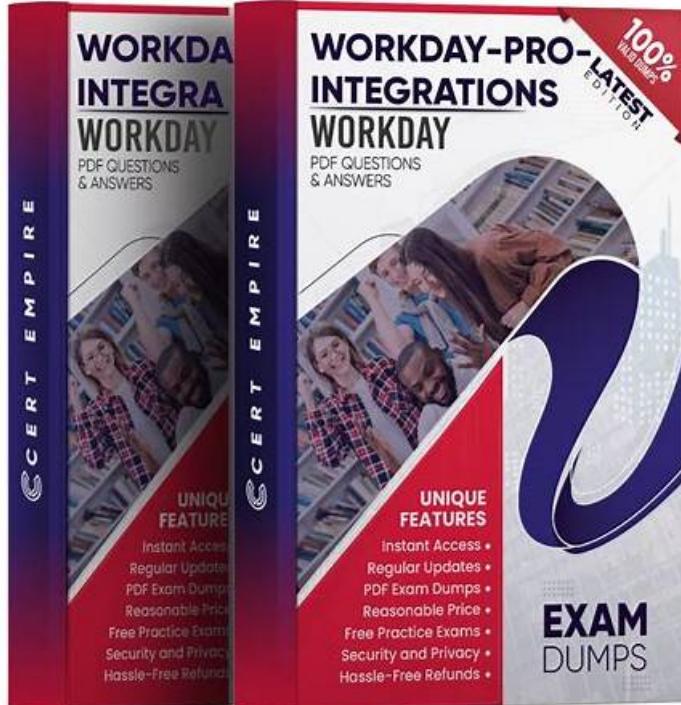


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Workday Workday-Pro-Compensation Exam Syllabus Topics:

Topic	Details
Topic 1	<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.
Topic 2	<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 3	<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 4	<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 5	<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.

Workday Pro Compensation Exam Sample Questions (Q27-Q32):

NEW QUESTION # 27

A mobile allowance plan has an amount of \$150 per month. The new amount will be \$200 for those employees using the plan. Employees using an override amount will keep their current difference. How will you update the plan target and maintain current differences?

- A. Use the Set Up Allowance Plan Adjustment task and select Adjust by Same Amounts for Employees Using Override.
- B. Use the Remove Compensation Plan process and rollout the new plan to all eligible workers.
- C. Change the allowance plan amounts and rollout the plan to all eligible workers.
- D. Use the Set Up Allowance Plan Adjustment task and select Adjust to New Defaults for Employees Using Override.

Answer: A

Explanation:

* The business requirement: Raise the default mobile allowance from \$150 to \$200, but keep employees with override amounts at their current difference.

* Using Set Up Allowance Plan Adjustment with the option Adjust by Same Amounts for Employees Using Overrides ensures that:

* The default is increased by \$50.

* Employees with overrides will also receive a \$50 adjustment (preserving their override difference).

Why not the others?

* B. Change plan amounts & rollout# Would overwrite override amounts, losing differences.

* C. Remove and rollout new plan# Unnecessary and disruptive.

* D. Adjust to New Defaults# Would reset overrides to default, eliminating differences.

References:

Workday Pro Compensation - Allowance Plan Adjustments: Adjust by same amount option maintains override differences.

Workday Community - Managing Plan Adjustments.

NEW QUESTION # 28

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

Answer: C

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 # 29

When using the Set Up Allowance Plan Adjustment task to update an allowance plan amount, you must ensure employees Managed by Basis Total (MBT) will have no change to their primary compensation basis after their allowance plan amount is updated and instead will reallocate all other compensation in the MBT calculation.

How can you ensure this happens?

- A. Clear the Retain Basis Total checkbox on the employee's primary compensation basis.
- B. Select Adjust to New Defaults on the Set Up Allowance Plan Adjustment task.
- **C. Select Retain Basis Total for MBT Employees on the Set Up Allowance Plan Adjustment task.**
- D. Clear the Manage Basis Total checkbox on the employee's primary compensation basis.

Answer: C

Explanation:

* Employees managed by Manage Basis Total (MBT) require their primary compensation basis total to remain unchanged when allowance plan adjustments are made.

* By selecting Retain Basis Total for MBT Employees, Workday keeps the overall basis constant and reallocates other plans in the MBT calculation instead of increasing the total.

Why not the others?

* A. Clear MBT checkbox# Would remove MBT management completely.

* C. Clear Retain Basis Total# Opposite of required behavior.

* D. Adjust to New Defaults# Updates values, but doesn't enforce retention of MBT total.

References:

Workday Pro Compensation - MBT Handling in Allowance Adjustments.

Workday Community - Retain Basis Total Option.

NEW QUESTION # 30

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

Answer: A

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 # 31

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

What report will you use?

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

Answer: C

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 # 32

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