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## Workday Workday-Pro-Compensation Exam Syllabus Topics:

Topic	Details

Topic 1	<ul style="list-style-type: none"> <li>• <b>Configurable Security:</b> 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.</li> </ul>
Topic 2	<ul style="list-style-type: none"> <li>• <b>Operational Reporting:</b> In data systems, operational reporting provides insights into real-time operational activities and current performance details.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>• <b>Workday Human Capital Management:</b> 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.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>• <b>Business Process Management (BPM):</b> Business process management (BPM) involves using different approaches to identify, design, analyze, evaluate, refine, and automate business processes for better efficiency.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>• <b>Compensation Management:</b> Compensation management refers to the HR discipline focused on ensuring fair and balanced administration of employee rewards and recognition programs.</li> </ul>

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## Workday Workday-Pro-Compensation Exam Questions & Online Workday-Pro-Compensation Lab Simulation

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### WorkdayProCompensationExam Sample Questions (Q41-Q46):

#### NEW QUESTION # 41

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

**Answer: C**

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 # 42

You must make a change to an employee's salary without changing other worker details.

What task will you use to make the ad hoc change?

- **A. Request Compensation Change**
- B. Request One-Time Payment
- C. Transfer, Promote or Change Job
- D. Request Grade Change

**Answer: A**

Explanation:

\* The task Request Compensation Change is specifically for updating salary or allowances without affecting other worker details (position, job, location).

\* This allows an ad hoc adjustment to salary while leaving the rest of the worker's profile unchanged.

Why not the others?

\* A. Transfer/Promote/Change Job# Used when job details (title, location, org) change, not just pay.

\* C. Request Grade Change# Alters grade, not salary directly.

\* D. Request One-Time Payment# Temporary, ad hoc payments, not ongoing salary.

References:

Workday Pro Compensation - Compensation Changes Guide: Salary adjustments without job changes use Request Compensation Change.

## NEW QUESTION # 43

You need to identify employees assigned to bonus plans for which they are not eligible.

What report will you use?

- A. Employees Assigned Multiple Bonus Plans
- **B. Employee Compensation Audit**
- C. Compensation Spreadsheet
- D. View Rollout Compensation Plan Rollout Process

**Answer: B**

Explanation:

\* The Employee Compensation Audit report identifies mismatches, such as employees:

\* Assigned to comp plans for which they are not eligible.

\* Missing comp plans they should have.

\* It is the standard audit tool for verifying eligibility alignment with assigned compensation.

Why not the others?

\* B. Rollout Process report# Tracks rollout actions, not eligibility mismatches.

\* C. Employees Assigned Multiple Bonus Plans# Only checks duplicate plan assignments.

\* D. Compensation Spreadsheet# Used for review/updates, not eligibility audits.

References:

Workday Pro Compensation - Audit Reports: Employee Compensation Audit identifies eligibility issues.

#Final Verified answer: A. Employee Compensation Audit.

#### NEW QUESTION # 44

What report allows you to view each worker's compensation details including total base pay, compensation package, and compa-ratio, for one or more organizations that you manage or support, and optionally their subordinates?

- A. Employee Compensation Audit
- **B. Compensation Spreadsheet**
- C. Employee Compensation Details by Job Profile
- D. Total Rewards

**Answer: B**

Explanation:

- \* The Compensation Spreadsheet report provides a detailed view of:
  - \* Worker's total base pay.
  - \* Assigned compensation package.
  - \* Compa-ratio (position in range).
  - \* Can be scoped by organizations and includes subordinates if required.

Why not the others?

- \* A. Total Rewards# Worker-facing summary report, not detailed comp admin view.
- \* B. Employee Compensation Details by Job Profile# Focused on jobs, not individual worker comp breakdown.
- \* D. Employee Compensation Audit# Audit mismatches, not full comp detail.

References:

Workday Pro Compensation - Reports Overview: Compensation Spreadsheet = detailed comp report by org.

#### NEW QUESTION # 45

What is the advantage of using default compensation for requisition compensation?

- A. You can view the eligible plans when proposing compensation using the By Compensation Package and Rule or By Compensation Rule options.
- B. Every employee who hires into that position receives the same compensation values.
- C. Default compensation enables the establishment of compensation guidelines, plans, and plan amounts on a position.
- **D. Every applicant hired using the same job requisition receives consistent compensation values.**

**Answer: D**

Explanation:

- \* Default compensation for requisition compensation ensures that all hires from a requisition default to the same plan amounts/rates, supporting consistency in offers.
- \* This prevents discrepancies between candidates applying for the same role and requisition.

Why not the others?

- \* A. Guidelines on a position# Position compensation is separate from requisition compensation.
- \* C. Every employee in position receives same compensation# Controlled by position defaults, not requisition.
- \* D. Eligible plans view# That's determined by compensation package setup, not requisition defaults.

References:

Workday Pro Compensation - Requisition Compensation Defaults: Ensures consistency of compensation values for all hires through the requisition.

Workday Community - Recruiting Compensation Configuration.

#### NEW QUESTION # 46

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