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Workday Workday-Pro-Benefits Exam Syllabus Topics:

| Topic | Details |
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| Topic 1 | <ul style="list-style-type: none"> • Compliance and Audit: Covers ensuring benefits configurations meet legal and company policy requirements, including audit trail management. |
| Topic 2 | <ul style="list-style-type: none"> • Payroll & HCM Integration: Covers how benefits connect with payroll and HCM systems for automatic deductions and real-time updates. |
| Topic 3 | <ul style="list-style-type: none"> • Introduction: Covers foundational knowledge of Workday Benefits, including its architecture, navigation, and core concepts. |
| Topic 4 | <ul style="list-style-type: none"> • Real Time Practice: Covers hands-on configuration of benefit plans, enrollment simulations, and use of Workday's tenant and enrollment dashboards. |
| Topic 5 | <ul style="list-style-type: none"> • Benefits Setup and Administration: Covers end-to-end configuration of benefit plans, eligibility rules, life events, open enrollment, payroll linking, and exception handling. |

Workday Pro Certification exam Sample Questions (Q54-Q59):

NEW QUESTION # 54

What report will the benefit administrator use to close and finalize mass events?

- A. Benefit Census
- B. Benefit Event Status
- C. Benefit Group Audit
- D. Open Enrollment Status

Answer: D

NEW QUESTION # 55

You create a cross-plan dependency to require employees to enroll in Basic Life before they can enroll in Spouse Life. The cross-plan dependency does not have a benefit group in the Benefit Group field. What is the expected behavior?

- A. You can save a cross-plan dependency without entering a benefit group but it will not be valid. You will get an alert.
- B. The cross-plan dependency will not apply to any benefit groups.
- C. The cross-plan dependency will apply to all benefit groups.
- D. You cannot save a cross-plan dependency without entering a benefit group. You will get an error.

Answer: C

Explanation:

The correct answer is D because in Workday, when a configuration object such as a cross-plan dependency is created without a specific Benefit Group value, the setup is treated as broadly applicable rather than restricted to one population. In this case, leaving the Benefit Group field blank means the dependency is not limited to a single benefit group, so it is evaluated across all benefit groups where the referenced plans are available. As a result, employees must enroll in Basic Life before Spouse Life wherever that dependency is relevant.

Option A is incorrect because the system does allow the setup to be saved without populating the Benefit Group field. Option B is also incorrect because a blank group does not mean the dependency is ignored; it means it is not group-specific. Option C is not correct because this is not simply an invalid setup that generates an alert without effect. Workday commonly uses blank scoping fields to indicate global applicability. Therefore, omitting the Benefit Group causes the cross-plan dependency to apply to all benefit groups rather than none or only one.

NEW QUESTION # 56

A benefit administrator needs to roll out a new plan to replace an existing plan to employees who have been with the company for 12 months. Employees who reach their 12-month length of service should get this plan on their anniversary. What type of event should the benefit administrator use to roll out this plan to employees in the U.S. benefit group?

- A. Passive
- B. Open Enrollment
- C. New Hire
- D. Worker Selectable

Answer: A

Explanation:

The correct answer is C because a Passive event in Workday is used when benefit changes must occur automatically without requiring employee action. In this scenario, the new plan is triggered when employees reach a 12-month service milestone, and the requirement is to automatically transition them to the new plan on their anniversary date. Passive events are designed for exactly this type of situation, where the system enforces enrollment changes based on predefined eligibility conditions or milestones.

Option A is incorrect because Open Enrollment applies to all eligible employees during a scheduled enrollment window and requires employee participation. Option B is incorrect because New Hire events only apply at the time of hire, not for service anniversaries.

Option D is also incorrect because Worker Selectable events require the employee to actively make a choice, which contradicts the requirement for automatic enrollment. A Passive event ensures the system evaluates eligibility at the 12-month mark and applies the new plan without requiring any employee interaction, making it the correct configuration approach.

NEW QUESTION # 57

Refer to the following scenario to answer the question below:

You need to configure an Open Enrollment event for your client, with these requirements:

All benefit coverages and deductions will start at the beginning of the new plan year.

Employees may select any benefit for which they are eligible.

If employees do not make changes during open enrollment, they should remain enrolled in the benefits they had prior to open enrollment.

If employees do not enroll in Health Savings Account and Flexible Spending Accounts, then those benefits should no longer be active for the employee.

On the Coverage Rules tab, what must you enter in the Defaulting Rules field to ensure employees making no changes to their HSA and FSA elections are no longer enrolled in those plans?

- A. Default to Current Elections or Waive
- B. Reinstate Previous Elections or Waive
- C. Default to Current Provider/Classification or Waive
- D. Default to Waive

Answer: D

Explanation:

The correct answer is A because Health Savings Accounts (HSA) and Flexible Spending Accounts (FSA) typically require active re-enrollment each plan year, meaning they do not automatically carry forward prior elections. In Workday, this behavior is controlled through the Defaulting Rules on the Coverage Rules tab of the Enrollment Event Rule. By selecting Default to Waive, the system ensures that if an employee does not take action during Open Enrollment, their election for these plans will default to waived status, effectively ending their participation for the new plan year.

Option B is incorrect because Default to Current Elections or Waive would retain prior elections if no changes are made, which contradicts the requirement that HSA and FSA should not remain active without explicit enrollment. Option C is also incorrect because reinstating previous elections would automatically continue participation. Option D is not relevant because provider or classification defaulting does not control whether coverage continues or is waived. Therefore, to enforce active enrollment and prevent automatic carryover, the correct configuration is Default to Waive.

NEW QUESTION # 58

A new benefit plan will become eligible for enrollment for employees on July 1, in the middle of the current plan year. What steps do you take to ensure the plan is implemented and eligibility is controlled correctly?

- A. Create a benefit plan year definition with the starting date of July 1, including the new benefit plan.
- B. Create the benefit plan as of July 1, but introduce the new plan during the next plan year.
- C. Add the benefit plan to the existing plan year definition without setting any eligibility rules, as eligibility will automatically be controlled.
- D. Future date the benefit plan as of July 1 and add it to the existing benefit plan year definition for employees to enroll.

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