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## Workday Workday-Pro-Compensation Exam Syllabus Topics:

Topic	Details

Topic 1	<ul style="list-style-type: none"> <li>Compensation Management: Compensation management refers to the HR discipline focused on ensuring fair and balanced administration of employee rewards and recognition programs.</li> </ul>
Topic 2	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>Operational Reporting: In data systems, operational reporting provides insights into real-time operational activities and current performance details.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>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.</li> </ul>

## Workday Pro Compensation Exam Sample Questions (Q40-Q45):

### NEW QUESTION # 40

While creating an offer, you realize that default compensation configured on the job requisition is defaulting on the offer. The location is changing, which may impact the candidate's eligibility to certain compensation elements.

How can you ensure that Workday runs eligibility rules during the Offer business process even when default compensation exists on the job requisition?

- A. Select the Enable Defaulting Based on Changes to Guidelines setting in Edit Tenant Setup - HCM.
- B. Edit the Offer business process security policy.
- C. Select the Enable Eligibility Rule Performance Enhancement for Compensation Plan Profiles setting in Edit Tenant Setup - HCM.
- D. Select the Run Eligibility Rules when there is Requisition Compensation setting in Edit Tenant Setup - HCM.**

### Answer: D

Explanation:

\* By default, if compensation defaults from the requisition, Workday may skip eligibility re-checks.

\* To ensure eligibility rules are always executed during the Offer process (especially if location, job family, or country changes), enable:

\* Run Eligibility Rules when there is Requisition Compensation in Edit Tenant Setup - HCM.

Why not the others?

\* B. Enable Defaulting Based on Guidelines# Controls guideline defaults, not eligibility evaluation.

\* C. Edit Offer business process security# Security won't trigger eligibility rules.

\* D. Enable Eligibility Rule Performance Enhancement# Improves performance but doesn't force rule execution

References:

Workday Pro Compensation - Tenant Setup Options: Run Eligibility Rules ensures recalculation during Offer with requisition defaults.  
Workday Community - Compensation Rule Defaulting in Offers.

### NEW QUESTION # 41

A company is in the process of introducing pay ranges for specific job profiles to ensure fair and competitive compensation, which are implemented as compensation grades in Workday. What role do compensation grades fulfill within the Workday compensation framework?

- A. To calculate which compensation basis is used for reporting.
- B. To provide guidance when entering pay rates during a transaction.**
- C. To connect the salary amount to payroll earnings.
- D. To determine the employee's eligibility for overtime pay.

### Answer: B

Explanation:

- \* Compensation grades in Workday define pay ranges (minimum, midpoint, maximum) for job profiles.
- \* Their purpose is guidance during compensation transactions (hire, promotion, merit increase, etc.), ensuring pay is competitive and consistent.
- \* They do not enforce payroll mapping or overtime eligibility directly but help managers and HR align salary offers to market ranges.

Why not the others?

- \* B. Connect salary to payroll# That is done by compensation elements, not grades.
- \* C. Overtime eligibility# Determined by work hours & worker type, not grades.
- \* D. Compensation basis for reporting# Controlled by comp basis setup, not grades.

References:

Workday Pro Compensation Training - Compensation Grades: Defines grades as "guidelines for pay ranges used during compensation transactions." Workday Community - Compensation Grades Overview.

### NEW QUESTION # 42

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

**Answer: D**

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 # 43

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. What configuration allows the company to enter one total compensation amount for employees based in Milan?

- A. Total Base Pay
- B. Total Salary & Allowances
- C. Manage Basis Total
- D. Eligible Earnings Override

**Answer: C**

Explanation:

- \* The company wants to enter one total compensation amount for Milan employees instead of entering salary, allowance, and bonus separately.
- \* This is achieved by Manage Basis Total, which allows admins to configure total comp entry at the worker level while Workday allocates automatically across plans.
- \* This simplifies data entry for regions where comp is communicated as a total package.

Why not the others?

- \* A. Eligible Earnings Override# Used for payroll overrides, not comp plan entry.
- \* C. Total Base Pay# Only includes salary + base pay elements, not full compensation package.

\* D. Total Salary & Allowances# Not a standard Workday configuration option; the correct feature is Manage Basis Total.  
References:

Workday Pro Compensation - Manage Basis Total Functionality: Used when companies pay/track one total amount for comp.

Workday Community - European Compensation Configurations (Italy, Milan case).

#Final Verified answer: B. Manage Basis Total

#### NEW QUESTION # 44

When using the Set Up Allowance Plan Adjustment task to update an allowance plan amount, you must ensure employees Managed by Basis Total (MBT) will have no change to their primary compensation basis after their allowance plan amount is updated and instead will reallocate all other compensation in the MBT calculation.

How can you ensure this happens?

- A. Select Adjust to New Defaults on the Set Up Allowance Plan Adjustment task.
- B. Clear the Manage Basis Total checkbox on the employee's primary compensation basis.
- **C. Select Retain Basis Total for MBT Employees on the Set Up Allowance Plan Adjustment task.**
- D. Clear the Retain Basis Total checkbox on the employee's primary compensation basis.

#### Answer: C

Explanation:

\* Employees managed by Manage Basis Total (MBT) require their primary compensation basis total to remain unchanged when allowance plan adjustments are made.

\* By selecting Retain Basis Total for MBT Employees, Workday keeps the overall basis constant and reallocates other plans in the MBT calculation instead of increasing the total.

Why not the others?

- \* A. Clear MBT checkbox# Would remove MBT management completely.
- \* C. Clear Retain Basis Total# Opposite of required behavior.
- \* D. Adjust to New Defaults# Updates values, but doesn't enforce retention of MBT total.

References:

Workday Pro Compensation - MBT Handling in Allowance Adjustments.

Workday Community - Retain Basis Total Option.

#### NEW QUESTION # 45

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