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Workday Workday-Pro-Benefits Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"> Real Time Practice: Covers hands-on configuration of benefit plans, enrollment simulations, and use of Workday's tenant and enrollment dashboards.
Topic 2	<ul style="list-style-type: none"> Reporting and Analytics: Covers generating standard and custom reports to track enrollment trends, plan usage, and benefits data insights.
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.

Topic 4	<ul style="list-style-type: none"> • Compliance and Audit: Covers ensuring benefits configurations meet legal and company policy requirements, including audit trail management.
Topic 5	<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.

Workday Pro Certification exam Sample Questions (Q45-Q50):

NEW QUESTION # 45

What report will the benefit administrator use to close and finalize mass events?

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

Answer: B

NEW QUESTION # 46

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

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

Answer: D

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 # 47

An employee navigates to the Benefits and Pay Hub and initiates a birth event. What business process are they using?

- A. Dependent Event
- B. Change Benefits
- C. Change Benefit Job
- D. Change Beneficiary

Answer: B

Explanation:

The correct answer is D because in Workday, when an employee initiates a life event such as the birth of a child through the Benefits and Pay Hub, the system launches the Change Benefits business process. This process is the central workflow used to capture and process benefit election changes resulting from qualifying life events. The birth event acts as the trigger, but the actual business process used to manage elections, review options, and submit changes is Change Benefits.

Option A is incorrect because Change Benefit Job is not a standard Workday process related to life event benefit changes. Option B is also incorrect because while the birth of a child is a dependent-related event,

"Dependent Event" is not the name of the business process used to process benefit elections. Option C is incorrect because Change Beneficiary is used specifically for updating beneficiary designations, not for enrolling dependents or modifying benefit elections. The correct process that handles employee-initiated benefit changes from life events is Change Benefits, making it the correct answer.

NEW QUESTION # 48

What business process allows you to change benefit elections during HCM business processes like Hire and Change Job?

- A. Change Benefits for Global Modern Services
- B. Change Benefits for Life Event
- C. Change Benefits for Open Enrollment
- **D. Change Benefits (Default Definition)**

Answer: D

Explanation:

The correct answer is D because Change Benefits (Default Definition) is the standard business process in Workday that enables benefit elections to be triggered and processed in conjunction with core HCM events such as Hire, Change Job, or other staffing actions. This business process is designed to integrate with HCM workflows and ensures that benefit eligibility and enrollment opportunities are automatically initiated when relevant changes occur in a worker's employment status.

Option A is incorrect because Open Enrollment is a specific, scheduled event that applies to all eligible workers during a defined period, not to individual HCM transactions. Option B is also incorrect because Life Event processes are triggered by employee-reported changes such as marriage or birth, rather than system-driven HCM events. Option C is not a standard Workday benefits business process used for enrollment. The Default Definition provides the foundational configuration that links benefits processing with HCM business processes, allowing seamless and automated benefit election updates during key employment events.

NEW QUESTION # 49

What report will the benefit administrator use to close and finalize mass events?

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

Answer: B

Explanation:

The correct answer is B because the Open Enrollment Status report is specifically designed to manage and monitor mass benefit events, such as Open Enrollment. This report provides administrators with visibility into the status of all enrollment events across the organization, including those that are in progress, submitted, or not yet started. Importantly, it also allows administrators to take action on these events, including closing and finalizing mass events once the enrollment period ends.

Option A is incorrect because the Benefit Census report provides a snapshot of current enrollments, not event processing actions. Option C is incorrect because Benefit Group Audit focuses on eligibility and group assignment issues. Option D is partially related, as Benefit Event Status shows event progress, but it is not the primary report used for managing and finalizing mass enrollment events. The Open Enrollment Status report is specifically built to support large-scale enrollment tracking and administrative actions, making it the correct choice for closing and finalizing mass benefit events.

NEW QUESTION # 50

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