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Workday ProTime Tracking Exam Sample Questions (Q26-Q31):

NEW QUESTION # 26

What Time Type do you use to enter elapsed time?

- A. Time Off Time Type
- B. In/Out Time Type
- C. Hours Only Time Type
- D. Absence Table Time Type

Answer: C

Explanation:

The correct answer is B. Hours Only Time Type .

In Workday Time Tracking, elapsed time means entering the total amount of time worked as a number of hours rather than recording specific start and end punch times . That is exactly the purpose of the Hours Only Time Type . It is used when workers report time by duration, such as 8 hours of regular work, 4 hours of training, or 2.5 hours on a project, without providing in and out timestamps.

This differs from the In/Out Time Type , which is used when workers must record actual clock-style entries such as start time, meal breaks, and end time. That method is appropriate for punch-based populations, but it is not considered elapsed-time entry in the way this question is asking. Absence Table Time Type and Time Off Time Type are related to absence and leave reporting, not standard worked time entered as elapsed hours.

The distinction is important in Workday setup because a worker's time entry experience depends heavily on the Time Type assigned through the relevant templates and eligibility rules. If the business wants workers to simply enter the amount of time worked rather than exact punches, the appropriate configuration is Hours Only Time Type .

NEW QUESTION # 27

Person A is a worker in California who receives overtime pay after 8 hours in a day, while Person B is a worker in Illinois who receives overtime pay after 40 hours in a week. Person A received daily overtime after working 10 hours on Monday. Person B did not receive overtime on Monday.

What task must the Time Tracking Administrator complete in order to grant Person B daily overtime?

- A. Mass Enter Time
- B. Enter Time for Worker
- C. Request Overtime
- D. Adjust Calculated Time

Answer: D

Explanation:

The correct answer is B. Adjust Calculated Time .

In Workday Time Tracking, Person B did not automatically receive daily overtime because their normal overtime rules are based on weekly overtime after 40 hours , not daily overtime after 8 hours like Person A in California. Since the system calculated Person B's time according to their assigned eligibility and time calculation group, the administrator must make a manual correction to the calculated result if they want to grant daily overtime as an exception.

The appropriate task for changing an already calculated overtime outcome is Adjust Calculated Time . This task allows the Time Tracking Administrator to modify calculated time results, such as reclassifying hours into overtime when an exception or special circumstance needs to be recognized outside the normal configured rules.

The other options are not correct for this scenario. Request Overtime is not the standard administrative method for changing system-calculated results. Mass Enter Time is used to enter time in bulk, not to alter overtime calculation outcomes. Enter Time for Worker only records reported time and does not directly grant overtime if the worker's calculation rules do not support it.

Therefore, when a Time Tracking Administrator needs to manually grant Person B daily overtime, the correct task is Adjust Calculated Time .

NEW QUESTION # 28

Where can you configure daily and weekly totals for a worker's time entry calendar?

- A. Time entry template
- B. Time calculation tag
- C. Time entry code
- D. Time calculation

Answer: D

Explanation:

The correct answer is B. Time calculation . In Workday Time Tracking, daily and weekly totals on a worker's time entry calendar are driven through the Time Calculation framework. Time calculations are used to evaluate entered time and produce results such as totals, overtime, premiums, exceptions, and other rule- based outcomes. When Workday needs to total time across a day or across a week, that logic is configured in a time calculation because calculations define how time is interpreted, accumulated, and processed.

The other options do not control this type of totaling behavior. A time calculation tag is mainly used to organize or identify calculations, not to perform the actual totaling logic. A time entry code identifies the type of time being entered, such as regular hours, training, or on-call time, but it does not define calendar total behavior. A time entry template helps control the layout or default structure for time entry, but it is not where daily or weekly total rules are configured.

So, if the question asks specifically where Workday configures the totals shown for a worker's calendar, the best and correct choice is Time calculation .

NEW QUESTION # 29

How are Time Tracking Calculations assigned to workers?

- A. They are added to the worker's Supervisory Organization.
- B. They are added to the Time Entry Template.
- C. They are added directly to the worker upon hire or job change.
- **D. They are added to Time Calculation Groups where eligibility is assigned.**

Answer: D

Explanation:

The correct answer is C. They are added to Time Calculation Groups where eligibility is assigned .

In Workday Time Tracking, individual time calculations are not assigned directly to workers one by one .

Instead, calculations are bundled into a Time Calculation Group , and that group is then associated with workers through eligibility rules . This design allows organizations to manage calculations efficiently for groups of workers who share the same overtime, premium, shift, or regulatory rules.

For example, one worker population may need standard weekly overtime calculations, while another may require California daily overtime, double time, and seventh consecutive day rules. Rather than assigning each calculation directly to each worker, Workday places those calculations into the appropriate Time Calculation Group and uses worker eligibility criteria to determine who receives that group.

Option A is incorrect because a Time Entry Template controls how workers enter time, not which calculations process the time.

Option B is incorrect because calculations are not typically assigned directly to the worker record during hire or job change. Option D is incorrect because a Supervisory Organization may help drive eligibility logic, but calculations are not assigned there as the delivery mechanism.

Therefore, in Workday, Time Tracking Calculations are assigned through Time Calculation Groups with eligibility rules , making C the correct answer.

NEW QUESTION # 30

Refer to the following scenario to answer the question below.

Time Calculation	Priority	Inactive	Time Calculation Tags	Add Tags	Remove Tags
1-Minimum Rest	USA_HRL_16			1-Minimum Rest Premium	
1-Minimum Weekly 40 Hours	USA_SAL_10		1-Regular	1-Unreported Hours	
1-Night Shift Differential	USA_HRL_15		1-Regular	1-Night Shift Premium Hours	
1-OT-7th Consecutive Day	USA_HRL_20		1-Regular	1-7th Day Overtime	1-Regular
1-Supervisor Premium	USA_HRL_60			1-Supervisory Premium Hours	
1-Weekly OT > 40 Hours	USA_HRL_50		1-Holiday Double Time	1-Weekly Overtime	1-Regular

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1-Minimum Weekly 40 Hours	US_SAL_10		1-Regular	1-Unreported Hours	
1-Night Shift Differential	USA_HRL_15		1-Regular	1-Night Shift Premium Hours	
1-OT-7th Consecutive Day	USA_HRL_20		1-Regular	1-7th Day Overtime	1-Regular
1-Supervisor Premium	USA_HRL_60			1-Supervisory Premium Hours	
1-Weekly OT > 40 Hours	USA_HRL_50		1-Holiday Double Time	1-Weekly Overtime	1-Regular
			1-Regular		

In the report, what calculation has the highest priority?

- A. 1-Night Shift Differential
- B. 1-Minimum Rest
- C. 1-Minimum Weekly 40 Hours
- D. 1-Weekly Overtime

Answer: C

Explanation:

The correct answer is D. 1-Minimum Weekly 40 Hours . In the scenario shown, the Priority column lists the calculation priorities as values such as USA_HRL_16 , USA_SAL_10 , USA_HRL_15 , USA_HRL_20 , and USA_HRL_50 . Among the answer choices, 1-Minimum Weekly 40 Hours has the priority USA_SAL_10 , which represents the highest priority in the report because it carries the lowest priority number shown among the listed options.

In Workday Time Tracking, priorities are important because they determine the sequence in which time calculations are applied. This matters when more than one time calculation can affect the same reported time.

Higher-priority calculations are evaluated first, and their output may influence later calculations such as overtime, premiums, shift differential, or exception handling. That sequencing is essential to avoid overlap, double counting, or incorrect premium generation.

The other options have lower priority values in the report: 1-Night Shift Differential is USA_HRL_15 , 1- Minimum Rest is USA_HRL_16 , and 1-Weekly Overtime is not the highest priority item shown.

Therefore, based on the priority values displayed in the report, the correct choice is 1-Minimum Weekly 40 Hours .

NEW QUESTION # 31

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