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## Workday ProTime Tracking Exam Sample Questions (Q32-Q37):

### NEW QUESTION # 32

How are Time Tracking Calculations assigned to workers?

- A. They are added to Time Calculation Groups where eligibility is assigned.
- B. They are added to the Time Entry Template.
- C. They are added to the worker's Supervisory Organization.
- D. They are added directly to the worker upon hire or job change.

**Answer: A**

Explanation:

The correct answer is C. They are added to Time Calculation Groups where eligibility is assigned .

In Workday Time Tracking, individual time calculations are not assigned directly to workers one by one .

Instead, calculations are bundled into a Time Calculation Group , and that group is then associated with workers through eligibility rules . This design allows organizations to manage calculations efficiently for groups of workers who share the same overtime, premium, shift, or regulatory rules.

For example, one worker population may need standard weekly overtime calculations, while another may require California daily overtime, double time, and seventh consecutive day rules. Rather than assigning each calculation directly to each worker, Workday places those calculations into the appropriate Time Calculation Group and uses worker eligibility criteria to determine who receives that group.

Option A is incorrect because a Time Entry Template controls how workers enter time, not which calculations process the time.

Option B is incorrect because calculations are not typically assigned directly to the worker record during hire or job change. Option D is incorrect because a Supervisory Organization may help drive eligibility logic, but calculations are not assigned there as the delivery mechanism

Therefore, in Workday, Time Tracking Calculations are assigned through Time Calculation Groups with eligibility rules , making C the correct answer.

### NEW QUESTION # 33

Refer to the following scenario to answer the question below.

You are reviewing time for a worker in California. The worker has reported hours for the seventh consecutive day and the hours are calculating as configured. This week the worker reported 11 hours on the seventh consecutive day worked. This worker is eligible for double time on all hours worked over 8 on the seventh consecutive day; however, all 11 hours are tagged as seventh consecutive day hours.

While reviewing the Seventh Consecutive Day Double Time calculation, you notice there are two time calculation tags sharing the same row in the grid.

What does this signify?

- A. An AND condition is applied to the time calculation tags. Only hours that contain both calculation tags will be counted towards the 8 hour threshold.
- B. An OR condition is applied to the time calculation tags. Hours that contain either of the calculation tags will be counted towards the 8 hour threshold.
- C. If the SUM of hours worked with either of the two time calculation tags equals or exceeds the number of hours in the criteria, then the time calculation will be triggered.
- D. If the SUM of hours worked with either of the two time calculation tags equals but does not exceed the number of hours in the criteria, then the time calculation will be triggered.

**Answer: B**

Explanation:

The correct answer is B. An OR condition is applied to the time calculation tags. Hours that contain either of the calculation tags will be counted towards the 8 hour threshold.

In Workday Time Tracking, when multiple time calculation tags appear on the same row in the tag grid, Workday interprets them with OR logic . That means time containing either of those tags is eligible to be included in the evaluation. By contrast, tags placed on separate rows are generally used to build more restrictive logic combinations.

In this scenario, the worker reported 11 hours on the seventh consecutive day , and the business rule should apply double time only to hours over 8 . If two tags are sharing the same row, Workday is counting hours with either tag toward the threshold. That setup can broaden the hours being evaluated and explains why all

11 hours may continue to be included under the seventh-consecutive-day logic rather than splitting correctly after 8 hours.

Option A is incorrect because same-row tags do not represent AND logic. Options C and D describe threshold behavior but do not answer the actual meaning of tags sharing the same row. The key configuration takeaway is that same row = OR condition in the

calculation tag grid.

Therefore, the correct answer is B .

#### NEW QUESTION # 34

What Time Type do you use to enter elapsed time?

- A. In/Out Time Type
- B. Time Off Time Type
- C. Hours Only Time Type
- D. Absence Table Time Type

**Answer: C**

Explanation:

The correct answer is B. Hours Only Time Type .

In Workday Time Tracking, elapsed time means entering the total amount of time worked as a number of hours rather than recording specific start and end punch times . That is exactly the purpose of the Hours Only Time Type . It is used when workers report time by duration, such as 8 hours of regular work, 4 hours of training, or 2.5 hours on a project, without providing in and out timestamps.

This differs from the In/Out Time Type , which is used when workers must record actual clock-style entries such as start time, meal breaks, and end time. That method is appropriate for punch-based populations, but it is not considered elapsed-time entry in the way this question is asking. Absence Table Time Type and Time Off Time Type are related to absence and leave reporting, not standard worked time entered as elapsed hours.

The distinction is important in Workday setup because a worker's time entry experience depends heavily on the Time Type assigned through the relevant templates and eligibility rules. If the business wants workers to simply enter the amount of time worked rather than exact punches, the appropriate configuration is Hours Only Time Type .

#### NEW QUESTION # 35

A worker's Work Schedule Calendar has a Day Breaker of 2:00 AM (current day from previous day). They report regular hours from 8:00 PM, April 05 to 4:00 AM, April 06.

How will the calculated hours show on the time block?

- A. Eight regular hours on April 05 and no regular hours on April 06.
- B. Six regular hours on April 05 and two regular hours on April 06.
- C. Two regular hours on April 05 and six regular hours on April 06.
- D. Four regular hours on April 05 and four regular hours on April 06.

**Answer: B**

Explanation:

The correct answer is D. Six regular hours on April 05 and two regular hours on April 06 .

In Workday Time Tracking, a Day Breaker determines when one workday ends and the next workday begins for time calculation purposes. When the Day Breaker is set to 2:00 AM , any time worked before 2:00 AM is treated as belonging to the previous day , and any time worked at or after 2:00 AM belongs to the current day .

In this example, the worker enters time from 8:00 PM on April 05 to 4:00 AM on April 06 , which equals 8 total hours . These hours split as follows:

\* 8:00 PM to 12:00 AM = 4 hours on April 05

\* 12:00 AM to 2:00 AM = 2 hours, but because of the 2:00 AM Day Breaker, these hours still belong to April 05

\* 2:00 AM to 4:00 AM = 2 hours that belong to April 06

That produces:

\* 6 regular hours on April 05

\* 2 regular hours on April 06

The key concept is that Workday does not simply split time at midnight when a Day Breaker is defined.

Instead, it uses the configured Day Breaker to assign hours to the proper workday for scheduling, calculations, and reporting.

#### NEW QUESTION # 36

What report should you use to check if a worker is eligible for more than one time entry template at a given time?

- A. All Time Approval Templates
- B. View Worker's Time Eligibility
- **C. Audit - Workers with Multiple Time Entry Templates**
- D. All Time Entry Templates

**Answer: C**

Explanation:

The correct answer is C. Audit - Workers with Multiple Time Entry Templates .

In Workday Time Tracking, a worker should normally be eligible for only one active time entry template at a time. The time entry template controls how the worker records time, such as hours versus in/out entry, required fields, worktags, and related entry behavior. If a worker becomes eligible for more than one template simultaneously, it can create inconsistent time entry behavior and configuration conflicts. To detect this kind of setup issue, Workday provides a dedicated audit report: Audit - Workers with Multiple Time Entry Templates .

This report is specifically designed to identify workers whose eligibility rules cause overlap across templates.

That makes it the best tool for administrators who are validating setup and trying to prevent template assignment conflicts before they affect time entry.

Option A , All Time Entry Templates , lists templates but does not specifically identify workers with overlapping eligibility. Option B , All Time Approval Templates , relates to approval routing, not time entry template eligibility. Option D , View Worker's Time Eligibility , can help review an individual worker's eligibility setup, but it is not the primary audit report used to systematically find workers with multiple time entry templates at the same time.

So the most accurate and purpose-built report is C .

## NEW QUESTION # 37

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