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### WorkdayProCompensationExam Sample Questions (Q20-Q25):

#### NEW QUESTION # 20

What report can you use to view employees who get a compensation change at an earlier effective date than an existing compensation change with a subsequent date, including future effective dated changes?

- A. Out of Order Compensation Changes
- B. Compensation Changes
- C. Future Payment Audit
- D. Employee Compensation Audit

Answer: A

Explanation:

- \* Out of Order Compensation Changes Report identifies employees with compensation changes entered with earlier effective dates than existing future-dated changes.
- \* This prevents conflicts in comp history and ensures payroll/comp processing accuracy.

Why not the others?

- \* A. Employee Compensation Audit# Audits eligibility and assignment mismatches, not date conflicts.
- \* B. Future Payment Audit# Focuses on scheduled payments, not comp changes.
- \* D. Compensation Changes# General report, doesn't flag sequencing issues.

References:

Workday Pro Compensation - Compensation Change Reporting: Out of Order Compensation Changes is the dedicated report for effective date sequencing issues.

Workday Community - Troubleshooting Out of Sequence Changes.

### NEW QUESTION # 21

When using the Set Up Allowance Plan Adjustment task to update an allowance plan amount, you must ensure employees Managed by Basis Total (MBT) will have no change to their primary compensation basis after their allowance plan amount is updated and instead will reallocate all other compensation in the MBT calculation.

How can you ensure this happens?

- A. Clear the Retain Basis Total checkbox on the employee's primary compensation basis.
- B. Select Adjust to New Defaults on the Set Up Allowance Plan Adjustment task.
- C. Clear the Manage Basis Total checkbox on the employee's primary compensation basis.
- **D. Select Retain Basis Total for MBT Employees on the Set Up Allowance Plan Adjustment task.**

**Answer: D**

Explanation:

- \* Employees managed by Manage Basis Total (MBT) require their primary compensation basis total to remain unchanged when allowance plan adjustments are made.
- \* By selecting Retain Basis Total for MBT Employees, Workday keeps the overall basis constant and reallocates other plans in the MBT calculation instead of increasing the total.

Why not the others?

- \* A. Clear MBT checkbox# Would remove MBT management completely.
- \* C. Clear Retain Basis Total# Opposite of required behavior.
- \* D. Adjust to New Defaults# Updates values, but doesn't enforce retention of MBT total.

References:

Workday Pro Compensation - MBT Handling in Allowance Adjustments.

Workday Community - Retain Basis Total Option.

### NEW QUESTION # 22

Your company would like to automatically increase pay after 12 months of employment, but only after 400 hours worked. What configuration will achieve this on compensation steps?

- A. Set a progression rule that counts the number of hours worked.
- **B. Set a duration of 12 months and a step progression rule that counts the number of hours worked.**
- C. Set a duration of 12 months.
- D. Select the "Assign first step during compensation proposal" checkbox and set a progression rule that counts 12 months.

**Answer: B**

Explanation:

In Workday Compensation, step progression is controlled through a combination of duration (time-based eligibility) and progression rules (additional conditions, like hours worked or performance).

Here's how the scenario breaks down:

- \* Requirement 1 - 12 months of employment
- \* Workday supports step duration, where you can specify that an employee must remain at a step for a defined period before being eligible for the next step.
- \* Setting a duration of 12 months ensures that the employee only becomes eligible for a step increase after completing a year in the role.

- \* Requirement 2 - 400 hours worked
  - \* Workday allows you to configure step progression rules that evaluate conditions beyond time, such as hours worked, performance ratings, or other calculated fields tied to the worker.
  - \* A progression rule counting the number of hours worked ensures that the pay increase is not triggered until the employee meets the required 400 hours.
  - \* Why not the other options?
  - \* A. Assign first step during compensation proposal + 12 months rule- This would only apply the first step, but it doesn't enforce the "400 hours worked" requirement.
  - \* B. Hours worked only- This ignores the requirement of 12 months of employment.
  - \* C. Duration of 12 months only- This ignores the requirement of 400 hours worked.
- Thus, only D (duration + step progression rule) satisfies both conditions simultaneously.
- References (from Workday Pro Compensation knowledge & learning resources):
- \* Workday Compensation - Step Progression Configuration: Duration enforces time-in-step, while progression rules allow conditions such as hours worked or performance-based eligibility.
  - \* Workday Pro Training Materials (Compensation module): Step increase rules require combining duration with eligibility/progression conditions for multi-criteria automation.
  - \* Workday Community - Compensation Step Progression Guide: Confirms that when multiple criteria must be met (e.g., tenure and hours worked), they must be configured in both the duration setting and the progression rule logic.

### NEW QUESTION # 23

Refer to the following scenario to answer the question below.

An employee who works in Mexico City has a grade profile assigned to them with the following setup:

- \* Grade: 7
  - \* Base Pay Elements: Base Pay, 13th Month
  - \* Eligibility Rules: Location - Mexico City
  - \* Currency: MXN
  - \* Frequency: Annual
- Total Base Pay
- \* Minimum: 700,000 MXN (40,961 USD)
  - \* Maximum: 1,800,000 MXN (105,328 USD)
  - \* Midpoint: 1,250,000 MXN (73,145 USD)

You need to include a family allowance in Mexico employees' total base pay. How will you achieve this?

- A. Create a custom compensation basis for Mexico employees and include all salary plans, period salary plans, and the family allowance plan.
- **B. Update the Base Pay Elements field on the Mexico grade profiles to include the family allowance compensation element.**
- C. Use the Put Eligible Earnings Override EIB to include the family allowance amount.
- D. Create a compensation element group with the family allowance. The compensation element group is not assigned to the grade, but is used for reporting purposes.

**Answer: B**

Explanation:

- \* Base Pay Elements on a grade profile determine which compensation plans/elements are included in Total Base Pay.
- \* In this scenario, Mexico employees already have Base Pay + 13th Month included. To ensure Family Allowance is also counted as part of total base pay, you must add the family allowance element directly in the Base Pay Elements field of the Mexico grade profile.
- \* This way, when Workday calculates total base pay, it aggregates all specified components.

Why not the others?

- \* B. Create custom compensation basis# Useful for reporting/eligibility but not tied to grade profile definitions of total base pay.
- \* C. Put Eligible Earnings Override EIB# This is a data load tool, not a configuration solution.
- \* D. Compensation element group# Groups are for reporting or eligibility, but they don't define which plans contribute to total base pay.

References:

Workday Pro Compensation - Compensation Grades Guide: Base Pay Elements define what counts toward total base pay.

Workday Community - Grade Profile Configuration: Adding allowance elements ensures they roll into base pay calculations.

#Final Verified answer: A. Update the Base Pay Elements field on the Mexico grade profiles to include

### NEW QUESTION # 24

Airplane pilots receive a base salary as compensation. They also receive compensation based on the number of kilometers flown. The more they fly, the more they get paid. You need to create a plan to show estimated wages based on kilometers flown to include in an offer letter. What type of plan should you create?

- A. Unit salary plan
- B. Period salary plan
- C. Unit-based allowance plan
- D. One-time payment plan

**Answer: A**

Explanation:

- \* A Unit Salary Plan pays based on units worked (e.g., miles, credits, or kilometers).
- \* In this case, pilots earn extra based on kilometers flown, making unit salary plan the correct choice.
- \* It also supports estimation of wages for offer letters since you can project based on expected units.

Why not the others?

- \* A. Unit-based allowance plan# Allowances are flat recurring payments, not tied to actual units worked.
- \* B. One-time payment# Used for bonuses or ad hoc payments, not recurring per-unit pay.
- \* D. Period salary plan# Handles additional pay periods, not per-unit payments.

References:

Workday Compensation Plans Training: Unit salary plans are designed for recurring, unit-driven pay like teaching credits or mileage.  
Workday Community - Unit Salary Plans.

## NEW QUESTION # 25

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