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## Workday ProTime Tracking Exam Sample Questions (Q48-Q53):

### NEW QUESTION # 48

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

**Answer: C**

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 # 49

You have configured a Time Calculation Tag to tag all hours worked on the seventh consecutive day.

Where will these hours display in the Worker's Time Entry Calendar?

- A. On the top line of the Time Block in the Worker's Time Entry Calendar on the day the hours were worked.
- B. In the Calculation Group Snapshots for the worker on the View Worker's Time Eligibility report.
- C. On the day's shift in the Worker's Work Schedule Calendar.
- D. On the Calculated tab in the Time Block in the Worker's Time Entry Calendar on the day the hours were worked.

**Answer: D**

Explanation:

The correct answer is B. On the Calculated tab in the Time Block in the Worker's Time Entry Calendar on the day the hours were worked .

In Workday Time Tracking, a Time Calculation Tag is part of the calculation framework used to identify or classify time after Workday evaluates the entered hours through configured calculation logic. When a rule tags hours worked on the seventh consecutive day , that result is not treated as the original entered time itself. Instead, it is displayed as a calculated result tied to the time block for the relevant date.

That is why these tagged hours appear on the Calculated tab of the worker's time block. The entered line remains the source time entry, while the calculated section shows the results produced by Workday's time calculations, such as tagged hours, overtime, premiums, or other rule-based outcomes.

Option D is incorrect because the top line of the time block is generally where the worker's entered time appears, not the detailed calculation-tag output. Option A is incorrect because the Work Schedule Calendar reflects planned schedule information, not calculated time-tag results. Option C is incorrect because View Worker's Time Eligibility is used to review assigned time tracking components, not to display daily calculated tagged hours.

So the correct display location is the Calculated tab in the time block.

### NEW QUESTION # 50

Refer to the following scenario to answer the question below.

You have received a requirement to create a set of Time Tracking Components for workers who have the following attributes:

\* Time Type = Salary

\* Country = United States

\* Supervisory Organization = Facilities Group

A worker that you are testing is already assigned to a template. During testing, this worker, who meets all of the newly defined criteria, is not assigned to the new Time Entry Template.

How do you troubleshoot this issue?

- A. Run the All Time Entry Templates report to confirm that there are overlapping assignments.
- **B. Run the Audit - Workers with Multiple Time Entry Templates report to confirm that there are overlapping assignments.**
- C. Run the View Worker Time Eligibility by Organization to confirm that there are overlapping assignments.
- D. Run the Audit - Workers with Multiple Work Schedule Calendars to confirm that there are overlapping assignments.

**Answer: B**

Explanation:

The correct answer is C. Run the Audit - Workers with Multiple Time Entry Templates report to confirm that there are overlapping assignments .

In Workday Time Tracking, a worker should generally be eligible for only one active time entry template at a time . If a worker already has an existing template assignment and also meets the criteria for a newly created template, the most common issue is overlapping eligibility between templates. When this happens, Workday administrators need an audit tool that specifically identifies workers who match more than one template at the same time.

The Audit - Workers with Multiple Time Entry Templates report is built for exactly this troubleshooting scenario. It helps confirm whether the worker is being picked up by multiple eligibility rules and whether an overlap is preventing the expected result or creating assignment ambiguity. This makes it the most accurate report to run when validating time entry template setup.

Option A only lists templates and does not directly expose worker-level overlap issues. Option B focuses on work schedule calendars , which is a different setup area and not related to time entry template conflicts.

Option D may provide useful eligibility information, but it is not the primary audit report used to detect overlapping template assignments.

Therefore, the best troubleshooting step is C .

### NEW QUESTION # 51

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

**Answer: B**

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 # 52

A manager uses the Assign Work Schedule task to assign a work schedule to a worker. What overrides the schedule assignment?

- A. Flextime bands
- **B. Ad hoc schedule changes**
- C. Work schedule eligible rules
- D. Schedule deviation calculation

**Answer: B**

Explanation:

The correct answer is D. Ad hoc schedule changes .

In Workday Time Tracking, when a manager assigns a work schedule to a worker using the Assign Work Schedule task, that schedule becomes the worker's standard planned schedule. However, Workday also supports temporary or date-specific exceptions through ad hoc schedule changes . These changes are designed to override the normal assigned schedule for a particular day or period without replacing the worker' s overall schedule assignment. This is useful when a worker has a temporary shift change, a one-time different start and end time, or a short-term adjustment due to business needs.

This is why ad hoc schedule changes are considered the override mechanism. They sit on top of the normal schedule assignment and take precedence for the affected dates.

The other options do not override the assigned work schedule itself. Flextime bands provide flexibility around expected start and end times, but they do not replace the assigned schedule. Schedule deviation calculation is used to compare reported time against schedule expectations and identify variances; it analyzes schedule differences rather than overriding the schedule. Work schedule eligible rules determine which workers can receive certain schedules, but they do not act as overrides after assignment.

So, the component that overrides an assigned work schedule is Ad hoc schedule changes .

### NEW QUESTION # 53

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