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Workday Workday-Pro-Compensation Exam Syllabus Topics:

Topic	Details
Topic 1	<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 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"> 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.
Topic 4	<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 5	<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.

WorkdayProCompensationExam Sample Questions (Q13-Q18):

NEW QUESTION # 13

A company is in the process of introducing pay ranges for specific job profiles to ensure fair and competitive compensation, which are implemented as compensation grades in Workday. What role do compensation grades fulfill within the Workday compensation framework?

- A. To provide guidance when entering pay rates during a transaction.
- B. To connect the salary amount to payroll earnings.
- C. To calculate which compensation basis is used for reporting.
- D. To determine the employee's eligibility for overtime pay.

Answer: A

Explanation:

* Compensation grades in Workday define pay ranges (minimum, midpoint, maximum) for job profiles.

* Their purpose is guidance during compensation transactions (hire, promotion, merit increase, etc.), ensuring pay is competitive and consistent.

* They do not enforce payroll mapping or overtime eligibility directly but help managers and HR align salary offers to market ranges. Why not the others?

- * B. Connect salary to payroll# That is done by compensation elements, not grades.
- * C. Overtime eligibility# Determined by work hours & worker type, not grades.
- * D. Compensation basis for reporting# Controlled by comp basis setup, not grades.

References:

Workday Pro Compensation Training - Compensation Grades: Defines grades as "guidelines for pay ranges used during compensation transactions." Workday Community - Compensation Grades Overview.

NEW QUESTION # 14

A mobile allowance plan has an amount of \$150 per month. The new amount will be \$200 for those employees using the plan. Employees using an override amount will keep their current difference.

How will you update the plan target and maintain current differences?

- A. Change the allowance plan amounts and rollout the plan to all eligible workers.
- B. Use the Set Up Allowance Plan Adjustment task and select Adjust by Same Amounts for Employees Using Override.
- C. Use the Set Up Allowance Plan Adjustment task and select Adjust to New Defaults for Employees Using Override.
- D. Use the Remove Compensation Plan process and rollout the new plan to all eligible workers.

Answer: B

Explanation:

- * The business requirement: Raise the default mobile allowance from \$150 to \$200, but keep employees with override amounts at their current difference.
- * Using Set Up Allowance Plan Adjustment with the option Adjust by Same Amounts for Employees Using Override ensures that:
 - * The default is increased by \$50.
 - * Employees with overrides will also receive a \$50 adjustment (preserving their override difference).

Why not the others?

- * B. Change plan amounts & rollout# Would overwrite override amounts, losing differences.
- * C. Remove and rollout new plan# Unnecessary and disruptive.
- * D. Adjust to New Defaults# Would reset overrides to default, eliminating differences.

References:

Workday Pro Compensation - Allowance Plan Adjustments: Adjust by same amount option maintains override differences.

Workday Community - Managing Plan Adjustments.

NEW QUESTION # 15

You are creating a compensation eligibility rule. The entry you are making in the Source External Field or Condition Rule column is displaying all valid fields and eligibility rules.

How can you exclude other condition rules?

- A. Enter the prefix "field:" first before your entry.
- B. Enclose your entry in brackets.
- C. Enter your search in all capital letters.
- D. Place an asterisk before your entry.

Answer: A

Explanation:

- * In eligibility rule setup, the Source External Field or Condition Rule column shows both fields and condition rules.
- * To restrict your entry to fields only, Workday requires the prefix field:.
- * Example: entering field:Worker Type ensures only fields appear, excluding other condition rules.

Why not the others?

- * B. Brackets# Not a recognized syntax.
- * C. All caps# Doesn't change filtering behavior.
- * D. Asterisk# Used for wildcard searches, not filtering.

References:

Workday Pro Compensation - Eligibility Rule Building Guide: Syntax uses prefixes such as field: to filter available options.

Workday Community - Condition Rule Entry Best Practices.

NEW QUESTION # 16

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 # 17

Refer to the following scenario to answer the question below.

A company with salaried and hourly employees has headquarters in London with additional offices in New York and Milan. How do you configure pay ranges for the Software Engineer job profile in each location?

- A. Create one compensation grade with multiple eligibility rules.
- B. **Create one compensation grade with profiles for each location and attach it to the job profile.**
- C. Create three compensation grades and attach them to three job profiles.
- D. Create one compensation grade for each location and attach it to the job profile.

Answer: B

Explanation:

- * Compensation grades define pay ranges, and grade profiles allow variation by location, job family, or other attributes.
- * In this case, the Software Engineer role exists in London, New York, and Milan, so the best practice is to:
 - * Create one compensation grade (Software Engineer).
 - * Add grade profiles for each location, each with its own pay range.
 - * Attach the grade (with all profiles) to the job profile.

Why not the others?

- * A. One grade per location# Duplicates maintenance effort; profiles exist for this purpose.
- * B. Three grades tied to three job profiles# Unnecessary; job profile is the same role globally.
- * D. One grade with eligibility rules# Eligibility determines who qualifies, not pay ranges per location.

References:

Workday Pro Compensation - Compensation Grades & Profiles Guide: Profiles allow different pay ranges for same grade across locations.

Workday Community - Global Grade Profiles Best Practice.

NEW QUESTION # 18

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