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Workday Workday-Pro-Compensation Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none">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.
Topic 2	<ul style="list-style-type: none">Operational Reporting: In data systems, operational reporting provides insights into real-time operational activities and current performance details.
Topic 3	<ul style="list-style-type: none">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.

Topic 4	<ul style="list-style-type: none"> • Compensation Management: Compensation management refers to the HR discipline focused on ensuring fair and balanced administration of employee rewards and recognition programs.
Topic 5	<ul style="list-style-type: none"> • 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.

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WorkdayProCompensationExam Sample Questions (Q29-Q34):

NEW QUESTION # 29

Refer to the following scenario to answer the question below.

A company pays its employees a monthly allowance. Plan targets are dependent on plan profile eligibility rules. There are 100 different types of plan profiles, each with a specific target amount for the eligible population. Sample plan profile eligibility criteria include:

- * Job Family = Human Resources \$50 USD
- * Job Family = Sales \$70 USD
- * Job Family and Country = Human Resources / Australia \$78 AUD
- * Job Family and Country = Sales / Australia \$110 AUD

One of the compensation administrators has made changes to the eligibility rule for the Sales and Australian plan profile, removing Sales employees. What impact will changing this eligibility rule have?

- A. Sales employees will automatically be removed from the plan.
- B. A system error will persist.
- C. Any Australian employee will have an allowance automatically added during a job change and Sales employees will have their allowance automatically removed during a job change.
- D. All Australian employees will automatically be enrolled in the plan.

Answer: C

Explanation:

* If the eligibility rule for Sales / Australia profile is changed to remove "Sales," then all Australian employees (regardless of job family) become eligible.

* As a result:

* Any Australian employee moving roles will be assigned the allowance.

* Sales employees will no longer qualify, so their allowances are automatically removed during compensation/job changes.

Why not the others?

* A. Sales removed immediately# Removal only happens at a transaction/job change evaluation.

* C. All Australians automatically enrolled# Not automatic, triggered during job/comp events.

* D. System error# Not how Workday handles eligibility changes.

References:

Workday Pro Compensation - Allowance Plan Eligibility Rules: Eligibility changes are enforced during transactions (hire, job change, comp change).

Workday Community - Compensation Profiles and Eligibility Handling.

NEW QUESTION # 30

You need to identify employees assigned to bonus plans for which they are not eligible. What report will you use?

- A. Compensation Spreadsheet
- **B. Employee Compensation Audit**
- C. View Rollout Compensation Plan Rollout Process
- D. Employees Assigned Multiple Bonus Plans

Answer: B

Explanation:

- * The Employee Compensation Audit report identifies mismatches, such as employees:
 - * Assigned to comp plans for which they are not eligible.
 - * Missing comp plans they should have.
 - * It is the standard audit tool for verifying eligibility alignment with assigned compensation.

Why not the others?

- * B. Rollout Process report# Tracks rollout actions, not eligibility mismatches.
- * C. Employees Assigned Multiple Bonus Plans# Only checks duplicate plan assignments.
- * D. Compensation Spreadsheet# Used for review/updates, not eligibility audits.

References:

Workday Pro Compensation - Audit Reports: Employee Compensation Audit identifies eligibility issues.

#Final Verified answer: A. Employee Compensation Audit.

NEW QUESTION # 31

On March 5, you need to award a group of employees an equity adjustment base pay increase effective March

1. It will be processed when payroll runs on March 31. You asked managers to communicate the change by March 20.

How can you ensure this increase will not be available to employees in Workday until March 21?

- A. Change the Effective Date of the base pay changes to March 5.
- B. Enter an Actual End Date of March 1.
- **C. Enter an Employee Visibility Date of March 21.**
- D. Enter an Expected End Date of March 31.

Answer: C

Explanation:

- * Effective Date (March 1)= When the pay increase is valid for payroll.
- * Employee Visibility Date (March 21)= When employees can actually see the change in Workday.
- * This allows managers to communicate the increase by March 20, and employees only see it from March 21 onward, while payroll processes it correctly on March 31.

Why not the others?

- * A. Expected End Date March 31# Used to close plans, not to control visibility.
- * B. Actual End Date March 1# Would end the plan immediately.
- * D. Effective Date March 5# Wrong: payroll needs it effective March 1.

References:

Workday Pro Compensation - Effective Dating & Visibility Dates: Visibility date allows decoupling of when changes are effective vs. when employees see them.

NEW QUESTION # 32

A customer requires an additional month to be paid as per the country's legislative requirements.

How do you configure this?

- **A. Create a period salary plan with a multiplier of one month.**
- B. Create a percent-based merit plan.
- C. Create an amount-based allowance plan with plan profiles for each month.
- D. Create a one-time payment plan.

Answer: A

Explanation:

- * Some countries (e.g., Italy, Spain) legally require employees to be paid 13 or 14 times per year.
- * Workday supports this by using a Period Salary Plan with a multiplier, which allows additional months, weeks, or days of pay.
- * In this case, to meet the legislation for an extra month, configure the period salary plan with a 1-month multiplier.

Why not the others?

- * A. Amount-based allowance plan# Allowances are supplemental, not designed for legislated base salary multipliers.
- * B. Percent-based merit plan# Merit is performance-based, not a legislative requirement.
- * C. One-time payment plan# One-time payments are ad hoc, not recurring annual extra months.

References:

Workday Pro Compensation - Period Salary Plans: Used for countries with 13th/14th month pay requirements.

Workday Community - Regional Compensation Setup Guides.

NEW QUESTION # 33

When employees request a one-time payment for themselves, they have access to view and update the Gross Up and Send to Payroll checkboxes. Selecting these options could impact their payment.

How can you prevent employees from updating these options?

- **A. Configure Optional Fields for Request One-Time Payment for Self to hide the fields.**
- B. Configure Optional Fields for Request One-Time Payment to hide the fields.
- C. Remove Employee as Self from the Self-Service: Request One-Time Payment security domain.
- D. Remove Employee as Self from the Self-Service: Payroll security domain.

Answer: A

Explanation:

- * Employees requesting one-time payments for self may see sensitive options like Gross Up or Send to Payroll.
- * To prevent them from updating these fields, configure Optional Fields for Request One-Time Payment for Self and hide the checkboxes.
- * This limits their visibility and update access without affecting manager/HR workflows.

Why not the others?

- * A. Optional Fields for Request One-Time Payment# Applies to manager/HR use, not self-service.
- * C. Remove Employee as Self from self-service comp domain# Would block employees from initiating requests entirely.
- * D. Payroll security domain# Payroll security doesn't control compensation request UI fields.

References:

Workday Pro Compensation - Configuring Optional Fields for Self-Service One-Time Payments.

NEW QUESTION # 34

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