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Workday Pro Certification exam Sample Questions (Q15-Q20):

NEW QUESTION # 15

Refer to the following scenario to answer the question below.

You need to configure an Open Enrollment event for your client, with these requirements:

All benefit coverages and deductions will start at the beginning of the new plan year. Employees may select any benefit for which they are eligible.

If employees do not make changes during open enrollment, they should remain enrolled in the benefits they had prior to open enrollment.

If employees do not enroll in Health Savings Account and Flexible Spending Accounts, then those benefits should no longer be active for the employee.

Where do you configure these requirements?

- A. Maintain Enrollment Event Type
- **B. Enrollment Event Rule**
- C. Initiate Open Enrollment
- D. Benefit Coverage Types

Answer: B

Explanation:

The correct answer is D because the Enrollment Event Rule is the configuration area in Workday that controls how benefit elections behave during events such as Open Enrollment. This is where administrators define which coverage types are available, when coverage and deductions begin, what defaulting logic applies if employees take no action, and how plans such as HSA and FSA should be treated when active re-enrollment is required. The scenario specifically references requirements that involve start dates, election behavior, and default outcomes, all of which are managed through the rule tied to the enrollment event.

Option A is incorrect because the Enrollment Event Type identifies and classifies the event, but it does not hold the detailed coverage behavior rules described in the question. Option B is also incorrect because Benefit Coverage Types classify plan groupings rather than define event processing logic. Option C is not correct because Initiate Open Enrollment is the process used to launch the event, not the place where these functional requirements are configured. Since the requirement is about controlling enrollment behavior and coverage processing during the event, the correct setup location is the Enrollment Event Rule .

NEW QUESTION # 16

During a Change Benefits event, the benefit partner must be able to change the event date submitted by the employee. How will you configure this?

- A. No configuration is necessary in the Change Benefits business process. You can correct benefit event dates at any time.
- B. In the Change Benefits Life Event business process, insert an Action - Review Benefit Changes step before the Change Benefit Election steps.
- C. In the Change Benefits business process, insert an Action - Review Benefit Changes step after the Change Benefit Elections steps.
- **D. In the Change Benefits business process, insert an Action - Review Benefit Changes step before the Change Benefit Election steps.**

Answer: D

Explanation:

The correct answer is D because the Review Benefit Changes action step gives the benefit partner an opportunity to review and correct event details, including the event date, before the employee's elections are finalized. In Workday, the timing of that review step is critical. If the event date needs to be adjusted, it must be done before the Change Benefit Election steps so the system can correctly evaluate eligibility, effective dates, enrollment windows, and the plans available for selection based on the corrected event date.

Option A is incorrect because the configuration belongs in the standard Change Benefits business process rather than a differently named business process. Option B is not correct because event dates are not simply editable at any time without process design to support the review. Option C is also incorrect because placing the review step after elections would allow employees to make elections using potentially incorrect eligibility timing, which can produce inaccurate enrollment results. The proper design is to position the review step before elections so the business process uses the corrected event data throughout the remainder of the benefits event.

NEW QUESTION # 17

An employee navigates to the Benefits and Pay Hub and initiates a birth event. What business process are they using?

- A. Change Beneficiary
- B. Dependent Event
- C. Change Benefit Job
- **D. Change Benefits**

Answer: D

Explanation:

The correct answer is D because in Workday, when an employee initiates a life event such as the birth of a child through the Benefits and Pay Hub, the system launches the Change Benefits business process. This process is the central workflow used to capture and process benefit election changes resulting from qualifying life events. The birth event acts as the trigger, but the actual business process used to manage elections, review options, and submit changes is Change Benefits.

Option A is incorrect because Change Benefit Job is not a standard Workday process related to life event benefit changes. Option B is also incorrect because while the birth of a child is a dependent-related event,

"Dependent Event" is not the name of the business process used to process benefit elections. Option C is incorrect because Change Beneficiary is used specifically for updating beneficiary designations, not for enrolling dependents or modifying benefit elections. The correct process that handles employee-initiated benefit changes from life events is Change Benefits, making it the correct answer.

NEW QUESTION # 18

A worker is showing up on the Benefit Group Audit in more than one benefit group. How will you ensure the worker is only eligible for one benefit group?

- A. Create a third benefit group that all employees are eligible for.
- **B. Check the benefit group eligibility rules to determine why an employee is eligible for both groups.**
- C. Check the benefit plan eligibility to determine which workers are eligible for each plan.
- D. Check the enrollment event rule to ensure the employee can only enroll in benefits one time.

Answer: B

Explanation:

The correct answer is B because benefit groups in Workday are driven by benefit group eligibility rules, and the Benefit Group Audit is specifically used to identify workers who qualify for more than one group at the same time. When a worker appears in multiple benefit groups, the root cause is almost always overlapping or conflicting eligibility logic within those group definitions. The appropriate corrective action is to review the criteria assigned to each benefit group and determine exactly why the worker satisfies both sets of rules.

Option A is not appropriate because creating an additional broad benefit group does not resolve the overlap; it would likely add more complexity and increase the risk of duplicate eligibility. Option B focuses on plan-level eligibility, which is downstream from the benefit group assignment and does not address why the worker entered multiple groups in the first place. Option C relates to event processing and enrollment timing, not foundational eligibility setup. To ensure a worker is only eligible for one benefit group, the administrator must refine or correct the group eligibility rules so the criteria are mutually exclusive and aligned with the intended benefits population.

NEW QUESTION # 19

Refer to the following scenario to answer the question below.

You initiate open enrollment on November 1 with a Benefit Event Date of January 1. You close open enrollment on November 20. An employee has a baby on December 16 and submits their birth event in Workday on December 30. How do you ensure the baby receives coverage January 1?

- **A. The benefit administrator needs to re-close and re-finalize open enrollment for the integration to send the updated coverage to the benefit providers.**
- B. The benefit administrator needs to rescind the employee's open enrollment event and trigger a new Open Enrollment event for the employee to complete.
- C. The benefit partner needs to create a hybrid event for an open enrollment and a birth event for January 1.
- D. The benefit partner needs to re-close and re-finalize open enrollment for the integration to send the updated coverage to the benefit providers.

Answer: A

Explanation:

The correct answer is A because the employee's birth life event occurred after open enrollment had already been closed, but before the new plan year effective date of January 1. In Workday, the birth event can update the employee's future-dated benefit elections so the child is added with coverage effective for the new plan year, but if open enrollment was already closed and finalized, the updated enrollment results must be re-closed and re-finalized so downstream integrations and provider files reflect the revised coverage.

This action is an administrative responsibility handled by the benefit administrator, not simply by the benefit partner. Option B is incorrect because the question asks about the step needed to ensure final integrated coverage handling, which is typically managed at the administrative mass-event level. Option C is unnecessary because rescinding and recreating open enrollment adds avoidable complexity and is not the standard approach. Option D is also incorrect because Workday does not require creation of a hybrid event in this scenario. Re-finalizing the open enrollment results ensures the newborn is included in the January 1 coverage transmission.

NEW QUESTION # 20

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