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Workday Pro HCM Core Exam Guide

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This study guide is designed to help you prepare for the Workday Pro exam. This guide provides general testing information and outlines the specific topics covered in each segment of the exam.

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Workday Workday-Pro-Compensation Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none">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.
Topic 2	<ul style="list-style-type: none">Operational Reporting: In data systems, operational reporting provides insights into real-time operational activities and current performance details.

Topic 3	<ul style="list-style-type: none"> • 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.
Topic 4	<ul style="list-style-type: none"> • Compensation Management: Compensation management refers to the HR discipline focused on ensuring fair and balanced administration of employee rewards and recognition programs.
Topic 5	<ul style="list-style-type: none"> • 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.

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WorkdayProCompensationExam Sample Questions (Q49-Q54):

NEW QUESTION # 49

An employee is transferring from one supervisory organization to another and they are subject to compensation change. What compensation business process will the Change Job transaction trigger?

- A. Propose Compensation Hire
- B. Propose Compensation Offer
- C. Request Compensation Change
- **D. Propose Compensation Change**

Answer: D

Explanation:

* When an employee undergoes a Change Job (e.g., transferring between supervisory orgs), Workday triggers the Propose Compensation Change business process if compensation is impacted.

* This allows HR/Comp to adjust salary, allowances, or other plans based on the new job/org details.

Why not the others?

* A. Propose Compensation Offer# Used during hire/recruiting offers, not job changes.

* B. Request Compensation Change# Typically a standalone process, not triggered automatically by Change Job.

* C. Propose Compensation Hire# Used at hire events, not transfers.

References:

Workday Pro Compensation - Business Process Integration: Change Job triggers Propose Compensation Change when comp changes are required.

Workday Community - Change Job & Compensation Flow.

NEW QUESTION # 50

A mobile allowance plan has an amount of \$150 per month. The new amount will be \$200 for those employees using the plan. Employees using an override amount will keep their current difference.

How will you update the plan target and maintain current differences?

- A. Use the Set Up Allowance Plan Adjustment task and select Adjust by Same Amounts for Employees Using Override.
- B. Use the Remove Compensation Plan process and rollout the new plan to all eligible workers.
- C. Use the Set Up Allowance Plan Adjustment task and select Adjust to New Defaults for Employees Using Override.
- D. Change the allowance plan amounts and rollout the plan to all eligible workers.

Answer: A

Explanation:

- * The business requirement: Raise the default mobile allowance from \$150 to \$200, but keep employees with override amounts at their current difference.
- * Using Set Up Allowance Plan Adjustment with the option Adjust by Same Amounts for Employees Using Override ensures that:
- * The default is increased by \$50.
- * Employees with overrides will also receive a \$50 adjustment (preserving their override difference).

Why not the others?

- * B. Change plan amounts & rollout# Would overwrite override amounts, losing differences.
- * C. Remove and rollout new plan# Unnecessary and disruptive.
- * D. Adjust to New Defaults# Would reset overrides to default, eliminating differences.

References:

Workday Pro Compensation - Allowance Plan Adjustments: Adjust by same amount option maintains override differences.

Workday Community - Managing Plan Adjustments.

NEW QUESTION # 51

A salary plan uses an eligibility rule that evaluates if pay rate type is salaried.

To minimize data discrepancies, what configuration do you complete next?

- A. Modify the eligibility rule to evaluate all job profiles.
- B. Assign pay rate types to job profiles.
- C. Assign a pay rate type to job requisitions.
- D. Assign the salary plan to job profiles.

Answer: B

Explanation:

- * Since the eligibility rule evaluates pay rate type = salaried, you need to ensure every job profile has the correct pay rate type assigned.
- * This prevents mismatches where employees may not qualify for the salary plan due to missing or inconsistent data.

Why not the others?

- * A. Modify rule to evaluate all job profiles# Broadens scope incorrectly; doesn't ensure data integrity.
- * C. Pay rate type on job requisitions# Impacts recruiting, not existing employee eligibility.
- * D. Assign salary plan to job profiles# Comes after ensuring the pay rate type is consistently set.

References:

Workday Pro Compensation - Eligibility Rules & Job Profiles: Pay rate type must be assigned consistently at the job profile level.

Workday Community - Preventing Data Discrepancies in Eligibility.

NEW QUESTION # 52

An employee is eligible for these compensation bases:

- * International Compensation (ranking 2)
- * Management Compensation (ranking 1)
- * Sales Compensation (ranking 3)

What compensation basis will display as the employee's primary compensation basis?

- A. Total Base Pay
- B. Management Compensation
- C. International Compensation
- D. Sales Compensation

Answer: B

Explanation:

* When multiple compensation bases apply to an employee, Workday selects the primary basis based on ranking (lowest number = highest priority).

* Rankings here:

* Management = 1

* International = 2

* Sales = 3

* Therefore, Management Compensation is the primary basis.

Why not the others?

* B. Sales Compensation# Ranked lowest (3).

* C. International Compensation# Ranked 2, lower than Management.

* D. Total Base Pay# Not listed among eligible ranked bases here.

References:

Workday Pro Compensation - Configurable Compensation Bases: Ranking determines primary basis (lowest rank wins).

NEW QUESTION # 53

A company needs a \$500 monthly car allowance for its sales team, paid as a flat amount. The allowance should only be for employees in the Sales job family.

How should you configure this allowance plan?

- A. Create a reimbursable allowance plan, specifying \$500 as the reimbursement amount. Create an eligibility rule for the Sales job family and assign it to the plan.
- B. Create a unit-based allowance plan, specifying the number of units and per-unit amount to total \$500 monthly. Create an eligibility rule for the Sales job family and assign it to the plan.
- C. Create a percent-based allowance plan, specifying the percentage of base pay to equal \$500 monthly. Create an eligibility rule for the Sales job family and assign it to the plan.
- **D. Create an amount-based allowance plan, specifying \$500 as the amount, monthly frequency. Create an eligibility rule for the Sales job family and assign it to the plan.**

Answer: D

Explanation:

* The requirement is a flat \$500 monthly allowance for Sales employees.

* Amount-based allowance plan is the correct choice since it supports fixed, recurring payments in a defined currency and frequency.

* Adding an eligibility rule ensures only employees in the Sales job family are assigned this allowance.

Why not the others?

* A. Unit-based allowance plan# Used when pay is based on number of units (e.g., kilometers, credits), not flat amounts.

* B. Percent-based allowance plan# Tied to % of base pay, not a fixed dollar figure.

* D. Reimbursable allowance plan# Used for expense reimbursements, not recurring flat compensation.

References:

Workday Pro Compensation Training - Allowance Plan Types: Amount-based plans = recurring fixed amounts.

Workday Community - Allowance Plan Configurations.

NEW QUESTION # 54

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