

Workday Workday-Pro-Time-Tracking Best Study Material - Workday-Pro-Time-Tracking Actual Questions

Workday Pro Time Tracking Certification Exam Questions and Answers Best rated A+ Guaranteed Success Latest Update

Which of the following Time Tracking calculations generate calculated time blocks without corresponding reported time? - **ANSWER** Time Block Create Calculation

True or False? The only type of calculated field you can associate directly with a TimeBlock Conditional Rule or Time BlockCreate calculation is a True/False condition? - **ANSWER** True

Which of the following business objects is most likely to contain the information needed to define the Day=Sunday condition rule for a calculation? - **ANSWER** Time Day

True or False? A time shift calculation can cross the week breaker between two separate defined seven-day periods. - **ANSWER** True

True or False? If the tenant is configured to do so, when a time off is included in a time calculation and that calculation has already executed, a new approved time off or correction to an existing time off will cause the calculation to recalculate. - **ANSWER** True

The following are characteristics of TOTO - **ANSWER** 1. Triggers the Enter Absence and subsequently the Request Time Off business process
2. Displays time off balances for an approver

In order to include time off in the totals that appear on the time entry calendar, you must execute which of the following two configuration items: - **ANSWER** 1. Create a time calculation tag that is linked to time off
2. Include a time off time calculation tag in the totals configured on the time entry template

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

NEW QUESTION # 24

You have configured a Time Calculation that tags all hours reported on either Saturday or Sunday as Weekend Premium hours. A second time calculation tags all hours worked over 8 hours on Saturday or Sunday as double time.

What task do you use to verify that these two time calculations are prioritized correctly?

- A. Maintain Time Accumulator Threshold Rule Priorities
- B. Maintain Time Calculation Tags
- C. View Time Calculation Group
- **D. Maintain Time Calculation Priorities**

Answer: D

Explanation:

The correct answer is D. Maintain Time Calculation Priorities .

In Workday Time Tracking, when multiple time calculations interact with each other, the order of execution is extremely important. In this example, one calculation tags all Saturday and Sunday hours as Weekend Premium, while another tags hours over 8 on those same days as double time . Since both calculations may evaluate the same time, you must confirm that they run in the correct sequence so the desired tags are applied properly and downstream results are accurate.

The task used specifically to review and manage the execution order of time calculations is Maintain Time Calculation Priorities . This is where Workday administrators verify whether one calculation runs before or after another based on its configured priority value. If the priorities are incorrect, calculations may not tag or replace hours as expected.

The other options are not the correct tool for this purpose. View Time Calculation Group helps review grouped calculations, but not the priority maintenance itself. Maintain Time Calculation Tags is used for tag configuration, not sequencing. Maintain Time Accumulator Threshold Rule Priorities applies to threshold rule priorities, which is a different configuration area and not the general task for validating calculation order between standard time calculations.

Therefore, the correct task is Maintain Time Calculation Priorities .

NEW QUESTION # 25

You need to provide managers the ability to manage time, whether or not it is submitted, for all of their workers in a consolidated view.

What report provides this information?

- **A. Edit and Approve Time**
- B. View Worker's Time Eligibility
- C. Time Administrator Home Worklet
- D. Review Time

Answer: A

Explanation:

The correct answer is C. Edit and Approve Time .

In Workday Time Tracking, Edit and Approve Time gives managers a consolidated view of their workers' time and allows them to take action whether the time has already been submitted or not. This is an important distinction because managers often need a single place to review, correct, edit, and approve time across their team without switching between separate worker records or waiting for all entries to be formally submitted.

This report or task is designed for operational time management. It enables managers to see worker time in one combined interface, helping them identify missing entries, incorrect hours, and pending approvals efficiently. Because the question specifically mentions the need to manage time for all workers in a consolidated view , including time that may not yet be submitted, Edit and Approve Time is the best match.

The other options are not correct for this need. Review Time is more limited and generally focuses on viewing time rather than

providing the same management and approval functionality across submitted and unsubmitted entries. Time Administrator Home Worklet is an administrative landing page, not the manager-facing consolidated report for team time management. View Worker's Time Eligibility is used to review assigned time tracking components, not worker time entry details. Therefore, the correct answer is C. Edit and Approve Time .

NEW QUESTION # 26

An organization wants to ensure that 12:00 AM is the start time for each day. What function should they use?

- A. Bi-Weekly Calculation Start Date
- B. Work Week Start Day
- C. Day Breaker
- D. Day Breaker Divides

Answer: C

Explanation:

The correct answer is A. Day Breaker .

In Workday Time Tracking, the Day Breaker defines the point at which one workday ends and the next workday begins for time entry and time calculation purposes. If an organization wants each day to start exactly at 12:00 AM , then the Day Breaker should be set to 12:00 AM . This ensures that time worked before midnight belongs to the prior day, and time worked from midnight onward belongs to the new day.

This setting is especially important for workers who work overnight shifts or whose time spans across calendar dates. Without the correct Day Breaker, hours may be assigned to the wrong workday, which can affect daily totals, overtime calculations, schedule comparisons, and payroll results. Workday uses this function specifically to determine the daily boundary for reported time.

The other options are not correct for this requirement. Work Week Start Day controls the first day of the week, not the daily start time. Day Breaker Divides relates to how calculations may split time around the Day Breaker, but it does not establish the daily boundary itself. Bi-Weekly Calculation Start Date is used for bi-weekly calculation patterns and has nothing to do with the start time of each day.

So the correct function is Day Breaker .

NEW QUESTION # 27

Which report should you run to ensure a worker only has one period schedule?

- A. View Worker's Time Eligibility
- B. View Period Schedule
- C. View Work Schedule Calendar
- D. Audit - Workers with Multiple Time Period Schedules

Answer: D

Explanation:

The correct answer is D. Audit - Workers with Multiple Time Period Schedules .

In Workday Time Tracking, a worker should generally have only one active time period schedule so that time entry, approvals, period close, and downstream payroll processing function correctly. When a worker is assigned to more than one time period schedule, it can create confusion around which period controls their time entry deadlines, submission windows, and approval timing. Because this is a setup and data integrity issue, Workday provides a specific audit report to identify workers who have this problem. The report Audit - Workers with Multiple Time Period Schedules is designed exactly for this purpose. It helps administrators quickly find workers with conflicting schedule assignments so corrective action can be taken. This makes it the best report to run when validating time tracking configuration and ensuring clean administrative setup.

The other options are not intended for this audit purpose. View Work Schedule Calendar shows schedule-related calendar details, not duplicate period schedule assignments. View Period Schedule displays the schedule itself, but not necessarily workers with multiple assignments. View Worker's Time Eligibility is used to review time tracking eligibility rules and related setup, not to detect duplicate period schedules.

NEW QUESTION # 28

When creating a work schedule calendar, what does the Work Week Start Day field default to?

- A. Friday
- **B. Monday**
- C. Saturday
- D. Sunday

Answer: B

Explanation:

The correct answer is D. Monday .

In Workday Time Tracking, when you create a Work Schedule Calendar , the Work Week Start Day field defaults to Monday .

This default is important because the work week start day influences how Workday organizes weekly scheduling, displays calendar weeks, and applies certain weekly time calculations. Since many organizations structure operational or reporting weeks from Monday through Sunday, Workday uses Monday as the standard default starting point unless configuration is intentionally changed. This field matters because it helps define how a worker's schedule is grouped across the week for planning and tracking purposes. It can affect how managers and administrators interpret weekly patterns, shift rotations, and time-based reporting. Although organizations may later adjust the work week start day based on business requirements, regional practices, or union rules, the initial default value during setup remains Monday .

The other answer choices are incorrect because they are not the standard default delivered in the initial calendar setup. While a company could choose Friday , Saturday , or Sunday for a custom business need, those are configured exceptions rather than the default system behavior.

So, for a newly created Work Schedule Calendar in Workday Time Tracking, the Work Week Start Day defaults to Monday .

NEW QUESTION # 29

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