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Workday Workday-Pro-Compensation Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none">Configurable Security: This area of the Workday Pro Compensation exam assesses the expertise of Workday Security Administrators, emphasizing how configurable security maintains controlled access to compensation-related data and workflows.
Topic 2	<ul style="list-style-type: none">Compensation Management: Compensation management refers to the HR discipline focused on ensuring fair and balanced administration of employee rewards and recognition programs.
Topic 3	<ul style="list-style-type: none">Operational Reporting: In data systems, operational reporting provides insights into real-time operational activities and current performance details.

Topic 4	<ul style="list-style-type: none"> Workday Human Capital Management: This area of the Workday Pro Compensation exam evaluates the skills of HRIS Analysts, concentrating on aligning compensation functions with the wider Workday Human Capital Management environment.
Topic 5	<ul style="list-style-type: none"> Business Process Management (BPM): Business process management (BPM) involves using different approaches to identify, design, analyze, evaluate, refine, and automate business processes for better efficiency.

Workday Pro Compensation Exam Sample Questions (Q10-Q15):

NEW QUESTION # 10

You are creating a compensation package.

What can you add to the compensation package?

- A. Calculated plan
- B. One-time payment plan**
- C. Future payment plan
- D. Retirement plan

Answer: B

Explanation:

* A compensation package is a grouping of multiple compensation plans (salary, allowances, one-time payments, bonuses, etc.).

* Workday allows you to bundle one-time payment plans into a package (e.g., relocation bonus, signing bonus).

Why not the others?

- * A. Retirement plan# Benefits plans are not part of comp packages.
- * C. Calculated plan# Standalone, not typically added to comp packages.
- * D. Future payment plan# Not a Workday plan type.

References:

Workday Pro Compensation - Compensation Package Setup: Lists allowable plan types (salary, allowance, one-time payment).

Workday Community - Offer Package Setup.

NEW QUESTION # 11

You enter a date in the Actual End Date field of a compensation plan.

When will Workday remove the plan from the employee's record?

- A. On the last day of the month plus one day.
- B. On the last day of the pay period plus one day.
- C. On the actual end date plus one day.**
- D. On the actual end date.

Answer: C

Explanation:

* In Workday, when you set an Actual End Date on a compensation plan, the plan remains active through that date.

* Workday automatically removes the plan the day after the entered actual end date.

* Example: If Actual End Date = March 31, the plan is removed effective April 1.

Why not the others?

- * B. Last day of the month +1# Too restrictive; not always tied to month-end.
- * C. On the actual end date# Wrong: the plan is valid through the end date.
- * D. Last day of the pay period +1# Not relevant; tied to end date, not pay periods.

References:

Workday Pro Compensation - Plan End Dating Rules: Actual End Date +1 day removes the plan.

NEW QUESTION # 12

A customer requires an additional month to be paid as per the country's legislative requirements.

How do you configure this?

- A. Create a period salary plan with a multiplier of one month.
- B. Create a percent-based merit plan.
- C. Create a one-time payment plan.
- D. Create an amount-based allowance plan with plan profiles for each month.

Answer: A

Explanation:

- * Some countries (e.g., Italy, Spain) legally require employees to be paid 13 or 14 times per year.
- * Workday supports this by using a Period Salary Plan with a multiplier, which allows additional months, weeks, or days of pay.
- * In this case, to meet the legislation for an extra month, configure the period salary plan with a 1-month multiplier.

Why not the others?

- * A. Amount-based allowance plan# Allowances are supplemental, not designed for legislated base salary multipliers.
- * B. Percent-based merit plan# Merit is performance-based, not a legislative requirement.
- * C. One-time payment plan# One-time payments are ad hoc, not recurring annual extra months.

References:

Workday Pro Compensation - Period Salary Plans: Used for countries with 13th/14th month pay requirements.

Workday Community - Regional Compensation Setup Guides.

NEW QUESTION # 13

You need to create a car allowance plan. In order for your compensation plan to be paid by payroll, you determine you need to create a compensation element. What task do you use to set up the compensation element?

- A. Maintain Compensation Element Groups
- B. **Maintain Compensation Elements**
- C. Edit Tenant Setup HCM
- D. Map Compensation Elements to Payroll Earnings

Answer: B

Explanation:

When setting up a car allowance plan (or any allowance/compensation plan in Workday), you must ensure that it is tied to payroll through the correct compensation element.

Here's the breakdown of the options:

- * Maintain Compensation Elements#
 - * This task is where you create, configure, and manage compensation elements.
 - * Every compensation plan (like salary, allowance, bonus) must be associated with a compensation element, which then links to payroll earnings for processing.
 - * For a car allowance, you would create a new compensation element (type = allowance) so that payroll can recognize and pay it.
- * Maintain Compensation Element Groups
 - * This is used to group multiple compensation elements together for easier administration, reporting, or eligibility rules.
 - * It does not create the element itself, so it's not the right task here.
- * Map Compensation Elements to Payroll Earnings
 - * This step is necessary after the element exists, to map the element to the correct payroll earning code (so payroll knows how to pay it).
 - * However, you can't map something that hasn't been created yet.
- * Edit Tenant Setup HCM
 - * This is a higher-level tenant configuration task for broad HCM settings (security, defaults, integrations, etc.).
 - * It is not used for creating compensation elements.

#The correct first step to create a car allowance compensation plan that can be processed by payroll is to use the task Maintain Compensation Elements.

References (Workday Pro Compensation knowledge & training):

- * Workday Pro Compensation Training: Compensation elements are the foundation for linking plans to payroll. The "Maintain Compensation Elements" task is where new elements are created.
- * Workday Community - Compensation Element Setup Guide: Clarifies the difference between creating (Maintain Compensation Elements), grouping (Maintain Compensation Element Groups), and mapping (Map Compensation Elements to Payroll Earnings).
- * Workday Payroll & Compensation Integration Documentation: Requires elements to be defined before they can be mapped to earnings.

NEW QUESTION # 14

You have a seniority dynamic calculated plan to increase the amount of the plan every three years of an employee's employment. An employee reaches their sixth anniversary. What do you need to do to make sure this employee's plan updates with the new amount?

- A. You do not need to do anything. Workday will check daily and automatically change the amount for the employee.
- B. You need to create a custom audit report to identify employees who reach their anniversary, and then submit a Request Compensation Change to run the calculation and update the amount for the employee.
- C. You need to set up the Schedule Automatic Step Progression task so Workday is on schedule to process the calculation on the anniversary and change the amount for the employee.
- D. You need to schedule a Mass Operation Management task to evaluate and update anyone assigned to the dynamic plan.

Answer: A

Explanation:

* A seniority dynamic calculated plan automatically adjusts based on worker attributes such as length of service.

* Workday evaluates dynamic calculations daily, ensuring that once an employee reaches their 3-year, 6-year, or other milestone, the plan amount updates automatically without manual intervention.

Why not the others?

* A. Audit report + Request Compensation Change- Unnecessary; dynamic plans do not require manual updates.

* B. Schedule Automatic Step Progression- That applies to step progression plans, not dynamic calculated plans.

* C. Mass Operation Management- Used for bulk updates, but not required here because Workday auto-updates dynamic plans.

References:

Workday Pro Compensation - Dynamic Calculated Plans Guide: Dynamic plans are self-updating based on employee data, recalculated daily.

Workday Community - Dynamic Plan Functionality: Confirms no manual action is needed for anniversary-based increases.

NEW QUESTION # 15

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