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Workday Pro HCM Core Exam Guide

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Workday Pro Certification exam Sample Questions (Q31-Q36):

NEW QUESTION # 31

What is true about Related Person Relationships in Workday?

- A. You can leave the Restricted to Relationships field blank if you want to use a relationship type for dependents, beneficiaries and emergency contacts.
- B. Workday can track wellness for employees but not their dependents.
- C. Related Person Relationships are Workday-delivered and cannot be changed.
- D. Related Person Relationships can be restricted by benefit group.

Answer: A

Explanation:

The correct answer is B because in Workday, Related Person Relationships are configurable and can be used across multiple contexts such as dependents, beneficiaries, and emergency contacts. The Restricted to Relationships field allows administrators to limit where a relationship type can be used. However, if this field is left blank, the relationship type becomes broadly available across all applicable areas, enabling it to be used flexibly for different purposes within the system.

Option A is incorrect because although Workday delivers some standard relationship types, they can be configured or extended as needed. Option C is incorrect because Workday does support tracking certain dependent-related data within benefits and eligibility contexts. Option D is also incorrect because Related Person Relationships are not restricted by benefit group; they are global configuration elements that apply across the tenant rather than being tied to specific benefit group eligibility structures. Therefore, leaving the restriction field blank allows maximum usability of a relationship type across different business processes.

NEW QUESTION # 32

What report shows events that the benefit partner or benefit administrator must submit?

- A. Benefit Event Status
- B. Benefit Group Audit
- C. Open Enrollment Status
- D. Benefit Corrections in Progress Audit

Answer: D

Explanation:

The correct answer is D because the Benefit Corrections in Progress Audit report is specifically designed to identify benefit events that require administrative action, including those that must be reviewed, corrected, or submitted by a benefits partner or administrator. This report highlights events that are not yet finalized and may require intervention, making it especially useful for tracking administrative workload and ensuring no pending corrections are overlooked.

Option A is incorrect because Open Enrollment Status focuses on mass enrollment events and their progress, not specifically on events requiring administrative submission. Option B is also incorrect because Benefit Group Audit is used to review eligibility and group assignment issues, not event submission tracking. Option C is partially related, as Benefit Event Status shows the status of events, but it does not specifically isolate events that require action from a benefits partner. The Benefit Corrections in Progress Audit report provides targeted visibility into events needing administrative completion, making it the correct choice.

NEW QUESTION # 33

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

Answer: D

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 # 34

How do you update the HSA contribution limits to take effect in the upcoming open enrollment?

- A. Edit the HSA plan using an effective date that is the first day of the new plan year and update the new contribution limits.
- B. HSA contribution limits are only configured in Workday Payroll. They are not configured on the HSA Benefit Plan.
- C. Workday automatically updates the benefit plan HSA limits.
- D. When open enrollment is initiated, a prompt will require an update to the HSA limits.

Answer: A

Explanation:

The correct answer is B because Workday uses effective dating to manage changes to benefit plans over time, including contribution limits for plans such as Health Savings Accounts (HSAs). To ensure that new contribution limits apply for the upcoming open enrollment period, administrators must update the HSA plan with an effective date aligned to the start of the new benefit plan year. This allows the system to maintain historical accuracy while applying updated limits prospectively for future enrollments.

By entering the new limits with the correct future effective date, Workday ensures that employees enrolling during open enrollment will see and be governed by the updated contribution thresholds. Option A is incorrect because HSA contribution limits are configured within the benefit plan, not solely in payroll. Option C is incorrect because Workday does not prompt administrators automatically to update limits during enrollment events. Option D is also incorrect because Workday does not automatically adjust HSA limits; administrators must manually update them to reflect regulatory changes. Proper use of effective dating ensures accurate and compliant benefit plan configuration across plan years.

NEW QUESTION # 35

During a Change Benefits event, the benefit partner must be able to change the event date submitted by the employee. How will you configure this?

- A. In the Change Benefits business process, insert an Action - Review Benefit Changes step after the Change Benefit Elections steps.
- B. In the Change Benefits Life Event business process, insert an Action - Review Benefit Changes step before the Change Benefit Election steps.
- C. No configuration is necessary in the Change Benefits business process. You can correct benefit event dates at any time.
- D. In the Change Benefits business process, insert an Action - Review Benefit Changes step before the Change Benefit Election steps.

Answer: D

Explanation:

The correct answer is D because the Review Benefit Changes action step gives the benefit partner an opportunity to review and correct event details, including the event date, before the employee's elections are finalized. In Workday, the timing of that review step is critical. If the event date needs to be adjusted, it must be done before the Change Benefit Election steps so the system can correctly evaluate eligibility, effective dates, enrollment windows, and the plans available for selection based on the corrected event date.

Option A is incorrect because the configuration belongs in the standard Change Benefits business process rather than a differently named business process. Option B is not correct because event dates are not simply editable at any time without process design to support the review. Option C is also incorrect because placing the review step after elections would allow employees to make elections using potentially incorrect eligibility timing, which can produce inaccurate enrollment results. The proper design is to position

the review step before elections so the business process uses the corrected event data throughout the remainder of the benefits event.

NEW QUESTION # 36

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