

Proven and Recommended Way to Pass Workday Workday-Pro-Absence Certification Exam



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Workday Workday-Pro-Absence Exam Syllabus Topics:

Section	Objectives
Time Off Configuration	- Time off business processes - Time off plan administration - Time off calculations
Leave of Absence Configuration	- Calculated fields - Leave components - Leave of absence business processes
Workday HCM Core Concepts	- Key HCM Core concepts - Payroll concepts relevant to Absence

Time Off Management	- Overrides
	- Adjustments
	- Corrections
Leave of Absence Management	- Leave administration
	- Managing leave requests

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Are you preparing for taking the Workday Pro Absence Certification Exam (Workday-Pro-Absence) certification exam? We understand that passing the Workday-Pro-Absence exam with ease is your goal. However, many people struggle because they rely on the wrong study materials. That's why it's crucial to prepare for the Workday-Pro-Absence Exam using the right Workday-Pro-Absence Exam Questions learning material. Look no further than Exams4sures, where we take responsibility for providing accurate and reliable Workday Workday-Pro-Absence questions prepared by our team of experts.

Workday Pro Absence Certification Exam Sample Questions (Q88-Q93):

NEW QUESTION # 88

What is the functional difference between a time off type and a time off in Workday Absence?

- A. A time off type calculates balances, while a time off controls the period schedule.
- B. A time off type defines leave entitlement, while a time off creates a leave family.
- **C. A time off type is the user-facing category; a time off defines the actual absence, subtracts from a plan balance, and must be associated with a time off type.**
- D. A time off type is used only for payroll, while a time off is used only for benefits.

Answer: C

Explanation:

A time off type is the category presented to users when they enter or review a time off request. For example, Vacation can be the user-facing time off type. An organization may associate different underlying time offs- such as Vacation Full Time and Vacation Part Time-with that category to support separate eligibility rules or worker populations while displaying a consistent selection to users. A time off is the operational configuration that represents the actual time away from work. It subtracts units from the associated time off plan balance and defines processing details such as priority, entry method, validation rules, eligibility or limit overrides, reasons, and adjustment permissions. Every time off must be associated with a time off type.

The distinction is therefore between classification and processing configuration. The time off type organizes and labels the user's selection, while the time off determines how the absence is entered, validated, processed, and deducted. Neither component independently controls period schedules or creates leave families. Payroll and benefits may consume absence information, but they do not define this relationship.

Reference: Workday Education-Time Off Plans and Components, Time Off Type and Time Off

NEW QUESTION # 89

Refer to the following scenario to answer the question below.

You created a front-loaded, balance tracking time off plan. Workers cannot request unpaid time off, and can carry over balances from one year to the next to be used in 3 months. To account for exceptional circumstances, administrators need to be able to take manual intervention to change time off plan, time off, and accrual values. You need to replace the calculated balance for a group of workers.

What web service do you use?

- A. Put Absence Input
- B. Adjust Time Off
- **C. Put Override Balance**
- D. Enter Time Off

Answer: C

Explanation:

Put Override Balance is the web service and EIB used to perform mass time off plan balance overrides. It replaces each selected worker's calculated plan balance with the supplied value as of an eligible period start date. This makes it appropriate when an administrator must establish authoritative replacement balances for a group of workers.

Enter Time Off creates mass time off requests through the Request Time Off business process and normally reduces balances.

Adjust Time Off loads time off adjustments or corrections but does not replace the overall calculated plan balance. Put Absence

Input loads accrual or time off adjustments and overrides; it is used to change component-level accrual or time off values rather than replace the entire time off plan balance.

The time off plan must have Overrides Allowed selected. Administrators must carefully validate the plan, worker, unit, override value, and effective period before loading. After Workday accepts an override, it uses that balance as the starting point for calculations going forward and does not recalculate the balance for the override date or earlier dates based on later retroactive entries.

Study Guide reference: Absence Management Administration - Maintain Time Off Plan Override Balances .

NEW QUESTION # 90

Refer to the following scenario to answer the question below.

You need to create an accrual that gives U.S. workers the following accrual rates:

Workers in California accrue 12 hours per period.

Workers in Illinois accrue 10 hours per period.

Workers in all other states accrue 8 hours per period.

What calculation type should you use to identify California and Illinois workers?

- A. Instance Set Comparison Calculation
- B. Instance Value Calculation
- C. Lookup Calculation
- **D. Value Comparison Calculation**

Answer: D

Explanation:

A Value Comparison Calculation can create the Boolean conditions that identify whether a worker's resolved work-state value equals California or Illinois. One comparison can test whether the work-state calculation equals California, and another can test whether it equals Illinois. These Boolean results are then referenced by the conditional calculation that returns the appropriate accrual rate.

A Lookup Calculation could return a value directly from a lookup table, but the stated solution separates the state-identification conditions from the calculation that specifies the accrual amounts. An Instance Value Calculation retrieves a value from a related instance but does not, by itself, evaluate whether that value matches California or Illinois. An Instance Set Comparison is principally used to compare a class report field or instance collection with user-selected instances; it is not the intended comparison when the worker's state has already been resolved into a calculation value.

The conditional accrual calculation should evaluate the California condition first, return 12 hours, then evaluate the Illinois condition and return 10 hours. Workers who meet neither condition receive the default response of eight hours.

Study Guide reference: Calculations for Time Off Plans - Boolean and Value Comparison Calculations .

NEW QUESTION # 91

You create a time off validation and clear the Do Not Allow Request checkbox. A user submits a time off request that triggers the validation.

How will Workday respond?

- A. Workday will display a warning message and will not allow the user to submit the request.
- B. Workday will automatically correct the request to the validation amount.
- **C. Workday will display a warning message but allow the user to submit the request.**
- D. Workday will display a series of guided prompts to help the user correct the request.

Answer: C

Explanation:

Clearing Do Not Allow Request converts the applicable validation from a blocking error into a warning.

When the request fails the validation, Workday displays the warning message but permits the user to save and submit the request.

The request can then continue through the configured business process, where a manager or administrator can review, approve, send

back, or deny it.

When Do Not Allow Request is selected, Workday prevents the employee from saving a request that fails the validation and displays an error. Clearing the checkbox does not cause Workday to correct the quantity automatically or present guided correction prompts. It only changes the validation's enforcement level.

This configuration is available for supported validations such as Maximum Unpaid Time Off Units Allowed, Consecutive Days Maximum, and Consecutive Days Minimum. Administrators can also define custom text to explain the warning and optionally place that text before the standard message. If Allow Override for Entry on Behalf of Worker is configured, authorized managers or administrators can proceed when entering an otherwise invalid request for an employee.

Study Guide reference: Time Off Validations - Do Not Allow Request .

NEW QUESTION # 92

You need to create two new leave types, Medical Leave and Military Leave. Their balances are coordinated.

Each leave is in a different leave family. You also need to create a Time Off that will reduce the balance of either leave when a worker requests it.

How would you coordinate the leaves?

- A. Add Military Leave to the Additional Leave Types field on Medical Leave.
- **B. In the Additional Leave Types field on each of the leaves, add the leave type that you want to combine.**
- C. Select the Include all Leave Types from Leave Family checkbox.
- D. Add Medical Leave to the Additional Leaves Types field on Military Leave.

Answer: B

Explanation:

Because Medical Leave and Military Leave belong to different leave families, they must be coordinated explicitly through the Additional Leave Types field. The relationship must be configured on both leave types: Medical Leave must reference Military Leave, and Military Leave must reference Medical Leave. This reciprocal configuration ensures that units taken under either leave are counted against the balance of the other coordinated leave.

Workday does not automatically create a bidirectional relationship when one leave type references another.

Configuring only Medical Leave on Military Leave, or only Military Leave on Medical Leave, would update one entitlement calculation but not necessarily the other. The leave types must use compatible units of time so that Workday can count the coordinated units correctly.

Include all Leave Types from Leave Family is inappropriate because the two leave types are in different families. That option coordinates leave types within the same family. The related Time Off should separately be added to the Intermittent Time Offs field of the applicable leave type so its units also reduce the leave entitlement. For the specific question of coordinating the two leave types, each must reference the other through Additional Leave Types.

Reference: Workday Education - Absence for Administrators: Leave of Absence, "Coordinated Leaves and Time Off"

NEW QUESTION # 93

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