

# Workday-Pro-Time-Tracking Reliable Test Forum, Workday-Pro-Time-Tracking Latest Exam Experience



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## Workday Workday-Pro-Time-Tracking Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"><li>• Time Entry and Validation: Focuses on how workers enter time, how entries are validated, and the rules that ensure accuracy and compliance.</li></ul>
Topic 2	<ul style="list-style-type: none"><li>• Time Calculation and Processing: Explains how Workday calculates time, including rules for overtime, shifts, and processing of recorded hours.</li></ul>
Topic 3	<ul style="list-style-type: none"><li>• Reporting and Auditing: Covers how to generate reports, monitor time data, and audit entries to ensure accuracy and compliance with policies.</li></ul>
Topic 4	<ul style="list-style-type: none"><li>• Time Tracking Fundamentals: Covers the core concepts of Workday time tracking, including basic setup, terminology, and how time is captured within the system.</li></ul>
Topic 5	<ul style="list-style-type: none"><li>• Time Off and Leave Integration: Describes how time tracking integrates with time off plans, leave requests, and absence management processes.</li></ul>

# Workday Workday-Pro-Time-Tracking Latest Exam Experience - Pdf

## Workday-Pro-Time-Tracking Free

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### Workday ProTime Tracking Exam Sample Questions (Q24-Q29):

#### NEW QUESTION # 24

What worker population will an administrator commonly use Mass Submit Time for?

- A. Hours-only workers using micro-edit.
- B. Project workers using enter time by type.
- C. In/Out workers who use check-in/check-out functionality.
- **D. Salaried workers adjusting their auto-fill from schedule hours.**

**Answer: D**

Explanation:

The correct answer is A. Salaried workers adjusting their auto-fill from schedule hours .

In Workday Time Tracking, Mass Submit Time is most commonly used for worker populations whose time is largely predictable and auto-generated , especially salaried workers who use auto-fill from schedule hours . These workers often have standard scheduled hours and may only make small adjustments before time needs to be submitted. Because their time is generally consistent, administrators can efficiently submit time in bulk for many workers at once, which reduces manual effort and supports period-end processing.

This function is less appropriate for populations with more variable or punch-based time entry. Hours-only workers using micro-edit may still require individual changes that make bulk submission less common. In

/Out workers using check-in/check-out functionality rely on punch data and break patterns, so their entries often need closer review before submission. Project workers using enter time by type usually allocate time across projects, tasks, or worktags, making their time more complex and less suitable for broad mass submission.

Mass Submit Time is most valuable when time entry follows a stable pattern and does not require frequent day-by-day validation. That is why salaried workers with auto-fill from schedule hours are the most common population for this administrative action.

#### NEW QUESTION # 25

The tenant includes a daily overtime calculation (regular hours > 8) with the priority of USA0045. You need to configure a daily double time calculation (regular hours > 12).

What priority should you assign to the Daily Double Time calculation so it calculates before the Daily Overtime?

- A. USA0050
- B. USA0055
- C. USA0045
- **D. USA0040**

**Answer: D**

Explanation:

The correct answer is A. USA0040 .

In Workday Time Tracking, time calculation priority determines the order in which calculations are processed. A calculation with a lower priority value runs before a calculation with a higher value. Since the existing Daily Overtime calculation has a priority of USA0045 , any new calculation that must run earlier needs a priority number lower than 0045.

Because the organization wants the Daily Double Time rule for hours greater than 12 to calculate before Daily Overtime, the proper priority is USA0040 . This ensures that the double time logic evaluates first and can correctly identify the hours that should receive double time treatment before the broader overtime calculation processes the remaining qualifying hours.

The other options are incorrect for the following reasons. USA0045 would place the new calculation at the same priority as Daily Overtime, which does not ensure the correct processing sequence. USA0050 and USA0055 are higher values, so they would run after the overtime calculation, which could lead to incorrect tagging or pay treatment of hours above 12.

In Workday, correct priority sequencing is critical whenever multiple calculations interact, especially for overtime and premium scenarios. Therefore, the correct priority is USA0040 .

### NEW QUESTION # 26

On what Time Tracking component can you enable Optional Out Times for a group of workers?

- A. Time entry code
- B. Time entry template
- C. Worktag
- **D. Time tracking eligibility rule**

**Answer: D**

Explanation:

Comprehensive and Detailed 150 to 250 words of Explanation From WorkdayPro Time Tracking Knowledge:

The correct answer is C. Time tracking eligibility rule . In Workday Time Tracking, a time tracking eligibility rule is used to define which workers receive specific time tracking behavior and configurations.

Because the question asks where you can enable Optional Out Times for a group of workers , the key phrase is "for a group of workers." That grouping and assignment logic is controlled through the eligibility rule, which determines what time tracking setup applies to a worker population based on staffing attributes or eligibility criteria.

A time entry template controls how time is entered and displayed, such as layout and entry behavior, but it is typically applied through broader time tracking configuration rather than being the worker-grouping mechanism itself. A time entry code identifies the kind of time being recorded, such as regular, training, or on-call time, and does not control Optional Out Times at the worker-group level. A worktag is used for classification and reporting, not for enabling time entry behavior settings.

So, when Workday asks which component allows you to enable a feature like Optional Out Times for a specific population of workers, the correct setup component is the Time Tracking Eligibility Rule , because it is the object used to apply time tracking options to defined worker groups.

### NEW QUESTION # 27

What restrictions apply to the Adjust Calculated Time task?

- **A. A worker cannot adjust their own calculated time.**
- B. Adjusted time will continue to be calculated by Workday just like normal time.
- C. Time off is eligible to be adjusted.
- D. Adjustments are submitted only during unlocked periods.

**Answer: A**

Explanation:

The correct answer is C. A worker cannot adjust their own calculated time .

In Workday Time Tracking, the Adjust Calculated Time task is an administrative function used to correct or override calculated time results, such as overtime or premium outcomes, when the automatically generated result needs manual intervention. Because this task can directly change calculation outcomes that affect pay, compliance, and reporting, Workday restricts it from being performed by the worker on their own time.

Instead, it is intended for authorized administrative roles, such as a time tracking administrator or another appropriately secured user.

Option A is incorrect because time off is not generally the focus of the Adjust Calculated Time task; this task is used for calculated worked-time results, not for adjusting absence or time-off entries in the same way.

Option B is not the best restriction stated here because period locking rules relate to broader time-entry administration and do not define the core restriction of who can perform the task. Option D is incorrect because once calculated time is manually adjusted, it is no longer simply treated the same as fully system- calculated normal time; the adjustment reflects an administrative override.

Therefore, the key restriction that applies is that a worker cannot adjust their own calculated time , making C the correct answer.

### NEW QUESTION # 28

Refer to the following scenario to answer the question below.

You are reviewing time for a worker. The worker has reported hours for the seventh consecutive day and the hours are calculating as configured. This week, the worker reported 11 hours on the seventh consecutive day worked. This worker is eligible for double-time on all hours worked over 8 hours on the seventh consecutive day; however, all 11 hours are tagged as seventh consecutive day

hours.

To solve this issue, you determine that the worker should be made eligible for a specific time tracking component. What time tracking component should this worker be eligible for?

- A. Time Calculation Group
- B. Time Entry Template
- C. Time Calculation Tag
- D. Time Code Group

**Answer: A**

Explanation:

The correct answer is C. Time Calculation Group .

In Workday Time Tracking, a Time Calculation Group is the component that bundles together the time calculations that apply to a specific worker population. If a worker should receive special overtime or double-time logic—such as double time for hours over 8 on the seventh consecutive day—the worker must be eligible for the appropriate Time Calculation Group that contains those rules. In this scenario, the worker's time is being tagged as seventh consecutive day hours, but the expected split into double time after 8 hours is not occurring. That strongly suggests the worker is not currently eligible for the calculation group that includes the seventh consecutive day double-time calculation . Making the worker eligible for the correct calculation group ensures Workday runs the additional rule needed to reclassify hours over the threshold.

The other options are not correct for this purpose. A Time Entry Template controls how time is entered, not how overtime logic is calculated. A Time Calculation Tag is a result or identifier used by calculations, not an eligibility-based worker component. A Time Code Group organizes time entry codes, but it does not determine whether complex overtime calculations are applied.

Therefore, the worker should be made eligible for the appropriate Time Calculation Group

## NEW QUESTION # 29

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