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## **Workday Workday-Pro-Compensation Exam Syllabus Topics:**

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

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

## Workday Pro Compensation Exam Sample Questions (Q14-Q19):

### NEW QUESTION # 14

An employee is currently in the process of being transferred to a new location via the change job business process. Prior to this transfer they were intentionally assigned an allowance plan that has no eligibility criteria, and should continue to hold this plan assignment after the transfer is complete. The compensation partner is responsible for ensuring this plan assignment remains unchanged during this business process.

What should the compensation partner do?

- A. Set up a Plan Adjustment for the Employees using a default target.
- B. Assign the plan via the Roll Out Compensation Plan To Employees task.
- C. Add the removed plan using the Request Compensation Change task.
- D. Restore the removed plan using the Propose Compensation Change task.**

### Answer: D

Explanation:

- \* During a Change Job, compensation may be recalculated, and plans with no eligibility criteria may inadvertently be dropped.
- \* The compensation partner must restore the plan after the transfer using Propose Compensation Change.
- \* This ensures the employee retains the allowance assignment without disrupting the change job process.

Why not the others?

- \* A. Roll Out Compensation Plans# Mass rollout, not individual fix.
- \* B. Plan Adjustment# Adjusts targets/amounts, not restores removed plans.
- \* D. Request Compensation Change# Typically for ad hoc changes; restoration during job change is handled via Propose Compensation Change.

References:

Workday Pro Compensation - Change Job & Compensation Handling: Propose Compensation Change restores dropped plans.

### NEW QUESTION # 15

Where can you configure a guideline warning for a Compensation Package?

- A. On the position in range
- B. On the primary compensation basis pay range**
- C. On the segment range
- D. On the compa-ratio

### Answer: B

Explanation:

- \* Guideline warnings in Workday Compensation are configured at the primary compensation basis pay range level.
- \* These warnings alert HR/Managers if an entered amount is outside the allowed range or guideline thresholds (e.g., 90%-110% of midpoint).

\* They act as soft controls for ensuring compliance with comp policy.

Why not the others?

- \* A. Position in range# This is a calculation, not a configuration point.
- \* B. Compa-ratio# A metric comparing pay to midpoint; doesn't hold guideline warnings.
- \* D. Segment range# Related to segment-based ranges in variable comp, not base pay packages.

References:

Workday Pro Compensation - Compensation Basis & Pay Range Setup: Guideline warnings configured at compensation basis.  
Workday Community - Pay Range Guidelines Configuration.

### NEW QUESTION # 16

A recruiter is proposing compensation for a candidate during the offer stage. The recruiter would like to change the value of the home internet allowance from \$50 AUD to \$100 AUD, but they are unable to.

Why is the recruiter unable to change the amount?

- A. The candidate is eligible for more than one compensation package.
- B. The allowance plan is not included in the compensation package.
- C. The allowance plan has the No Override checkbox selected.
- D. The candidate is not eligible for a plan profile.

**Answer: C**

Explanation:

\* If the recruiter cannot change the allowance amount (e.g., from \$50 AUD to \$100 AUD), the most likely reason is that the allowance plan is configured with No Override selected.

\* No Override prevents users from modifying the default plan amounts during transactions.

Why not the others?

- \* A. Plan not in package# If missing, it wouldn't appear at all, not appear but be locked.
- \* B. Eligible for more than one package# Doesn't prevent changing amounts.
- \* C. Not eligible for profile# Would prevent plan assignment, not lock override fields.

References:

Workday Pro Compensation - Allowance Plan Configuration: No Override restricts modifications to plan amounts.

### NEW QUESTION # 17

A customer has several one-time payment plans within a tenant. They want to ensure that during a payment event a single one-time payment is submitted.

How should this be configured?

- A. Do not enable Multiple One-Time Payments within the Edit Tenant Setup - HCM > Compensation
- B. Use a rule-based business process definition
- C. Enable Multiple One-Time Payments within the Edit Tenant Setup - HCM > Compensation
- D. Segment security to the Domain: One Time Payment

**Answer: A**

Explanation:

\* If you want to restrict employees so they can only submit a single one-time payment per payment event, you must ensure that Multiple One-Time Payments is not enabled in tenant setup.

\* When disabled, Workday enforces one plan per effective date/reason.

Why not the others?

- \* A. Segment security# Controls data access, not number of payments allowed.
- \* B. Rule-based BP# Governs approvals/workflow, not structural system behavior.
- \* C. Enable Multiple One-Time Payments# Would allow multiple entries (opposite of requirement).

References:

Workday Pro Compensation - Tenant Setup for One-Time Payments.

### NEW QUESTION # 18

Refer to the following scenario to answer the question below.

A company with salaried and hourly employees has headquarters in London with additional offices in New York and Milan. What configuration allows the company to enter one total compensation amount for employees based in Milan?

- A. Manage Basis Total
- B. Total Base Pay

- C. Total Salary & Allowances
- D. Eligible Earnings Override

#### Answer: A

Explanation:

- \* The company wants to enter one total compensation amount for Milan employees instead of entering salary, allowance, and bonus separately.
- \* This is achieved by Manage Basis Total, which allows admins to configure total comp entry at the worker level while Workday allocates automatically across plans.
- \* This simplifies data entry for regions where comp is communicated as a total package.

Why not the others?

- \* A. Eligible Earnings Override# Used for payroll overrides, not comp plan entry.
- \* C. Total Base Pay# Only includes salary + base pay elements, not full compensation package.
- \* D. Total Salary & Allowances# Not a standard Workday configuration option; the correct feature is Manage Basis Total.

References:

Workday Pro Compensation - Manage Basis Total Functionality: Used when companies pay/track one total amount for comp.  
Workday Community - European Compensation Configurations (Italy, Milan case).

#Final Verified answer: B. Manage Basis Total

#### NEW QUESTION # 19

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