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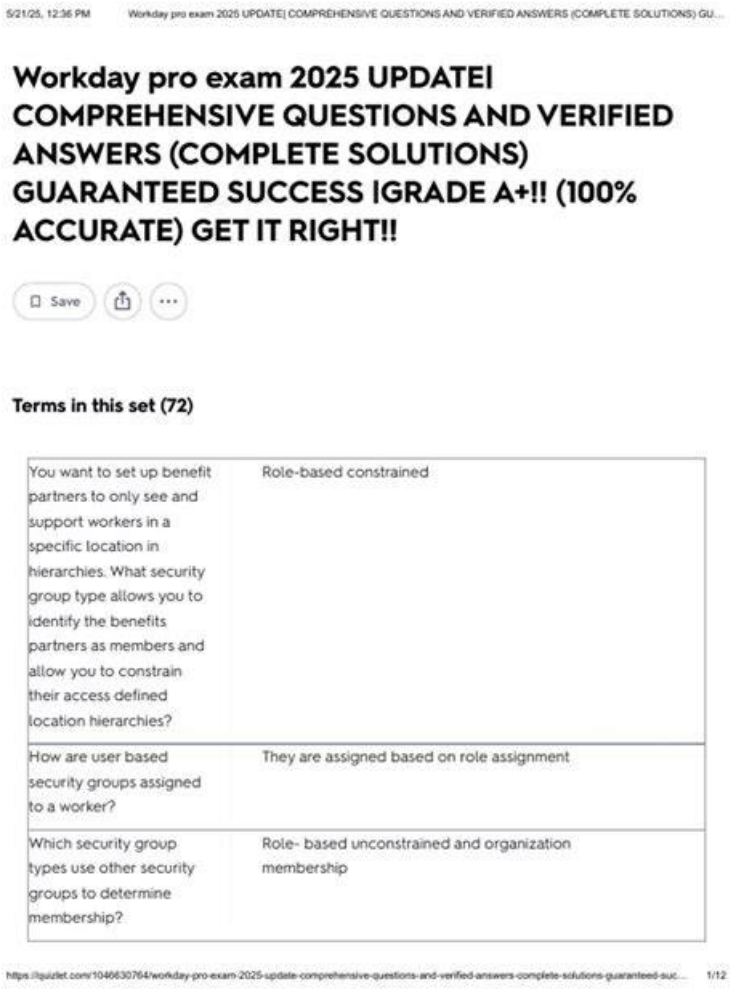

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You want to set up benefit partners to only see and support workers in a specific location in hierarchies. What security group type allows you to identify the benefits partners as members and allow you to constrain their access defined location hierarchies?	Role-based constrained
How are user based security groups assigned to a worker?	They are assigned based on role assignment
Which security group types use other security groups to determine membership?	Role- based unconstrained and organization membership

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Workday Workday-Pro-Absence Exam Syllabus Topics:

Section	Objectives
Topic 1: Workday HCM Core Concepts	- Key HCM Core concepts - Payroll concepts relevant to Absence
Topic 2: Time Off Management	- Corrections - Adjustments - Overrides
Topic 3: Time Off Configuration	- Time off business processes - Time off plan administration - Time off calculations
Topic 4: Leave of Absence Configuration	- Leave of absence business processes - Calculated fields - Leave components

Topic 5: Leave of Absence Management	- Managing leave requests - Leave administration

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Workday Pro Absence Certification Exam Sample Questions (Q15-Q20):

NEW QUESTION # 15
You are creating an accrual calculation that returns accrual amounts based on employees' years of service.
From the Create Lookup Table task, what type of table should you select?

- A. Advanced Lookup Table - No Search Criteria (default value only)
- B. Advanced Lookup Table - Report Field Search Criteria
- C. Advanced Lookup Table - Text Report Field Search Criteria
- D. Advanced Lookup Table - Numeric Calculation Search Criteria

Answer: D

Explanation:
Years of service resolves as a numeric calculation, so the appropriate table is Advanced Lookup Table - Numeric Calculation Search Criteria . The lookup table uses the calculated years-of-service value to locate the applicable range and return the corresponding accrual amount. For example, the table might return three hours for one through five years, five hours for six through ten years, and eight hours for service greater than ten years.
Advanced Lookup Table - Report Field Search Criteria is used when the search value comes directly from a single-instance or multi-instance report field, such as Job Profile. Text Report Field Search Criteria applies when the source is a text field, such as a city name. No Search Criteria provides only a default value and cannot differentiate results according to service bands.
The numeric table should define complete, non-overlapping service ranges and include a suitable response for every expected value. The resulting lookup calculation can then be selected as the accrual amount. Effective dating can be used when service-based accrual rates change over time without requiring the entire accrual configuration to be rebuilt.
Study Guide reference: Calculations for Time Off Plans - Advanced Lookup Tables in Lookup Calculations .

NEW QUESTION # 16
You have set the time off lower limit to zero.
What can you do to ensure workers can request only paid time off?

- A. Set the maximum unpaid time off units to zero and select the Do Not Allow Request checkbox.
- B. Set the maximum unpaid time off units to 8 and select the Do Not Allow Request checkbox.
- C. Set the maximum unpaid time off units to zero and clear the Do Not Allow Request checkbox.
- D. Set the maximum unpaid time off units to 8 and clear the Do Not Allow Request checkbox.

Answer: A

Explanation:
A lower limit of zero means Workday treats time off that would reduce the plan balance below zero as unpaid.
That calculation setting alone does not necessarily stop the worker from submitting the request; it determines how much of the

requested absence can be processed as paid.
To prohibit unpaid time off, configure the Maximum Unpaid Time Off Units Allowed validation with a value of zero. This establishes that no portion of the request may be unpaid. The Do Not Allow Request checkbox must also be selected so that a request failing the validation produces an error and cannot be saved or submitted. If that checkbox is cleared, Workday generates a warning but permits the request to proceed, which does not satisfy the requirement that workers request only paid time.
Setting the maximum unpaid units to eight would explicitly permit up to eight unpaid hours or days, depending on the plan's unit of time. Therefore, options B and D conflict with the requirement. Option A uses the correct zero-unit threshold but configures only a warning. The combination in option C creates a hard validation: zero unpaid units are permitted, and any request exceeding the available paid balance is blocked.
Reference: Workday Education - Absence for Administrators: Time Off Validations, "Maximum Unpaid Time Off Units Allowed" and "Do Not Allow Request"

NEW QUESTION # 17
Refer to the following scenario to answer the question below.
You need to create a time off plan that tracks a balance over the calendar year. It should give the full year accrual on January 1 of each year or a prorated amount on hire date if a worker is hired after January 1.
What calculation will you use as a scheduling rule to ensure workers accrue on January 1 each year?

- A. Scheduling: Payment Date Month = 01 (January)
- B. Scheduling: Worker Hired Mid-Period
- C. Scheduling: Front-Loaded
- D. Scheduling: Last Period of the Balance Period (based on Period Start Date)

Answer: A

NEW QUESTION # 18
You need to create a time off plan that requires a user to enter the start and stop time when submitting a time off request.
When would you configure this?

- A. After you add the time off to an hours-based time off plan.
- B. Before you add the time off to an hours-based time off plan.
- C. Before you add the time off to a days-based time off plan.
- D. After you add the time off to a days-based time off plan.

Answer: B

Explanation:
Start and stop time entry is configured on the time off component before that component is associated with the intended hours-based time off plan. In the Create Time Off task, the administrator selects the appropriate entry option and enables Display Start and End Time. Workday then exposes Start and End Time Required, which makes both values mandatory when a requester enters the time off. An additional option can calculate the requested quantity from the interval between those times.
The configuration must align with the plan's unit of time. An hours-based plan is the appropriate design when the business requirement depends on precise clock times and a calculated duration. Although Workday can display start and end times in several request contexts, the selected time off, accruals, limits, and calculations attached to a plan must remain compatible with that plan's unit of time. Workday does not automatically convert day-based configuration values into hourly values.
Configuring the requirement before adding the time off to the hours-based plan ensures the component is correctly defined and compatible when it becomes part of the plan architecture. Options A and D incorrectly use a days-based plan, while option C reverses the required configuration sequence.
Reference: Workday Education - Absence for Administrators: Time Off Plans and Components, "Time Off Details" and "Entry Option"

NEW QUESTION # 19
The time off plan uses a monthly period schedule. You give workers an accrual of 10 hours per month. If a worker loses eligibility mid-period, you would like Workday to automatically prorate their accrual in that period.
After you select the Adjustments/Overrides Allowed checkbox on the accrual, what do you do next?

- A. Select the Based on As of Date radio button. On the Change Job business process, insert the Automated Accrual

Adjustment service step.

- B. Select the None radio button. On the Change Job business process, insert the Maintain Time Off Plan Transfer Balance action step.
- C. Select the Front-Loaded radio button. On the Change Job business process, insert the Automated Accrual Adjustment service step.
- D. Select the Based on As of Date radio button. On the Change Job business process, insert the Update Time Off Requests action step.

Answer: A

NEW QUESTION # 20

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