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WorkdayProCompensationExam Sample Questions (Q12-Q17):

NEW QUESTION # 12

A compensation partner runs the Employee Compensation Step Progression Audit report and notices seven employees listed on the report.

What should you do?

- A. Use the Set Up Grade Job Profile Adjustment task to update the grade assigned to the employees on the report.
- B. Use the Change Job business process to move the employees on the report to a new compensation grade and step.
- C. Use the Maintain Compensation Steps task and add a progression rule to the steps.
- D. Use the Schedule Automatic Step Progression task to move eligible employees to the next step.

Answer: D

Explanation:

* progression but haven't yet been moved to the next step.

* The corrective action is to run Schedule Automatic Step Progression, which processes all eligible employees and updates their step automatically.

Why not the others?

- * B. Maintain Compensation Steps + progression rule# Only needed if rules are missing. If employees appear, rules already exist.
- * C. Change Job# Not required; step progression is automated.
- * D. Set Up Grade Job Profile Adjustment# Used for grade changes, not step progression.

References:

Workday Pro Compensation - Step Progression Process: Audit report + Schedule Automatic Step Progression ensures progression is applied.

NEW QUESTION # 13

You created a new one-time payment plan and enabled employees to request payments for themselves. While testing, you notice that an existing custom validation for the Request One-Time Payment process also applies to the Request One-Time Payment for Self process.

How can you ensure these validations do not run for employees requesting one-time payments for themselves?

- A. Use Configure Options Fields for Request One Time Payment for Self to exclude the fields that are triggering the validations.
- B. Use Maintain Custom Validations and use One Time Payment Event for Self field to exclude these types of events.
- C. Use Maintain Custom Validations and add new validations that should apply only for employees requesting one-time payments for themselves.
- D. Remove Employee as Self from the Worker Data: Request One-Time Payment security domain.

Answer: B

Explanation:

* Maintain Custom Validations allows you to refine which events validations apply to.

* Workday distinguishes between Request One-Time Payment (manager/HR initiated) and Request One-Time Payment for Self (employee initiated).

* By using the One Time Payment Event for Self field, you can exclude self-service events from being validated by the existing custom validations.

Why not the others?

- * B. Add new validations# Would duplicate rules rather than exclude them.
- * C. Remove Employee as Self from security domain# Would block employees from submitting requests, not exclude validations.
- * D. Configure Options Fields# Controls fields displayed, not validation logic.

References:

Workday Pro Compensation - Custom Validations Guide: Validations can be scoped to specific business processes, including "for

self" variants.

Workday Community - One-Time Payment Event for Self Validation Handling.

NEW QUESTION # 14

An employee is eligible for these compensation bases:

- * International Compensation (ranking 2)
- * Management Compensation (ranking 1)
- * Sales Compensation (ranking 3)

What compensation basis will display as the employee's primary compensation basis?

- A. Sales Compensation
- B. International Compensation
- **C. Management Compensation**
- D. Total Base Pay

Answer: C

Explanation:

* When multiple compensation bases apply to an employee, Workday selects the primary basis based on ranking (lowest number = highest priority).

* Rankings here:

- * Management = 1
- * International = 2
- * Sales = 3

* Therefore, Management Compensation is the primary basis.

Why not the others?

- * B. Sales Compensation# Ranked lowest (3).
- * C. International Compensation# Ranked 2, lower than Management.
- * D. Total Base Pay# Not listed among eligible ranked bases here.

References:

Workday Pro Compensation - Configurable Compensation Bases: Ranking determines primary basis (lowest rank wins).

NEW QUESTION # 15

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. Change the Effective Date of the base pay changes to March 5.
- B. Enter an Actual End Date of March 1.
- C. Enter an Expected End Date of March 31.
- **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 # 16

You want to award multiple one-time payments for an employee with different one-time payment plans and different scheduled payment dates while sharing the same reason and effective date.

What will you configure to allow this?

- A. Configure the same eligibility rules on all one-time payment plans and include them in the compensation package.
- B. **Select Enable Multiple One-Time Payments on Edit Tenant Setup - HCM.**
- C. Select Disable Pay Date Help Text for One-Time and Referral Payment Processes on Edit Tenant Setup - HCM.
- D. Edit the business process definition for Request One-Time Payment and add a Review step for HR Partner.

Answer: B

Explanation:

- * By default, Workday restricts one-time payments so that only one plan per effective date/reason can be entered.
- * To allow multiple one-time payments (different plans and pay dates, same effective date/reason), you must enable: "Enable Multiple One-Time Payments" in Edit Tenant Setup - HCM.

Why not the others?

- * A. Add Review step for HR Partner# Impacts workflow, not configuration.
- * B. Disable Pay Date Help Text# Only changes help text display, not functionality.
- * C. Configure same eligibility rules & package# Doesn't override the one-payment-per-effective-date limitation.

References:

Workday Pro Compensation - Tenant Setup for One-Time Payments: Multiple one-time payments option enables different plans under the same effective date.

NEW QUESTION # 17

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