

Earn The Badge Of Workday Workday-Pro-Absence Certification Exam On The First Attempt



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Workday Workday-Pro-Absence Exam Syllabus Topics:

Section	Weight	Objectives
Business Processes & Workflows	15%	- Place Worker on Leave process - Time Off Request business process - Approval routing and notifications
Time Off Plans & Accruals	25%	- Accrual schedules and balance periods - Time Off Plan configuration - Carryover, pro-ration, and plan limits
Time Off Types & Entry	15%	- Entry validations and balance adjustments - Time Off Type setup - Request workflow configuration
Security, Reporting & Integration	10%	- Absence reporting and analytics - Integration with Time Tracking and Payroll - Role-based security for absence data
Leaves of Absence & Leave Families	20%	- Regulatory leave tracking (FMLA, ADA, parental, etc.) - Concurrent vs sequential leave handling - Leave Type and Leave Family configuration
Eligibility & Calculated Fields	15%	- Calculated fields for absence entitlements - Eligibility rules based on HCM data - Position attributes and service length logic

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Workday Pro Absence Certification Exam Sample Questions (Q57-Q62):

NEW QUESTION # 57

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. In the Additional Leave Types field on each of the leaves, add the leave type that you want to combine.
- B. Add Military Leave to the Additional Leave Types field on Medical Leave.
- 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: A

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 # 58

An employee's termination requires a payout of outstanding balances from their eligible time off plans.

What does the absence administrator need to configure for the payouts to occur?

- A. 1. Update the Termination business process by adding the Adjust Time Off Balances service step after the completion step.
Select the time off to use to create termination adjustments on each plan.
Select the Overrides Allowed checkbox on each time off plan.
- B. 1. Update the Termination business process by adding the Remove Invalid Time Off Entries After Termination service step after the completion step.
Select the time off to use to create termination adjustments on each plan.
Select the Overrides Allowed checkbox on each time off plan.
- C. 1. Update the Termination business process by adding the Adjust Time Off Balances service step after the completion

step.

Select the time off to use to create termination adjustments on each plan.

Select the Adjustments Allowed checkbox on the time off selected to create termination adjustments.

- D. 1. Update the Termination business process by adding the Remove Invalid Time Off Entries After Termination service step after the completion step.

Select the time off to use to create termination adjustments on each plan.

Select the Adjustments Allowed checkbox on the time off selected to create termination adjustments.

Answer: C

Explanation:

Termination payout automation requires all three configuration elements in option D. First, the Termination business process must contain the Adjust Time Off Balances service step after completion. This service evaluates the worker's eligible time off plans and initiates the applicable termination adjustments.

Second, each plan must identify the time off used to create its termination adjustment. This is configured through the Time Off for Termination Adjustment field and gives Workday the transaction component needed to reduce the outstanding balance. Third, Adjustments Allowed must be enabled on that selected time off because Workday is creating an adjustment transaction against it. Overrides Allowed is not equivalent to Adjustments Allowed. An override replaces or establishes a calculated value for an accrual or balance, while an adjustment adds or subtracts units through a transaction. The termination process requires the latter. The Remove Invalid Time Off Entries After Termination service step handles time off entries that become invalid because they occur after termination; it does not generate the balance-reduction transaction required for payout.

Study Guide references: Absence Management Business Processes - Automating Payout of Plan Balance upon Termination and Time Off Plans and Components - Adjustments Allowed .

NEW QUESTION # 59

Which statement correctly defines an accrual in a Workday time off plan?

- A. It subtracts approved time off from a worker's plan balance.
- B. It categorizes the time off name displayed to users.
- C. It defines the dates on which a worker is placed on leave.
- D. It specifies the amount of time off a worker receives and when the worker receives it, adding units to a balance-tracking plan.

Answer: D

Explanation:

An accrual is the configuration that adds units to a worker's time off plan balance. It specifies both the quantity awarded and the conditions or timing under which the worker receives that quantity. The amount can be a constant or can be calculated from factors such as service, location, worker type, or other report-field values.

The accrual definition also establishes processing priority, scheduling rules, adjustment and override permissions, eligibility requirements, accrual-frequency overrides, and applicable limits. Because accruals increase balances, they are used only with time off plans that have balance tracking enabled. A basic plan that does not track a balance has no need for an accrual component.

A time off type provides the category name displayed to users. An underlying time off represents the absence and subtracts approved units from the plan balance. Leave dates are managed through leave-of-absence requests and leave-type configuration. These functions are distinct from the accrual. Option B correctly combines the two defining characteristics: the amount awarded and when that award is made.

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

NEW QUESTION # 60

Refer to the following scenario to answer the question below.

You created a time off plan that accrues five hours each period for all eligible workers. Workers start accruing in the period in which they are hired. The time off plan has an upper limit of 120 hours.

You hire a new worker who is eligible for the plan. During the negotiation process, the company agrees to grant the worker a beginning balance of 40 hours in the time off plan.

What task will you use to grant the worker 40 hours?

- A. Maintain Time Off Plan Override Balances
- B. Maintain Accrual and Time Off Limit Overrides
- C. Correct Absence

- D. Maintain Time Off Plan Carryover Overrides

Answer: A

Explanation:

Maintain Time Off Plan Override Balances establishes an employee's overall time off plan balance as of the start date of an eligible processing period. It is therefore the correct manual task for giving the new worker a negotiated beginning balance of 40 hours. Workday uses the overridden amount as the starting point for calculating subsequent accruals, time off deductions, and balance changes.

Correct Absence is used to correct existing absence requests or entries and does not establish a plan's opening balance. Maintain Accrual and Time Off Limit Overrides suspends an upper, lower, or time off limit; it would not create the 40-hour balance. Maintain Time Off Plan Carryover Overrides modifies carryover amounts or carryover expiration dates and applies to balance movement between balance periods rather than a negotiated starting balance.

The administrator must select an override date corresponding to the start of a period for which the worker is eligible. The plan must permit overrides. Because Workday treats the override as the authoritative balance at that point, retroactive entries dated on or before the override date will not cause Workday to recalculate the overridden balance automatically.

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

NEW QUESTION # 61

What leave impact does not require any further configuration for it to have an effect?

- A. Payroll Effect
- **B. Inactivate Worker**
- C. Absence Accrual Effect
- D. Benefit Effect

Answer: B

Explanation:

Selecting Inactivate Worker directly causes Workday to make the employee inactive while the employee is on the configured leave type. Once the leave request is approved and processing is complete, the worker's status changes without requiring a separate eligibility rule, payroll configuration, or benefits event.

Payroll Effect requires coordination with Workday Payroll configuration. Payroll run categories must be reviewed to determine which earnings or deductions continue or stop while the employee is on leave. Absence Accrual Effect identifies the leave as relevant to absence accrual processing, but an administrator must build time off or accrual eligibility logic that references the effect if accruals should stop during leave. Benefit Effect indicates that the leave may affect benefit eligibility; changing benefit elections generally requires a life event and associated benefit processing.

Inactivate Worker therefore has an immediate operational result from the leave-type setting itself. The worker is subsequently returned to active status when the Return from Leave of Absence business process is completed. Administrators should still evaluate the broader security and integration consequences of inactive status, but no additional functional configuration is needed to produce the status change.

Study Guide reference: Leave of Absence - Details Tab and Leave Impacts .

NEW QUESTION # 62

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