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Workday Workday-Pro-Compensation Exam Syllabus Topics:

Topic	Details
Topic 1	<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 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"> • Compensation Management: Compensation management refers to the HR discipline focused on ensuring fair and balanced administration of employee rewards and recognition programs.
Topic 4	<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 5	<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.

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WorkdayProCompensationExam Sample Questions (Q49-Q54):

NEW QUESTION # 49

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

Answer: B

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 # 50

An employee is transferring from one supervisory organization to another and they are subject to compensation change. What compensation business process will the Change Job transaction trigger?

- A. Request Compensation Change
- B. Propose Compensation Offer
- **C. Propose Compensation Change**
- D. Propose Compensation Hire

Answer: C

Explanation:

* When an employee undergoes a Change Job (e.g., transferring between supervisory orgs), Workday triggers the Propose Compensation Change business process if compensation is impacted.

* This allows HR/Comp to adjust salary, allowances, or other plans based on the new job/org details.

Why not the others?

* A. Propose Compensation Offer# Used during hire/recruiting offers, not job changes.

* B. Request Compensation Change# Typically a standalone process, not triggered automatically by Change Job.

* C. Propose Compensation Hire# Used at hire events, not transfers.

References:

Workday Pro Compensation - Business Process Integration: Change Job triggers Propose Compensation Change when comp changes are required.

Workday Community - Change Job & Compensation Flow.

NEW QUESTION # 51

Your company would like to automatically increase pay after 12 months of employment, but only after 400 hours worked. What configuration will achieve this on compensation steps?

- A. Set a duration of 12 months.
- **B. Set a duration of 12 months and a step progression rule that counts the number of hours worked.**
- C. Set a progression rule that counts the number of hours worked.
- D. Select the "Assign first step during compensation proposal" checkbox and set a progression rule that counts 12 months.

Answer: B

Explanation:

In Workday Compensation, step progression is controlled through a combination of duration (time-based eligibility) and progression rules (additional conditions, like hours worked or performance).

Here's how the scenario breaks down:

* Requirement 1 - 12 months of employment

* Workday supports step duration, where you can specify that an employee must remain at a step for a defined period before being eligible for the next step.

* Setting a duration of 12 months ensures that the employee only becomes eligible for a step increase after completing a year in the role.

* Requirement 2 - 400 hours worked

* Workday allows you to configure step progression rules that evaluate conditions beyond time, such as hours worked, performance ratings, or other calculated fields tied to the worker.

* A progression rule counting the number of hours worked ensures that the pay increase is not triggered until the employee meets the required 400 hours.

* Why not the other options?

* A. Assign first step during compensation proposal + 12 months rule- This would only apply the first step, but it doesn't enforce the "400 hours worked" requirement.

* B. Hours worked only- This ignores the requirement of 12 months of employment.

* C. Duration of 12 months only- This ignores the requirement of 400 hours worked.

Thus, only D (duration + step progression rule) satisfies both conditions simultaneously.

References (from Workday Pro Compensation knowledge & learning resources):

* Workday Compensation - Step Progression Configuration: Duration enforces time-in-step, while progression rules allow conditions such as hours worked or performance-based eligibility.

* Workday Pro Training Materials (Compensation module): Step increase rules require combining duration with eligibility/progression conditions for multi-criteria automation.

* Workday Community - Compensation Step Progression Guide: Confirms that when multiple criteria must be met (e.g., tenure and hours worked), they must be configured in both the duration setting and the progression rule logic.

NEW QUESTION # 52

A recruiter is proposing compensation for a candidate during the offer stage. The recruiter would like to change the value of the home internet allowance from \$50 AUD to \$100 AUD, but they are unable to.

Why is the recruiter unable to change the amount?

- A. The allowance plan is not included in the compensation package.
- B. The candidate is not eligible for a plan profile.
- C. The candidate is eligible for more than one compensation package.
- D. The allowance plan has the No Override checkbox selected.

Answer: D

Explanation:

* If the recruiter cannot change the allowance amount (e.g., from \$50 AUD # \$100 AUD), the most likely reason is that the allowance plan is configured with No Override selected.

* No Override prevents users from modifying the default plan amounts during transactions.

Why not the others?

* A. Plan not in package# If missing, it wouldn't appear at all, not appear but be locked.

* B. Eligible for more than one package# Doesn't prevent changing amounts.

* C. Not eligible for profile# Would prevent plan assignment, not lock override fields.

References:

Workday Pro Compensation - Allowance Plan Configuration: No Override restricts modifications to plan amounts.

NEW QUESTION # 53

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. 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.
- B. Edit the allowance plan with the new effective date and change the Plan Amount.
- C. Use the Request Compensation Change process for the existing employees to edit the allowance plan to reflect the new amount.
- D. Create a new housing allowance plan for the new amount and add it to the compensation package.

Answer: A

Explanation:

* To increase the housing allowance plan from \$3,000 # \$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 # 54

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