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

Topic	Details
Topic 1	<ul style="list-style-type: none"><li>• Workday Human Capital Management: This area of the Workday Pro Compensation exam evaluates the skills of HRIS Analysts, concentrating on aligning compensation functions with the wider Workday Human Capital Management environment.</li></ul>

Topic 2	<ul style="list-style-type: none"> <li>Configurable Security: This area of the Workday Pro Compensation exam assesses the expertise of Workday Security Administrators, emphasizing how configurable security maintains controlled access to compensation-related data and workflows.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>Compensation Management: Compensation management refers to the HR discipline focused on ensuring fair and balanced administration of employee rewards and recognition programs.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>Operational Reporting: In data systems, operational reporting provides insights into real-time operational activities and current performance details.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>Business Process Management (BPM): Business process management (BPM) involves using different approaches to identify, design, analyze, evaluate, refine, and automate business processes for better efficiency.</li> </ul>

## WorkdayProCompensationExam Sample Questions (Q18-Q23):

### NEW QUESTION # 18

What does the Gross Up checkbox on the one-time payment plan indicate?

- A. You want Workday to apply taxes on the one-time payment.
- B. You want Workday to require a compensation partner to manually update the gross up amount when requesting a one-time payment.
- C. You want Workday to show the taxes to the user when requesting a one-time payment.
- D. You want Workday to automatically adjust the one-time payment so the employee receives the full amount after taxes.**

**Answer: D**

Explanation:

\* Gross Up= Adjusting a payment so that after tax deductions, the employee takes home the intended net amount.

\* Example: If you want an employee to net \$1,000, and taxes are 20%, Workday will calculate and issue ~\$1,250 gross so the employee keeps \$1,000 after taxes.

Why not the others?

\* A. Show taxes to user# Not what Gross Up does.

\* B. Manual update required# Gross up is automated, not manual.

\* C. Apply taxes normally# Workday already applies taxes; gross up goes further by adjusting amounts.

References:

Workday Pro Compensation - One-Time Payment Plan Setup:Gross Up ensures net payment equals requested amount.

Workday Community - Gross Up Functionality.

### NEW QUESTION # 19

A company needs a \$500 monthly car allowance for its sales team, paid as a flat amount. The allowance should only be for employees in the Sales job family.

How should you configure this allowance plan?

- A. Create a percent-based allowance plan, specifying the percentage of base pay to equal \$500 monthly. Create an eligibility rule for the Sales job family and assign it to the plan.
- B. Create a reimbursable allowance plan, specifying \$500 as the reimbursement amount. Create an eligibility rule for the Sales job family and assign it to the plan.
- C. Create an amount-based allowance plan, specifying \$500 as the amount, monthly frequency. Create an eligibility rule for the Sales job family and assign it to the plan.**
- D. Create a unit-based allowance plan, specifying the number of units and per-unit amount to total \$500 monthly. Create an eligibility rule for the Sales job family and assign it to the plan.

**Answer: C**

Explanation:

\* The requirement is a flat \$500 monthly allowance for Sales employees.

\* Amount-based allowance plan is the correct choice since it supports fixed, recurring payments in a defined currency and frequency.

\* Adding an eligibility rule ensures only employees in the Sales job family are assigned this allowance.

Why not the others?

\* A. Unit-based allowance plan# Used when pay is based on number of units (e.g., kilometers, credits), not flat amounts.

\* B. Percent-based allowance plan# Tied to % of base pay, not a fixed dollar figure.

\* D. Reimbursable allowance plan# Used for expense reimbursements, not recurring flat compensation.

References:

Workday Pro Compensation Training - Allowance Plan Types: Amount-based plans = recurring fixed amounts.

Workday Community - Allowance Plan Configurations.

### NEW QUESTION # 20

A compensation partner runs the Employee Compensation Step Progression Audit report and notices seven employees listed on the report.

What should you do?

- **A. Use the Schedule Automatic Step Progression task to move eligible employees to the next step.**
- B. Use the Maintain Compensation Steps task and add a progression rule to the steps.
- C. Use the Change Job business process to move the employees on the report to a new compensation grade and step.
- D. Use the Set Up Grade Job Profile Adjustment task to update the grade assigned to the employees on the report.

**Answer: A**

Explanation:

\* progression but haven't yet been moved to the next step.

\* The corrective action is to run Schedule Automatic Step Progression, which processes all eligible employees and updates their step automatically.

Why not the others?

\* B. Maintain Compensation Steps + progression rule# Only needed if rules are missing. If employees appear, rules already exist.

\* C. Change Job# Not required; step progression is automated.

\* D. Set Up Grade Job Profile Adjustment# Used for grade changes, not step progression.

References:

Workday Pro Compensation - Step Progression Process: Audit report + Schedule Automatic Step Progression ensures progression is applied.

### NEW QUESTION # 21

You must make a change to an employee's salary without changing other worker details.

What task will you use to make the ad hoc change?

- **A. Request Compensation Change**
- B. Request Grade Change
- C. Transfer, Promote or Change Job
- D. Request One-Time Payment

**Answer: A**

Explanation:

\* The task Request Compensation Change is specifically for updating salary or allowances without affecting other worker details (position, job, location).

\* This allows an ad hoc adjustment to salary while leaving the rest of the worker's profile unchanged.

Why not the others?

\* A. Transfer/Promote/Change Job# Used when job details (title, location, org) change, not just pay.

\* C. Request Grade Change# Alters grade, not salary directly.

\* D. Request One-Time Payment# Temporary, ad hoc payments, not ongoing salary.

References:

Workday Pro Compensation - Compensation Changes Guide: Salary adjustments without job changes use Request Compensation Change.

### NEW QUESTION # 22

A customer has several one-time payment plans within a tenant. They want to ensure that during a payment event a single one-time payment is submitted.

How should this be configured?

- A. Use a rule-based business process definition
- B. Enable Multiple One-Time Payments within the Edit Tenant Setup - HCM > Compensation
- C. Segment security to the Domain: One Time Payment
- **D. Do not enable Multiple One-Time Payments within the Edit Tenant Setup - HCM > Compensation**

**Answer: D**

Explanation:

\* If you want to restrict employees so they can only submit a single one-time payment per payment event, you must ensure that Multiple One-Time Payments is not enabled in tenant setup.

\* When disabled, Workday enforces one plan per effective date/reason.

Why not the others?

\* A. Segment security# Controls data access, not number of payments allowed.

\* B. Rule-based BP# Governs approvals/workflow, not structural system behavior.

\* C. Enable Multiple One-Time Payments# Would allow multiple entries (opposite of requirement).

References:

Workday Pro Compensation - Tenant Setup for One-Time Payments.

## NEW QUESTION # 23

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