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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">• 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 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"> Operational Reporting: In data systems, operational reporting provides insights into real-time operational activities and current performance details.
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.

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WorkdayProCompensationExam Sample Questions (Q38-Q43):

NEW QUESTION # 38

Refer to the following scenario to answer the question below.

An employee who works in Mexico City has a grade profile assigned to them with the following setup:

- * Grade: 7
 - * Base Pay Elements: Base Pay, 13th Month
 - * Eligibility Rules: Location - Mexico City
 - * Currency: MXN
 - * Frequency: Annual
- Total Base Pay
- * Minimum: 700,000 MXN (40,961 USD)
 - * Maximum: 1,800,000 MXN (105,328 USD)
 - * Midpoint: 1,250,000 MXN (73,145 USD)

You need to include a family allowance in Mexico employees' total base pay. How will you achieve this?

- A. Use the Put Eligible Earnings Override EIB to include the family allowance amount.
- **B. Update the Base Pay Elements field on the Mexico grade profiles to include the family allowance compensation element.**
- C. Create a custom compensation basis for Mexico employees and include all salary plans, period salary plans, and the family allowance plan.
- D. Create a compensation element group with the family allowance. The compensation element group is not assigned to the grade, but is used for reporting purposes.

Answer: B

Explanation:

- * Base Pay Elementson a grade profile determine which compensation plans/elements are included inTotal Base Pay.
- * In this scenario, Mexico employees already haveBase Pay + 13th Monthincluded. To ensureFamily Allowanceis also counted as part of total base pay, you mustadd the family allowance elementdirectly in theBase Pay Elements fieldof the Mexico grade profile.
- * This way, when Workday calculates total base pay, it aggregates all specified components.

Why not the others?

- * B. Create custom compensation basis# Useful for reporting/eligibility but not tied to grade profile definitions of total base pay.
- * C. Put Eligible Earnings Override EIB# This is a data load tool, not a configuration solution.
- * D. Compensation element group# Groups are for reporting or eligibility, but they don't define which plans contribute to total base pay.

References:

Workday Pro Compensation - Compensation Grades Guide:Base Pay Elements define what counts toward total base pay.

Workday Community - Grade Profile Configuration:Adding allowance elements ensures they roll into base pay calculations.

#Final Verified answer: A. Update the Base Pay Elements field on the Mexico grade profiles to include

NEW QUESTION # 39

For the past four years, your company offered employees a \$3,000 annual housing allowance plan. The company wants to increase this plan to \$3,500 annually and make sure the existing employees on the plan get the new amount granted to them. How would you make this change so that new and existing employees receive the new amount?

- A. Edit the allowance plan with the new effective date and change the Plan Amount.
- B. Create a new housing allowance plan for the new amount and add it to the compensation package.
- **C. Run the Set Up Allowance Plan Adjustment task to change the amount and indicate that you want to adjust to new defaults for the employees.**
- D. Use the Request Compensation Change process for the existing employees to edit the allowance plan to reflect the new amount.

Answer: C

Explanation:

- * To increase the housing allowance plan from \$3,000 to \$3,500 and update both new and existing employees:
- * Use Set Up Allowance Plan Adjustment with option Adjust to New Defaults.
- * This updates all employees on the plan to the new standard amount while ensuring future hires also default to the updated value. Why not the others?
- * A. Create a new plan# Creates unnecessary duplication, complicating reporting.
- * B. Edit the allowance plan directly# Updates default for future, but not current employees.
- * D. Request Compensation Change per employee# Manual, time-consuming, not scalable.

References:

Workday Pro Compensation - Allowance Plan Adjustments: "Adjust to New Defaults" is the method to update current assignments.

NEW QUESTION # 40

Refer to the following scenario to answer the question below.

A company with salaried and hourly employees has headquarters in London with additional offices in New York and Milan. How do you configure pay ranges for the Software Engineer job profile in each location?

- **A. Create one compensation grade with profiles for each location and attach it to the job profile.**
- B. Create one compensation grade with multiple eligibility rules.
- C. Create three compensation grades and attach them to three job profiles.
- D. Create one compensation grade for each location and attach it to the job profile.

Answer: A

Explanation:

- * Compensation grades define pay ranges, and grade profiles allow variation by location, job family, or other attributes.
- * In this case, the Software Engineer role exists in London, New York, and Milan, so the best practice is to:
- * Create one compensation grade (Software Engineer).
- * Add grade profiles for each location, each with its own pay range.
- * Attach the grade (with all profiles) to the job profile.

Why not the others?

- * A. One grade per location# Duplicates maintenance effort; profiles exist for this purpose.
- * B. Three grades tied to three job profiles# Unnecessary; job profile is the same role globally.
- * D. One grade with eligibility rules# Eligibility determines who qualifies, not pay ranges per location.

References:

Workday Pro Compensation - Compensation Grades & Profiles Guide: Profiles allow different pay ranges for same grade across locations.

Workday Community - Global Grade Profiles Best Practice.

NEW QUESTION # 41

A company needs a \$500 monthly car allowance for its sales team, paid as a flat amount. The allowance should only be for employees in the Sales job family.

How should you configure this allowance plan?

- A. Create a reimbursable allowance plan, specifying \$500 as the reimbursement amount. Create an eligibility rule for the Sales job family and assign it to the plan.
- B. Create a percent-based allowance plan, specifying the percentage of base pay to equal \$500 monthly. Create an eligibility rule for the Sales job family and assign it to the plan.
- C. Create an amount-based allowance plan, specifying \$500 as the amount, monthly frequency. Create an eligibility rule for the Sales job family and assign it to the plan.
- D. Create a unit-based allowance plan, specifying the number of units and per-unit amount to total \$500 monthly. Create an eligibility rule for the Sales job family and assign it to the plan.

Answer: C

Explanation:

- * The requirement is a flat \$500 monthly allowance for Sales employees.
- * Amount-based allowance plan is the correct choice since it supports fixed, recurring payments in a defined currency and frequency.
- * Adding an eligibility rule ensures only employees in the Sales job family are assigned this allowance.

Why not the others?

- * A. Unit-based allowance plan# Used when pay is based on number of units (e.g., kilometers, credits), not flat amounts.
- * B. Percent-based allowance plan# Tied to % of base pay, not a fixed dollar figure.
- * D. Reimbursable allowance plan# Used for expense reimbursements, not recurring flat compensation.

References:

Workday Pro Compensation Training - Allowance Plan Types: Amount-based plans = recurring fixed amounts.

Workday Community - Allowance Plan Configurations.

NEW QUESTION # 42

Refer to the following scenario to answer the question below.

A company pays its employees a monthly allowance. Plan targets are dependent on plan profile eligibility rules. There are 100 different types of plan profiles, each with a specific target amount for the eligible population. Sample plan profile eligibility criteria include:

- * Job Family = Human Resources \$50 USD
- * Job Family = Sales \$70 USD
- * Job Family and Country = Human Resources / Australia \$78 AUD
- * Job Family and Country = Sales / Australia \$110 AUD

One of the compensation administrators has made changes to the eligibility rule for the Sales and Australian plan profile, removing Sales employees. What impact will changing this eligibility rule have?

- A. Any Australian employee will have an allowance automatically added during a job change and Sales employees will have their allowance automatically removed during a job change.
- B. Sales employees will automatically be removed from the plan.
- C. A system error will persist.
- D. All Australian employees will automatically be enrolled in the plan.

Answer: A

Explanation:

* If the eligibility rule for Sales / Australia profile is changed to remove "Sales," then all Australian employees (regardless of job family) become eligible.

* As a result:

- * Any Australian employee moving roles will be assigned the allowance.
- * Sales employees will no longer qualify, so their allowances are automatically removed during compensation/job changes.

Why not the others?

- * A. Sales removed immediately# Removal only happens at a transaction/job change evaluation.
- * C. All Australians automatically enrolled# Not automatic, triggered during job/comp events.
- * D. System error# Not how Workday handles eligibility changes.

References:

Workday Pro Compensation - Allowance Plan Eligibility Rules: Eligibility changes are enforced during transactions (hire, job change, comp change).

Workday Community - Compensation Profiles and Eligibility Handling.

NEW QUESTION # 43

