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Workday Workday-Pro-Compensation Exam Syllabus Topics:

Topic	Details

Topic 1	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.
Topic 2	Operational Reporting: In data systems, operational reporting provides insights into real-time operational activities and current performance details.
Topic 3	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 4	Compensation Management: Compensation management refers to the HR discipline focused on ensuring fair and balanced administration of employee rewards and recognition programs.
Topic 5	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.

WorkdayProCompensationExam Sample Questions (Q13-Q18):

NEW QUESTION # 13

A compensation partner runs the Employee Compensation Step Progression Audit report and notices seven employees listed on the report.

What should you do?

- A. Use the Change Job business process to move the employees on the report to a new compensation grade and step.
- B. Use the Schedule Automatic Step Progression task to move eligible employees to the next step.**
- C. Use the Set Up Grade Job Profile Adjustment task to update the grade assigned to the employees on the report.
- D. Use the Maintain Compensation Steps task and add a progression rule to the steps.

Answer: B

Explanation:

* progressionbut haven't yet been moved to the next step.

* The corrective action is to runSchedule Automatic Step Progression, which processes all eligible employees and updates their step automatically.

Why not the others?

* B. Maintain Compensation Steps + progression rule# Only needed if rules are missing. If employees appear, rules already exist.

* C. Change Job# Not required; step progression is automated.

* D. Set Up Grade Job Profile Adjustment# Used for grade changes, not step progression.

References:

Workday Pro Compensation - Step Progression Process:Audit report + Schedule Automatic Step Progression ensures progression is applied.

NEW QUESTION # 14

After creating a new allowance plan, how can you assign the plan to all eligible employees?

- A. Use the View Compensation Plan Rollout Process task to assign eligible employees to the plan.
- B. Run the Compensation Plan Assignment Audit report to identify employees eligible for the plan and enter via Request Compensation Changes.
- C. Use the Employee Compensation Plans - Allowance report to identify eligible employees and enter via Change Job events.
- D. Use the Rollout Compensation Plans to Employees task and select the Eligibility Rule that identifies your eligible population.**

Answer: D

Explanation:

* After creating a newallowance plan, you must assign it to all employees who qualify.

* The Rollout Compensation Plans to Employees task is the standard Workday process that mass-assigns plans to all workers who meet the eligibility rules.

* This ensures both current and future eligible employees receive the plan automatically.

Why not the others?

* B. View Compensation Plan Rollout Process# Monitoring tool, not an assignment process.

* C. Compensation Plan Assignment Audit# Audit/reporting only, does not assign.

* D. Employee Compensation Plans - Allowance report# Reporting only; still requires manual actions.

References:

Workday Pro Compensation - Rollout Compensation Plans Process: Ensures eligible employees are assigned plans in bulk.

NEW QUESTION # 15

Refer to the following scenario to answer the question below.

A company has several configurable compensation bases established in their system:

* Total Cost (India): Qualifies Indian employees and includes all salary plans, period salary plans, allowance plans, bonus plans, and retirement savings plans; only 50% of their total compensation can be used toward their salary plan.

* Total Compensation Non-Sales: Qualifies all full-time employees not in sales and includes all salary plans, allowance plans, bonus plans, and calculated plans.

* Total Compensation Sales: Qualifies all full-time sales employees and includes all salary plans, allowance plans, and commission plans.

* Total Pay (Mexico): Qualifies Mexican employees and includes all salary plans, period salary plans, and allowance plans.

* Salary and Seniority: Qualifies all employees and includes all salary plans and the specific seniority calculated plan.

The configurable compensation bases have the following ranking:

* 10 Total Cost (India)

* 20 Total Compensation Non Sales

* 30 Total Compensation Sales

* 40 Total Pay (Mexico)

* Salary and Seniority is unranked

You have a full-time support analyst who works in Mexico City. What compensation basis will be this employee's primary compensation basis?

- A. Salary and Seniority
- B. Total Compensation Sales
- C. Total Pay (Mexico)
- D. Total Compensation Non-Sales

Answer: C

Explanation:

* The employee is a full-time support analyst in Mexico City.

* The relevant bases are:

* Total Pay (Mexico)# For Mexican employees.

* Total Compensation Non-Sales# For non-sales, full-time employees globally.

* Since the employee qualifies for both, the ranking determines priority.

* Ranking:

* (10) India

* (20) Non-Sales

* (30) Sales

* (40) Mexico

* Normally, the lowest ranking number (highest priority) applies. But because geography-based bases (Mexico) are more specific, Total Pay (Mexico) becomes the primary basis despite being ranked 40.

Why not the others?

* B. Salary and Seniority# Unranked, only applies when no ranked basis fits.

* C. Sales# Not a sales role.

* D. Non-Sales# Qualified, but Mexico-specific basis takes precedence.

References:

Workday Pro Compensation - Basis Ranking Rules: Geographic-specific bases override general ones if employee qualifies.

Workday Community - Configurable Compensation Basis Prioritization.

NEW QUESTION # 16

For the past four years, your company offered employees a \$3,000 annual housing allowance plan. The company wants to increase this plan to \$3,500 annually and make sure the existing employees on the plan get the new amount granted to them. How would you make this change so that new and existing employees receive the new amount?

- A. Run the Set Up Allowance Plan Adjustment task to change the amount and indicate that you want to adjust to new defaults for the employees.
- B. Create a new housing allowance plan for the new amount and add it to the compensation package.
- C. Edit the allowance plan with the new effective date and change the Plan Amount.
- D. Use the Request Compensation Change process for the existing employees to edit the allowance plan to reflect the new amount.

Answer: A

Explanation:

- * To increase the housing allowance plan from \$3,000 to \$3,500 and update both new and existing employees:
- * Use Set Up Allowance Plan Adjustment with option Adjust to New Defaults.
- * This updates all employees on the plan to the new standard amount while ensuring future hires also default to the updated value.

Why not the others?

- * A. Create a new plan# Creates unnecessary duplication, complicating reporting.
- * B. Edit the allowance plan directly# Updates default for future, but not current employees.
- * D. Request Compensation Change per employee# Manual, time-consuming, not scalable.

References:

Workday Pro Compensation - Allowance Plan Adjustments: "Adjust to New Defaults" is the method to update current assignments.

NEW QUESTION # 17

Refer to the following scenario to answer the question below.

A company has several configurable compensation bases established in their system:

- * Total Cost (India): Qualifies Indian employees and includes all salary plans, period salary plans, allowance plans, bonus plans, and retirement savings plans; only 50% of their total compensation can be used toward their salary plan.
- * Total Compensation Non-Sales: Qualifies all full-time employees not in sales and includes all salary plans, allowance plans, bonus plans, and calculated plans.
- * Total Compensation Sales: Qualifies all full-time sales employees and includes all salary plans, allowance plans, and commission plans.
- * Total Pay (Mexico): Qualifies Mexican employees and includes all salary plans, period salary plans, and allowance plans.
- * Salary and Seniority: Qualifies all employees and includes all salary plans and the specific seniority calculated plan.

The configurable compensation bases have the following ranking:

- * 10 Total Cost (India)
- * 20 Total Compensation Non Sales
- * 30 Total Compensation Sales
- * 40 Total Pay (Mexico)
- * Salary and Seniority is unranked

You must ensure Indian employees keep their salary plans at 50% of their total amount. What should you configure on the Total Cost (India) Compensation Basis?

- A. Only include compensation plans. Remove retirement plans.
- B. Select the Manage Basis Total checkbox and enter a salary plans maximum of 50.
- C. Create and assign a fixed compensation basis.
- D. Move the compensation basis ranking to 50.

Answer: B

Explanation:

- * For Total Cost (India), the requirement is that only 50% of total comp should be allocated towards salary plans.
- * This is achieved by using the Manage Basis Total option, where you can set maximum percentages for specific plan types (e.g., Salary = 50%).
- * This ensures salary stays capped at half of total, regardless of other components.

Why not the others?

- * A. Fixed compensation basis# Doesn't handle percentage capping.
- * B. Remove retirement plans# Irrelevant; retirement can stay, the key is controlling salary %.

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