

# 2026 High-quality Workday Workday-Pro-Benefits: New Workday Pro Certification exam Exam Notes



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## Workday Workday-Pro-Benefits Exam Syllabus Topics:

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Topic	Details
Topic 1	<ul style="list-style-type: none"> <li>• Benefits Setup and Administration: Covers end-to-end configuration of benefit plans, eligibility rules, life events, open enrollment, payroll linking, and exception handling.</li> </ul>
Topic 2	<ul style="list-style-type: none"> <li>• Real Time Practice: Covers hands-on configuration of benefit plans, enrollment simulations, and use of Workday's tenant and enrollment dashboards.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>• Payroll &amp; HCM Integration: Covers how benefits connect with payroll and HCM systems for automatic deductions and real-time updates.</li> </ul>

## Workday Pro Certification exam Sample Questions (Q20-Q25):

### NEW QUESTION # 20

The company would like to ensure that all benefit events go to the benefits team when an employee goes out on a leave of absence. You added the Change Benefit Elections step to the Leave of Absence business process, but the event is still not routing to the benefits team. What configuration do you need in the Enrollment Event Type?

- A. In the Events and Reasons section, map the Leave Event type, and select the Worker Selectable checkbox.
- B. Select the Route to Benefit Partner checkbox, and select the Employee Cannot Report After Days to Enroll checkbox.
- **C. In the Events and Reasons section, map the Leave Event type, and select the Route to Benefits Partner checkbox.**
- D. Select the Reinstatement Event checkbox, and specify Reinstatement Period Time Units.

**Answer: C**

Explanation:

The correct answer is C because for a benefit event to both trigger from a Leave of Absence business process and route to the benefits team, two key configurations must be present within the Enrollment Event Type .

First, the event must be properly linked to the Leave of Absence business process in the Events and Reasons section so that Workday recognizes the staffing action as a trigger. Second, the Route to Benefits Partner checkbox must be selected so that once the event is initiated, it is automatically routed to the benefits team for review or processing.

Option A is incorrect because reinstatement configuration applies to rehire scenarios, not leave events. Option B is incorrect because Worker Selectable controls employee self-service visibility, not routing. Option D is partially correct regarding routing but incomplete, as without mapping the Leave event in Events and Reasons, the event will not trigger at all. Therefore, both mapping the Leave event and enabling routing are required to ensure proper event initiation and processing by the benefits team.

### NEW QUESTION # 21

A consultant is working with a client to set up maximum coverage limits between two insurance plans. The client wants the Spousal Life coverage to be no more than 50% of the employee's Voluntary Supplemental Life coverage. How will the consultant implement this?

- A. Add an eligibility rule to the Spousal Life plan to limit coverage to 50% of the employee's Voluntary Supplemental Life coverage.
- **B. Create a cross plan insurance percentage maximum to limit Spousal Life coverage to 50% of Voluntary Supplemental Life.**
- C. Create a cross plan enrollment prerequisite to ensure the employee selects the same coverage target for both insurance plans.
- D. Add a validation to the change benefits business process to limit Spousal Life coverage to 50% of Voluntary Supplemental Life.

**Answer: B**

Explanation:

The correct answer is D because Workday provides cross plan insurance rules specifically to control relationships between elections across multiple insurance plans. When one plan's maximum coverage must be calculated as a percentage of another plan's election, the correct configuration is a cross plan insurance percentage maximum . In this case, the Spousal Life plan must be capped at 50% of the employee's Voluntary Supplemental Life election, so the system needs a rule that compares the two plans and enforces that percentage-based limit during enrollment.

Option A is incorrect because an eligibility rule determines whether a worker can enroll in a plan, not how one insurance election is mathematically limited by another. Option B is also incorrect because business process validations are not the standard configuration

method for enforcing insurance coverage relationships during benefit elections. Option C does not solve the requirement either, since a prerequisite can require another election but does not impose a percentage-based maximum. To enforce dependent insurance coverage limits tied to an employee's elected amount, Workday uses a cross plan insurance percentage maximum, making D the correct configuration choice.

#### NEW QUESTION # 22

A benefit administrator needs to roll out a new plan to replace an existing plan to employees who have been with the company for 12 months. Employees who reach their 12-month length of service should get this plan on their anniversary. What type of event should the benefit administrator use to roll out this plan to employees in the U.S. benefit group?

- A. Worker Selectable
- B. New Hire
- C. Open Enrollment
- **D. Passive**

**Answer: D**

Explanation:

The correct answer is C because a Passive event in Workday is used when benefit changes must occur automatically without requiring employee action. In this scenario, the new plan is triggered when employees reach a 12-month service milestone, and the requirement is to automatically transition them to the new plan on their anniversary date. Passive events are designed for exactly this type of situation, where the system enforces enrollment changes based on predefined eligibility conditions or milestones. Option A is incorrect because Open Enrollment applies to all eligible employees during a scheduled enrollment window and requires employee participation. Option B is incorrect because New Hire events only apply at the time of hire, not for service anniversaries. Option D is also incorrect because Worker Selectable events require the employee to actively make a choice, which contradicts the requirement for automatic enrollment. A Passive event ensures the system evaluates eligibility at the 12-month mark and applies the new plan without requiring any employee interaction, making it the correct configuration approach.

#### NEW QUESTION # 23

What report shows a detailed breakdown by benefit group of all in progress, submitted, cancelled, closed, and finalized events?

- A. Enrollment Count
- **B. Open Enrollment Status**
- C. Benefit Group Audit
- D. Benefit Census

**Answer: B**

Explanation:

The correct answer is D because the Open Enrollment Status report in Workday provides a comprehensive view of benefit event activity across different statuses, including in progress, submitted, cancelled, closed, and finalized events. It is specifically designed to track enrollment progress and completion at a summarized level, often grouped by benefit group, allowing administrators to monitor participation and identify outstanding actions during enrollment cycles. Option A is incorrect because Enrollment Count focuses on numerical summaries of enrollments rather than detailed status tracking across event stages. Option B is also incorrect because the Benefit Group Audit report is used to validate eligibility and identify workers assigned to multiple benefit groups, not to track event processing statuses. Option C is incorrect because Benefit Census provides a snapshot of current enrollments and participant data but does not track event lifecycle statuses. The Open Enrollment Status report is the appropriate tool for monitoring event progress and status breakdowns across benefit groups.

#### NEW QUESTION # 24

A new benefit plan will become eligible for enrollment for employees on July 1, in the middle of the current plan year. What steps do you take to ensure the plan is implemented and eligibility is controlled correctly?

- A. Add the benefit plan to the existing plan year definition without setting any eligibility rules, as eligibility will automatically be controlled.
- B. Create the benefit plan as of July 1, but introduce the new plan during the next plan year.
- C. Create a benefit plan year definition with the starting date of July 1, including the new benefit plan.

- D. Future date the benefit plan as of July 1 and add it to the existing benefit plan year definition for employees to enroll.

**Answer: D**

Explanation:

The correct answer is C because Workday allows benefit plans to be introduced mid-year by using effective dating on the plan and associating that plan with the existing benefit plan year definition. Since the plan must become available on July 1 within the current plan year, the correct approach is to configure the plan with a future effective date of July 1 and ensure it is included in the current plan year so eligible workers can enroll when the plan becomes active.

Option A is incorrect because delaying the plan until the next plan year does not meet the stated requirement for a mid-year rollout.

Option B is also incorrect because creating a separate plan year beginning July 1 is not the standard solution when the organization is already operating within an existing plan year. Option D is incorrect because eligibility is not automatically controlled simply by adding the plan to a plan year; eligibility must still be governed through the appropriate benefit group and plan eligibility configuration. Effective dating plus inclusion in the current plan year provides the correct structure for controlled mid-year implementation.

## NEW QUESTION # 25

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