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Workday Workday-Pro-Benefits Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none">Compliance and Audit: Covers ensuring benefits configurations meet legal and company policy requirements, including audit trail management.

Topic 2	<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 3	<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 (Q31-Q36):

NEW QUESTION # 31

An employee is undergoing a dissolution of domestic partnership (divorce) and requests that their ex-spouse be removed from their dependent profile. How should the benefits administrator handle this request?

- A. The benefits administrator should delete the elections from the dependent by processing a divorce benefit event and then delete the dependent from the system.
- B. The benefits administrator should delete the dependent profile from related actions, which will automatically remove the dependent from all benefit elections.
- C. The benefits administrator should inactivate the dependent profile from related actions, which will automatically remove the dependent from all benefit elections.
- **D. The benefits administrator should process the Dissolution of Domestic Partnership benefit event, which will remove all elections from the dependent. Then the benefits administrator will inactivate the dependent from their related actions.**

Answer: D

Explanation:

The correct answer is A because Workday benefits administration requires the administrator to first address the benefit elections tied to the dependent before removing the related person from active use. When a domestic partnership or marriage ends, the correct process is to run the appropriate life event so the system can properly terminate the dependent's benefit coverage, update eligibility, and maintain an accurate audit trail of the enrollment changes. After the benefit event removes the dependent from all applicable elections, the administrator can then inactivate the dependent through related actions on the dependent record.

Option B is incorrect because deleting a dependent from the system is not the proper approach and would not preserve history appropriately. Option C is also incorrect because deleting the dependent profile does not represent the standard Workday process for handling dependent removal from benefits. Option D is incomplete because simply inactivating the dependent profile does not correctly process the benefits event or ensure elections are ended through the proper event-driven mechanism. Workday relies on the life event first, followed by dependent inactivation.

NEW QUESTION # 32

What situation would require your company to create a second benefit group?

- A. Employees who are not eligible for benefits belong to a benefit group that employees who are eligible for benefits do not belong to.
- B. Employees in Hawaii are eligible for a new medical plan that employees in other locations are not eligible for.
- **C. The company is going through an acquisition whose employees have a different open enrollment period compared to the remaining workforce.**
- D. Employees turning 50 years old at the end of the year become available for a pension catch-up plan.

Answer: C

Explanation:

The correct answer is D because a second benefit group is typically required when a distinct worker population must follow a different overall benefits structure or administration cycle. In an acquisition scenario, newly acquired employees may need separate eligibility handling, separate plan year alignment, and a different open enrollment schedule from the existing workforce. Since benefit groups are used to organize broad populations that share common benefit administration rules, creating a separate group is the appropriate way to manage that difference.

Option A is not the best answer because workers who are not benefits-eligible can generally be excluded through eligibility rules rather than requiring an entirely separate benefit group. Option B describes a plan-specific eligibility condition, which is normally handled through plan eligibility rules, not by creating a new benefit group. Option C may also be addressed through location-based eligibility at the plan level when only one specific medical plan differs. A second benefit group is most appropriate when the difference affects the broader benefits framework, such as enrollment timing, plan administration, or population-wide setup. That is

why a separate open enrollment period for an acquired workforce justifies creating another benefit group.

NEW QUESTION # 33

What is true about Related Person Relationships in Workday?

- A. Related Person Relationships are Workday-delivered and cannot be changed.
- **B. You can leave the Restricted to Relationships field blank if you want to use a relationship type for dependents, beneficiaries and emergency contacts.**
- C. Related Person Relationships can be restricted by benefit group.
- D. Workday can track wellness for employees but not their dependents.

Answer: B

Explanation:

The correct answer is B because in Workday, Related Person Relationships are configurable and can be used across multiple contexts such as dependents, beneficiaries, and emergency contacts. The Restricted to Relationships field allows administrators to limit where a relationship type can be used. However, if this field is left blank, the relationship type becomes broadly available across all applicable areas, enabling it to be used flexibly for different purposes within the system.

Option A is incorrect because although Workday delivers some standard relationship types, they can be configured or extended as needed. Option C is incorrect because Workday does support tracking certain dependent-related data within benefits and eligibility contexts. Option D is also incorrect because Related Person Relationships are not restricted by benefit group; they are global configuration elements that apply across the tenant rather than being tied to specific benefit group eligibility structures. Therefore, leaving the restriction field blank allows maximum usability of a relationship type across different business processes.

NEW QUESTION # 34

A worker is showing up on the Benefit Group Audit in more than one benefit group. How will you ensure the worker is only eligible for one benefit group?

- A. Check the enrollment event rule to ensure the employee can only enroll in benefits one time.
- B. Create a third benefit group that all employees are eligible for.
- C. Check the benefit plan eligibility to determine which workers are eligible for each plan.
- **D. Check the benefit group eligibility rules to determine why an employee is eligible for both groups.**

Answer: D

Explanation:

The correct answer is D because benefit groups in Workday are driven by benefit group eligibility rules, and the Benefit Group Audit is specifically used to identify workers who qualify for more than one group at the same time. When a worker appears in multiple benefit groups, the root cause is almost always overlapping or conflicting eligibility logic within those group definitions. The appropriate corrective action is to review the criteria assigned to each benefit group and determine exactly why the worker satisfies both sets of rules.

Option A is not appropriate because creating an additional broad benefit group does not resolve the overlap; it would likely add more complexity and increase the risk of duplicate eligibility. Option B focuses on plan-level eligibility, which is downstream from the benefit group assignment and does not address why the worker entered multiple groups in the first place. Option C relates to event processing and enrollment timing, not foundational eligibility setup. To ensure a worker is only eligible for one benefit group, the administrator must refine or correct the group eligibility rules so the criteria are mutually exclusive and aligned with the intended benefits population.

NEW QUESTION # 35

Refer to the following scenario to answer the question below.

You initiate open enrollment on November 1 with a Benefit Event Date of January 1. You close open enrollment on November 20. Open enrollment has already been launched and you chose the wrong benefit groups. What do you need to do?

- A. Use the Open Enrollment Status report to send email reminders to the incorrect benefit groups.
- B. Cancel open enrollment and initiate open enrollment for the correct benefit groups.
- C. Correct open enrollment.
- **D. Rescind open enrollment.**

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