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Workday Workday-Pro-Time-Tracking Exam Syllabus Topics:

Topic	Details
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Topic 1	<ul style="list-style-type: none"> • Time Tracking Fundamentals: Covers the core concepts of Workday time tracking, including basic setup, terminology, and how time is captured within the system.
Topic 2	<ul style="list-style-type: none"> • Time Entry and Validation: Focuses on how workers enter time, how entries are validated, and the rules that ensure accuracy and compliance.
Topic 3	<ul style="list-style-type: none"> • Time Off and Leave Integration: Describes how time tracking integrates with time off plans, leave requests, and absence management processes.
Topic 4	<ul style="list-style-type: none"> • Time Calculation and Processing: Explains how Workday calculates time, including rules for overtime, shifts, and processing of recorded hours.
Topic 5	<ul style="list-style-type: none"> • Reporting and Auditing: Covers how to generate reports, monitor time data, and audit entries to ensure accuracy and compliance with policies.

Workday ProTime Tracking Exam Sample Questions (Q15-Q20):

NEW QUESTION # 15

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

Answer: A

NEW QUESTION # 16

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

Answer: A

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 # 17

The tenant includes a daily overtime calculation (regular hours > 8) with the priority of USA0045. You need to configure a daily double time calculation (regular hours > 12).

What priority should you assign to the Daily Double Time calculation so it calculates before the Daily Overtime?

- A. USA0050
- B. USA0055
- **C. USA0040**
- D. USA0045

Answer: C

Explanation:

The correct answer is A. USA0040 .

In Workday Time Tracking, time calculation priority determines the order in which calculations are processed. A calculation with a lower priority value runs before a calculation with a higher value. Since the existing Daily Overtime calculation has a priority of USA0045 , any new calculation that must run earlier needs a priority number lower than 0045.

Because the organization wants the Daily Double Time rule for hours greater than 12 to calculate before Daily Overtime, the proper priority is USA0040 . This ensures that the double time logic evaluates first and can correctly identify the hours that should receive double time treatment before the broader overtime calculation processes the remaining qualifying hours.

The other options are incorrect for the following reasons. USA0045 would place the new calculation at the same priority as Daily Overtime, which does not ensure the correct processing sequence. USA0050 and USA0055 are higher values, so they would run after the overtime calculation, which could lead to incorrect tagging or pay treatment of hours above 12.

In Workday, correct priority sequencing is critical whenever multiple calculations interact, especially for overtime and premium scenarios. Therefore, the correct priority is USA0040 .

NEW QUESTION # 18

On what Time Tracking component can you enable Optional Out Times for a group of workers?

- A. Time entry code
- B. Worktag
- **C. Time tracking eligibility rule**
- D. Time entry template

Answer: C

Explanation:

Comprehensive and Detailed 150 to 250 words of Explanation From WorkdayPro Time Tracking Knowledge:

The correct answer is C. Time tracking eligibility rule . In Workday Time Tracking, a time tracking eligibility rule is used to define which workers receive specific time tracking behavior and configurations.

Because the question asks where you can enable Optional Out Times for a group of workers , the key phrase is "for a group of workers." That grouping and assignment logic is controlled through the eligibility rule, which determines what time tracking setup applies to a worker population based on staffing attributes or eligibility criteria.

A time entry template controls how time is entered and displayed, such as layout and entry behavior, but it is typically applied through broader time tracking configuration rather than being the worker-grouping mechanism itself. A time entry code identifies the kind of time being recorded, such as regular, training, or on-call time, and does not control Optional Out Times at the worker-group level. A worktag is used for classification and reporting, not for enabling time entry behavior settings.

So, when Workday asks which component allows you to enable a feature like Optional Out Times for a specific population of workers, the correct setup component is the Time Tracking Eligibility Rule , because it is the object used to apply time tracking options to defined worker groups.

NEW QUESTION # 19

You have configured a Time Calculation Tag to tag all hours worked on the seventh consecutive day.

Where will these hours display in the Worker's Time Entry Calendar?

- A. On the top line of the Time Block in the Worker's Time Entry Calendar on the day the hours were worked.
- B. On the day's shift in the Worker's Work Schedule Calendar.
- C. In the Calculation Group Snapshots for the worker on the View Worker's Time Eligibility report.
- **D. On the Calculated tab in the Time Block in the Worker's Time Entry Calendar on the day the hours were worked.**

Answer: D

Explanation:

The correct answer is B. On the Calculated tab in the Time Block in the Worker's Time Entry Calendar on the day the hours were worked .

In Workday Time Tracking, a Time Calculation Tag is part of the calculation framework used to identify or classify time after Workday evaluates the entered hours through configured calculation logic. When a rule tags hours worked on the seventh consecutive day , that result is not treated as the original entered time itself. Instead, it is displayed as a calculated result tied to the time block for the relevant date.

That is why these tagged hours appear on the Calculated tab of the worker's time block. The entered line remains the source time entry, while the calculated section shows the results produced by Workday's time calculations, such as tagged hours, overtime, premiums, or other rule-based outcomes.

Option D is incorrect because the top line of the time block is generally where the worker's entered time appears, not the detailed calculation-tag output. Option A is incorrect because the Work Schedule Calendar reflects planned schedule information, not calculated time-tag results. Option C is incorrect because View Worker's Time Eligibility is used to review assigned time tracking components, not to display daily calculated tagged hours.

So the correct display location is the Calculated tab in the time block.

NEW QUESTION # 20

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