the appropriate priority automatically.
- B. Assign both time calculations to a Time Calculation Group ensuring the appropriate workers are eligible.
- C. Workday will assign priority automatically based on the Time Tracking Eligibility Rule.
- **D. Assign a higher priority to the time calculation for hours worked on the seventh consecutive day.**

Answer: D

Explanation:

The correct answer is C. Assign a higher priority to the time calculation for hours worked on the seventh consecutive day.

In Workday Time Tracking, calculation priority determines the order in which time calculations are processed . When multiple calculations depend on each other, the prerequisite calculation must execute first so that its results can be used by subsequent calculations. In this scenario, the first time calculation identifies when a worker reaches a certain number of consecutive days worked . The second calculation specifically evaluates hours worked over 8 hours on the seventh consecutive day .

For the second calculation to work correctly, Workday must already know that the worker has reached the seventh consecutive day threshold . Therefore, the calculation that evaluates hours beyond 8 on that seventh day must run after the initial consecutive-day identification calculation . This is achieved by assigning it a higher priority value , ensuring it processes later in the calculation sequence.

Options A and B are incorrect because Workday does not automatically determine priority between time calculations.

Administrators must configure priorities manually. Option D is also incorrect because Time Calculation Groups control eligibility and grouping , not execution order.

Thus, assigning a higher priority to the seventh-day overtime calculation ensures the correct processing sequence and accurate tagging of hours.

NEW QUESTION # 17

Refer to the following scenario to answer the question below.

☐ Table is labeled Include Calculation Tags 1 Item

* The Time Calculation Tag included is Regular.

Results:

* Add Tags field includes Daily Overtime.

* Remove Tags field is empty.

* Time Day Based On field selection is Calculated Date

The Daily Overtime calculation is tagging hours with both the Regular and Daily Overtime tags. This calculation should only tag hours with the Daily Overtime tag.

What should you edit in the calculation?

- A. Period
- **B. Remove Tags**
- C. Add Tags
- D. Include Calculation Tags

Answer: B

Explanation:

The correct answer is D. Remove Tags . In the scenario, the calculation is built to evaluate time that currently has the Regular calculation tag because Include Calculation Tags contains Regular . That part is correct, since the calculation must first identify which hours are eligible to be converted into daily overtime. The problem is in the result of the calculation: the hours are being given the Daily Overtime tag, but the original Regular tag is not being removed. As a result, the same hours appear with both tags.

In Workday Time Tracking, Add Tags is used to place a new calculation tag on qualifying hours, while Remove Tags is used to take away a tag that should no longer remain on those hours after the calculation runs. For a daily overtime rule, once hours greater than the threshold qualify as overtime, those hours should no longer stay tagged as Regular. Therefore, you must update the calculation to remove the Regular tag in the Remove Tags field.

The other options do not solve the issue. Period only defines the time frame, and Include Calculation Tags controls which hours are evaluated, not which old tag is cleared from the result.

NEW QUESTION # 18

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