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Workday Workday-Pro-Benefits Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none">• Payroll & HCM Integration: Covers how benefits connect with payroll and HCM systems for automatic deductions and real-time updates.
Topic 2	<ul style="list-style-type: none">• Introduction: Covers foundational knowledge of Workday Benefits, including its architecture, navigation, and core concepts.
Topic 3	<ul style="list-style-type: none">• Benefits Setup and Administration: Covers end-to-end configuration of benefit plans, eligibility rules, life events, open enrollment, payroll linking, and exception handling.

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Workday Pro Certification exam Sample Questions (Q32-Q37):

NEW QUESTION # 32

A company wants to reinstate benefits for employees rehired within six months of their termination date. How will you configure this?

- A. Create a notification in the hire business process to alert the benefits administrator, who will manually reinstate the benefits for the rehire.
- B. Mark the rehire benefit event type as a reinstatement event, and configure the rehire business process with a six month step delay.
- C. Create a new benefit plan and select Reinstatement Event check, and enter a Reinstatement Period of six months. Enter the Rehire Employee Business Process and the reason for rehire in the Events and Reasons section.
- **D. Create an enrollment event type and select Reinstatement Event, and enter a Reinstatement Period of six months. Enter the Hire Employee Business Process and the reason for rehire in the Events and Reasons section.**

Answer: D

Explanation:

The correct answer is C because reinstatement of benefits for rehired employees is configured through an Enrollment Event Type , not at the individual benefit plan level. Workday uses the enrollment event type to define whether a rehire should trigger reinstatement behavior, how long the reinstatement window remains valid, and which business processes and reasons should launch that event. By selecting Reinstatement Event and setting the Reinstatement Period to six months, the system can determine whether a rehired employee falls within the allowed timeframe to restore prior benefit elections.

Associating the event with the Hire Employee business process and the correct rehire reason ensures the event is triggered automatically when the rehire occurs. Option A is incorrect because reinstatement is not configured on a benefit plan itself. Option B is not appropriate because manual reinstatement introduces inconsistency and bypasses standard event automation. Option D is also incorrect because a step delay in the business process does not define reinstatement logic or prior-election restoration rules. The correct design is to configure a reinstatement-enabled enrollment event type tied to the rehire process.

NEW QUESTION # 33

The benefit partner is monitoring new hire benefit events that are in progress. What report provides this information?

- **A. Benefit Events Status**
- B. Open Enrollment Status
- C. Benefit Census
- D. Benefit Group Audit

Answer: A

Explanation:

The correct answer is B because the Benefit Events Status report is specifically designed to track and monitor benefit events across various stages, including in progress, submitted, completed, or cancelled . This report provides visibility into event activity at the individual worker level and is commonly used by benefits administrators to monitor ongoing events such as new hire benefit enrollments . It allows administrators to identify which employees still need to complete their elections and ensures timely follow-up. Option A is incorrect because the Benefit Group Audit report focuses on validating worker assignment to benefit groups and identifying eligibility overlaps, not event progress. Option C is also incorrect because the Benefit Census report provides a snapshot of current benefit enrollments rather than tracking event status.

Option D is incorrect because Open Enrollment Status is specific to open enrollment events and does not provide detailed tracking for other event types like new hire events. For monitoring active benefit events, especially new hire enrollments, the correct report is Benefit Events Status .

NEW QUESTION # 34

What scenario requires you to include a Health Care Classification in the plan setup?

- A. Health Savings Account plan for USA
- B. Health Savings Account plan for Canada
- **C. Medical plan for USA**

- D. Medical plan for Canada

Answer: C

Explanation:

The correct answer is C because a Health Care Classification is typically required in Workday when configuring U.S. medical plans . This classification supports plan identification and compliance-related processing within the United States benefits framework. It is used to distinguish the type of medical coverage being offered and helps align the plan with U.S.-specific benefits administration requirements, reporting needs, and downstream processing. Since U.S. medical plans are subject to particular health coverage categorizations, including this value during plan setup is an essential part of proper configuration.

Option B is not correct because Canadian medical plans do not use the same U.S.-specific health care classification requirement.

Option A and Option D are also incorrect because Health Savings Accounts are different benefit types from medical plans. Although an HSA may be linked to a medical election in the U.S., the question asks specifically about including a Health Care Classification in the plan setup , which is associated with the medical plan configuration itself rather than the savings account plan. Therefore, the scenario that requires this setup element is a Medical plan for USA .

NEW QUESTION # 35

All full-time employees are in one benefit group. Employees need more than twenty years of service to enroll in a medical benefit plan available in this benefit group. How will you accomplish this without creating a new benefit group?

- A. Create a Benefit Plan Eligibility Rule with the condition years of service greater than 20 years. Assign the medical plan to the full time employee benefit group and enter the new eligibility rule in the Worker Plan Eligibility field on the plan.
- B. Create a To-Do step on the business process to inform employees with more than 20 years of service to contact the benefits team to enroll in the plan.
- C. Select Requires Provider ID in the benefit plan and give the appropriate ID only to the employees with more than 20 years of service so they can enter it during benefit enrollment.
- D. Launch a separate open enrollment for this one plan and notify the employees within the benefit group that they should only participate in this second open enrollment if they have more than 20 years of service.

Answer: A

Explanation:

The correct answer is A because Workday allows administrators to keep a broad worker population in a single benefit group while restricting access to a specific plan through a Benefit Plan Eligibility Rule . In this case, all full-time employees belong to one benefit group, but only those with more than twenty years of service should be allowed to enroll in the medical plan. The correct design is to assign the plan to the existing benefit group and then attach a worker-based eligibility rule on the plan itself using the Worker Plan Eligibility field.

This approach avoids unnecessary creation of another benefit group and keeps the overall benefits structure simpler and easier to maintain. Option B is incorrect because manual communication and intervention are not proper configuration controls for eligibility. Option C is also incorrect because Provider ID is not intended to manage service-based plan eligibility. Option D is not appropriate because launching a separate enrollment just for one eligibility condition creates administrative complexity and does not solve the configuration requirement cleanly. Plan-level eligibility rules are the standard Workday method for handling this scenario.

NEW QUESTION # 36

Under what conditions will an employee have two events open simultaneously?

- A. When both events are on different event dates.
- B. When both events do not share a coverage type.
- C. When both events are entered on the same day.
- D. When both events are entered on different days.

Answer: B

Explanation:

The correct answer is D because Workday allows multiple benefit events to be open at the same time only when they do not impact the same coverage types . Coverage types define categories of benefits such as medical, dental, or life insurance. When two events affect different coverage types, the system can process them independently without conflict, allowing both events to remain open simultaneously.

If two events impact the same coverage type, Workday typically enforces sequencing rules to prevent overlapping or conflicting

elections. In such cases, one event must usually be completed or closed before another can proceed, ensuring data integrity and consistent benefit elections. Option A is incorrect because event dates alone do not determine whether events can coexist. Option B and C are also incorrect because the timing of when events are entered does not control simultaneous processing. The key determining factor is whether the events overlap in the coverage types they affect. When they do not share coverage types, Workday permits both events to remain open concurrently.

NEW QUESTION # 37

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