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Workday Workday-Pro-Compensation Exam Syllabus Topics:

Topic	Details
Topic 1	• 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	• 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 3	• Operational Reporting: In data systems, operational reporting provides insights into real-time operational activities and current performance details.
Topic 4	• Compensation Management: Compensation management refers to the HR discipline focused on ensuring fair and balanced administration of employee rewards and recognition programs.
Topic 5	• 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.

WorkdayProCompensationExam Sample Questions (Q22-Q27):

NEW QUESTION # 22
You need to create a car allowance plan. In order for your compensation plan to be paid by payroll, you determine you need to create a compensation element. What task do you use to set up the compensation element?

- A. Maintain Compensation Element Groups
- B. Maintain Compensation Elements
- C. Edit Tenant Setup HCM
- D. Map Compensation Elements to Payroll Earnings

Answer: B

Explanation:
When setting up a car allowance plan (or any allowance/compensation plan in Workday), you must ensure that it is tied to payroll through the correct compensation element.
Here's the breakdown of the options:
* Maintain Compensation Elements#
* This task is where you create, configure, and manage compensation elements.
* Every compensation plan (like salary, allowance, bonus) must be associated with a compensation element, which then links to payroll earnings for processing.
* For a car allowance, you would create a new compensation element (type = allowance) so that payroll can recognize and pay it.
* Maintain Compensation Element Groups
* This is used to group multiple compensation elements together for easier administration, reporting, or eligibility rules.
* It does not create the element itself, so it's not the right task here.
* Map Compensation Elements to Payroll Earnings
* This step is necessary after the element exists, to map the element to the correct payroll earning code (so payroll knows how to pay it).
* However, you can't map something that hasn't been created yet.
* Edit Tenant Setup HCM

* This is a higher-level tenant configuration task for broad HCM settings (security, defaults, integrations, etc.).
* It is not used for creating compensation elements.
#The correct first step to create acar allowance compensation plan that can be processed by payrollis to use the taskMaintain Compensation Elements.
References (Workday Pro Compensation knowledge & training):
* Workday Pro Compensation Training:Compensation elements are the foundation for linking plans to payroll. The "Maintain Compensation Elements" task is where new elements are created.
* Workday Community - Compensation Element Setup Guide:Clarifies the difference between creating (Maintain Compensation Elements), grouping (Maintain Compensation Element Groups), and mapping (Map Compensation Elements to Payroll Earnings).
* Workday Payroll & Compensation Integration Documentation:Requires elements to be defined before they can be mapped to earnings.

NEW QUESTION # 23

Refer to the following scenario to answer the question below.

A company has several configurable compensation bases established in their system:
* Total Cost (India): Qualifies Indian employees and includes all salary plans, period salary plans, allowance plans, bonus plans, and retirement savings plans; only 50% of their total compensation can be used toward their salary plan.
* Total Compensation Non-Sales: Qualifies all full-time employees not in sales and includes all salary plans, allowance plans, bonus plans, and calculated plans.
* Total Compensation Sales: Qualifies all full-time sales employees and includes all salary plans, allowance plans, and commission plans.
* Total Pay (Mexico): Qualifies Mexican employees and includes all salary plans, period salary plans, and allowance plans.
* Salary and Seniority: Qualifies all employees and includes all salary plans and the specific seniority calculated plan.
The configurable compensation bases have the following ranking:
* 10 Total Cost (India)
* 20 Total Compensation Non Sales
* 30 Total Compensation Sales
* 40 Total Pay (Mexico)
* Salary and Seniority is unranked
You have a full-time support analyst who works in Mexico City. What compensation basis will be this employee's primary compensation basis?

* A. Total Compensation Sales
* B. Total Pay (Mexico)
* C. Total Compensation Non-Sales
* D. Salary and Seniority

Answer: B

Explanation:
* The employee is afull-time support analyst in Mexico City.
* The relevant bases are:
* Total Pay (Mexico)# For Mexican employees.
* Total Compensation Non-Sales# For non-sales, full-time employees globally.
* Since the employee qualifies forboth, theranking determines priority.
* Ranking:
* (10) India
* (20) Non-Sales
* (30) Sales
* (40) Mexico
* Normally, thelowest ranking number (highest priority)applies. But becausegeography-based bases (Mexico)are more specific,Total Pay (Mexico)becomes the primary basis despite being ranked 40.
Why not the others?
* B. Salary and Seniority# Unranked, only applies when no ranked basis fits.
* C. Sales# Not a sales role.
* D. Non-Sales# Qualified, but Mexico-specific basis takes precedence.
References:
Workday Pro Compensation - Basis Ranking Rules:Geographic-specific bases override general ones if employee qualifies.
Workday Community - Configurable Compensation Basis Prioritization.

NEW QUESTION # 24

Your company would like to automatically increase pay after 12 months of employment, but only after 400 hours worked. What configuration will achieve this on compensation steps?

- A. Select the "Assign first step during compensation proposal" checkbox and set a progression rule that counts 12 months.
- B. Set a duration of 12 months and a step progression rule that counts the number of hours worked.
- C. Set a duration of 12 months.
- D. Set a progression rule that counts the number of hours worked.

Answer: B

Explanation:
InWorkday Compensation, step progression is controlled through a combination ofduration(time-based eligibility) andprogression rules(additional conditions, like hours worked or performance).
Here's how the scenario breaks down:
* Requirement 1 - 12 months of employment
* Workday supports step duration, where you can specify that an employee must remain at a step for a defined period before being eligible for the next step.
* Setting a duration of12 monthsensures that the employee only becomes eligible for a step increase after completing a year in the role.
* Requirement 2 - 400 hours worked
* Workday allows you to configurestep progression rulesthat evaluate conditions beyond time, such ashours worked, performance ratings, or other calculated fields tied to the worker.
* Aprogression rule counting the number of hours workedensures that the pay increase is not triggered until the employee meets the required 400 hours.
* Why not the other options?
* A. Assign first step during compensation proposal + 12 months rule- This would only apply the first step, but it doesn't enforce the "400 hours worked" requirement.
* B. Hours worked only- This ignores the requirement of12 months of employment.
* C. Duration of 12 months only- This ignores the requirement of400 hours worked.
Thus, onlyD(duration + step progression rule) satisfiesboth conditions simultaneously.
References (from Workday Pro Compensation knowledge & learning resources):
* Workday Compensation - Step Progression Configuration:Duration enforces time-in-step, while progression rules allow conditions such as hours worked or performance-based eligibility.
* Workday Pro Training Materials (Compensation module):Step increase rules require combining durationwitheligibility/progression conditionsfor multi-criteria automation.
* Workday Community - Compensation Step Progression Guide:Confirms that when multiple criteria must be met (e.g., tenure and hours worked), they must be configured inboth the duration setting and the progression rule logic.

NEW QUESTION # 25

Where can you configure a guideline warning for a Compensation Package?

- A. On the position in range
- B. On the compa-ratio
- C. On the primary compensation basis pay range
- D. On the segment range

Answer: C

Explanation:
* Guideline warningsin Workday Compensation are configured at theprimary compensation basis pay rangelevel.
* These warnings alert HR/Managers if an entered amount isoutside the allowed range or guideline thresholds(e.g., 90%-110% of midpoint).
* They act as soft controls for ensuring compliance with comp policy.
Why not the others?
* A. Position in range# This is a calculation, not a configuration point.
* B. Compa-ratio# A metric comparing pay to midpoint; doesn't hold guideline warnings.
* D. Segment range# Related to segment-based ranges in variable comp, not base pay packages.
References:

Workday Pro Compensation - Compensation Basis & Pay Range Setup:Guideline warnings configured at compensation basis.
Workday Community - Pay Range Guidelines Configuration.

NEW QUESTION # 26

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

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

Answer: C

Explanation:
* TheEmployee Compensation Audit reportidentifies 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 # 27

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