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Workday Pro Compensation Exam

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WorkdayProCompensationExam Sample Questions (Q23-Q28):

NEW QUESTION # 23

When employees request a one-time payment for themselves, they have access to view and update the Gross Up and Send to Payroll checkboxes. Selecting these options could impact their payment.

How can you prevent employees from updating these options?

- A. Remove Employee as Self from the Self-Service: Payroll security domain.
- B. Remove Employee as Self from the Self-Service: Request One-Time Payment security domain.
- C. Configure Optional Fields for Request One-Time Payment to hide the fields.
- **D. Configure Optional Fields for Request One-Time Payment for Self to hide the fields.**

Answer: D

Explanation:

- * Employees requesting one-time payments for self may see sensitive options like Gross Up or Send to Payroll.
- * To prevent them from updating these fields, configure Optional Fields for Request One-Time Payment for Self and hide the checkboxes.
- * This limits their visibility and update access without affecting manager/HR workflows.

Why not the others?

- * A. Optional Fields for Request One-Time Payment# Applies to manager/HR use, not self-service.
- * C. Remove Employee as Self from self-service comp domain# Would block employees from initiating requests entirely.
- * D. Payroll security domain# Payroll security doesn't control compensation request UI fields.

References:

Workday Pro Compensation - Configuring Optional Fields for Self-Service One-Time Payments.

NEW QUESTION # 24

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 # 25

What report allows you to view the compensation components that the worker is assigned and eligible for, unassigned and eligible for, and assigned and ineligible for?

- A. Compensation Summary
- B. Employee Compensation Details by Job Profile
- C. Compensation Rule Assignment
- **D. Employee Compensation Audit**

Answer: D

Explanation:

- * The Employee Compensation Audit report shows, for each worker:
 - * Assigned & eligible compensation components.
 - * Unassigned but eligible components.
 - * Assigned but ineligible components.
- * This makes it the primary tool for validating comp assignments against eligibility rules.

Why not the others?

- * A. Employee Compensation Details by Job Profile# Focuses on job profiles, not assignment eligibility.
- * C. Compensation Summary# Summary-level report, not eligibility vs. assignment detail.
- * D. Compensation Rule Assignment# Shows rules applied to plans, not worker assignment detail.

References:

Workday Pro Compensation - Employee Compensation Audit Guide.

NEW QUESTION # 26

On March 5, you need to award a group of employees an equity adjustment base pay increase effective March 1. It will be processed when payroll runs on March 31. You asked managers to communicate the change by March 20. How can you ensure this increase will not be available to employees in Workday until March 21?

- A. Enter an Actual End Date of March 1.
- B. Enter an Expected End Date of March 31.
- C. Change the Effective Date of the base pay changes to March 5.
- **D. Enter an Employee Visibility Date of March 21.**

Answer: D

Explanation:

- * Effective Date (March 1)= When the pay increase is valid for payroll.
- * Employee Visibility Date (March 21)= When employees can actually see the change in Workday.
- * This allows managers to communicate the increase by March 20, and employees only see it from March 21 onward, while payroll processes it correctly on March 31.

Why not the others?

- * A. Expected End Date March 31# Used to close plans, not to control visibility.
- * B. Actual End Date March 1# Would end the plan immediately.
- * D. Effective Date March 5# Wrong: payroll needs it effective March 1.

References:

Workday Pro Compensation - Effective Dating & Visibility Dates: Visibility date allows decoupling of when changes are effective vs. when employees see them.

NEW QUESTION # 27

Refer to the following scenario to answer the question below.

An employee who works in Mexico City has a grade profile assigned to them with the following setup:

- * Grade: 7
 - * Base Pay Elements: Base Pay, 13th Month
 - * Eligibility Rules: Location - Mexico City
 - * Currency: MXN
 - * Frequency: Annual
- Total Base Pay
- * Minimum: 700,000 MXN (40,961 USD)

* Maximum: 1,800,000 MXN (105,328 USD)

* Midpoint: 1,250,000 MXN (73,145 USD)

You need to include a family allowance in Mexico employees' total base pay. How will you achieve this?

- A. Use the Put Eligible Earnings Override EIB to include the family allowance amount.
- B. Create a compensation element group with the family allowance. The compensation element group is not assigned to the grade, but is used for reporting purposes.
- C. Create a custom compensation basis for Mexico employees and include all salary plans, period salary plans, and the family allowance plan.
- **D. Update the Base Pay Elements field on the Mexico grade profiles to include the family allowance compensation element.**

Answer: D

Explanation:

* Base Pay Elements on a grade profile determine which compensation plans/elements are included in Total Base Pay.

* In this scenario, Mexico employees already have Base Pay + 13th Month included. To ensure Family Allowance is also counted as part of total base pay, you must add the family allowance element directly in the Base Pay Elements field of the Mexico grade profile.

* This way, when Workday calculates total base pay, it aggregates all specified components.

Why not the others?

* B. Create custom compensation basis# Useful for reporting/eligibility but not tied to grade profile definitions of total base pay.

* C. Put Eligible Earnings Override EIB# This is a data load tool, not a configuration solution.

* D. Compensation element group# Groups are for reporting or eligibility, but they don't define which plans contribute to total base pay.

References:

Workday Pro Compensation - Compensation Grades Guide: Base Pay Elements define what counts toward total base pay.

Workday Community - Grade Profile Configuration: Adding allowance elements ensures they roll into base pay calculations.

Final Verified answer: A. Update the Base Pay Elements field on the Mexico grade profiles to include

NEW QUESTION # 28

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