



Workday-Pro-Absence Practice Questions

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Question 1

Question Type: MultipleChoice

An absence administrator created a new leave of absence rule and added it as additional eligibility criteria on the Paternity Leave type. They created the rule using report fields on the Worker and Leave Type business objects. Employees who should not be eligible are still able to request Paternity Leave.

What change does the administrator need to make to ensure only eligible employees can select Paternity Leave?

Options:

- A- Remove the leave of absence rule from additional eligibility criteria, add it to the Validations/Supporting Data tab, and select Do Not Allow Request.
- B- Edit the leave of absence rule to only use fields on the Worker or Position business objects.
- C- Edit the leave of absence rule to only use fields on the Leave Type or Leave Request Event business objects.
- D- Remove the leave of absence rule from additional eligibility criteria, add it to the Validations/Supporting Data tab, and select Allow Override for Entry on Behalf of Worker.

Answer:

B

Explanation:

A leave of absence rule used as Additional Criteria functions as an eligibility rule. Workday evaluates eligibility before it has resolved a leave type or created a leave request event. Consequently, fields used in an eligibility rule must be based only on the Worker or Position business objects.

The rule in the scenario includes a field from the Leave Type business object. That field cannot reliably resolve during the eligibility stage, allowing the rule to produce an unintended result. The administrator must revise the rule so every field is sourced from Worker or Position. Workday then evaluates the criteria against the worker and applicable position as of the leave start date. Only leave types for which the worker passes eligibility appear in the selection prompt.

Moving the rule to the Validations/Supporting Data tab would change its function from eligibility to validation. A validation is evaluated after the leave is selected and submitted; it may produce a warning or error, but it does not control whether the leave type initially appears in the prompt. Leave Type and Leave Request Event fields are appropriate in validation contexts where the event already exists, not in eligibility criteria. Therefore, retaining the rule as Additional Criteria and restricting its fields to Worker or Position is the correct solution.

Question 2

Question Type: MultipleChoice

When configuring the Team Absence Calendar, what object type can you mark as Visible for Team Absence?

Options:

- A- Leave Entitlement Balance
- B- Time Off Plan Balances
- C- Absence Tables
- D- Absence Type Groups

Answer:

D

Explanation:

Absence Type Groups provide the calendar-facing classification used to organize and expose selected absence information through Team Absence functionality. Marking the applicable group as Visible for Team Absence enables the associated absence categories to participate in the calendar presentation available to authorized workers and managers.

The other objects perform calculation or balance-management functions rather than controlling calendar visibility. A Leave Entitlement Balance records the amount of entitlement available or used for a leave; it is not a Team Absence display category. A Time Off Plan Balance is a calculated balance for a worker's plan and is subject to separate balance-visibility controls. An Absence Table coordinates tiered absence calculations or related time offs, but it is not the presentation object selected for this visibility requirement.

Visibility must still be interpreted together with tenant security. Marking an object visible does not independently grant calendar access or expose protected absence details to every user. The user must have access to the Team Absence Calendar, and the configured visibility and security policies determine what information appears.

Study Guide references: Time Off Plans and Components -- Visible for Team Absence and Leave of Absence -- Absence Type Grouping.

Question 3

Question Type: MultipleChoice

Refer to the following scenario to answer the question below.

You created a time off plan that accrues five hours each period for all eligible workers. Workers start accruing in the period in which they are hired. The time off plan has an upper limit of 120 hours.

You have a worker who is forfeiting accruals for the plan due to their plan balance reaching 120 hours.

What task will you use to allow the worker to receive their accrual each period, therefore accruing more than the 120 hours for the plan?

Options:

- A- Maintain Accrual and Time Off Adjustments/Overrides
- B- Maintain Time Off Plan Carryover Overrides
- C- Maintain Time Off Plan Override Balances
- D- Maintain Accrual and Time Off Limit Overrides

Answer:

D

Explanation:

Maintain Accrual and Time Off Limit Overrides allows an administrator to suspend the accrual's upper limit for a defined period. The worker's accrual is being forfeited specifically because the plan balance has reached the 120-hour limit. Suspending that limit enables the normal five-hour accrual to continue processing even while the worker's balance exceeds 120 hours.

Maintain Accrual and Time Off Adjustments/Overrides changes the accrual result for selected periods but does not remove the upper-limit restriction. Even an accrual adjustment or override can be reduced or eliminated when the upper limit is applied. Maintain Time Off Plan Override Balances replaces the calculated plan balance as of a particular period start date; it does not authorize future accruals above the plan limit. Maintain Time Off Plan Carryover Overrides controls carryover amounts and expiration dates between balance periods.

The administrator should define the exact periods during which the limit suspension applies. The worker continues receiving the plan's standard accrual while the override is effective. When the limit override ends, the standard 120-hour ceiling becomes applicable again, and later accruals may be reduced or forfeited depending on the worker's balance.

Study Guide reference: Absence Management Administration -- Maintain Accrual and Time Off

Limit Overrides.

Question 4

Question Type: MultipleChoice

You create a time off called Intermittent Sick Time Off and coordinated the time off with your Illness Leave Type.

What report would you run to view the Outstanding Balance that reflects the details of both intermittent sick time off taken and illness leave taken?

Options:

- A- View Leave Type
- B- Enter Absence
- C- Time Off Results Detail
- D- Leave Results for Worker

Answer:

D

Explanation:

Leave Results for Worker reports the worker's leave entitlement balance and detailed activity for the applicable leave calendar period. Because Intermittent Sick Time Off is coordinated with the Illness Leave Type, units entered through that time off reduce the associated leave entitlement along with units taken through continuous illness leave. The report's outstanding balance therefore reflects both forms of absence activity.

View Leave Type displays the leave type's configuration, such as entitlement rules, calendar settings, and coordinated absence components. It does not calculate an individual worker's outstanding balance. Enter Absence is a transaction entry report used to initiate time off or leave requests. Time Off Results Detail reports employee-level time off plan balances and time off results, but it does not provide the combined leave entitlement result required for coordinated leave and intermittent time off.

When the report is run, the as-of date determines the applicable balance calendar and the events included. Leave Results for Worker displays the remaining leave balance together with the individual leave requests contributing to the calculation, including qualifying in-progress and completed events.

Study Guide references: Leave of Absence -- Coordinated Leaves and Time Off and Absence Reports -- Leave Results for Worker.

Question 5

Question Type: MultipleChoice

You updated the Termination business process definition to automate the payout of plan balances when workers terminate.

What field on the time off plan do you need to populate?

Options:

- A- Time Off Plan Balance Lower Limit
- B- Balance Transfer Defaults
- C- Time Off for Balance Transfer Adjustment
- D- Time Off for Termination Adjustment

Answer:

D

Explanation:

The time off plan must identify a time off in the Time Off for Termination Adjustment field. This field tells Workday which time off component to use when the termination process generates the adjustment that reduces the worker's remaining plan balance to zero.

The Termination business process must contain the Adjust Time Off Balances service step after completion. When that step runs, Workday reviews eligible plans, calculates each remaining balance as of the termination date, and creates the corresponding termination adjustment using the designated time off. The adjustment can then support downstream payroll payout processing where the relevant payroll calculation or integration is configured.

Time Off Plan Balance Lower Limit controls how far below the balance a paid time off request may reduce the plan. Balance Transfer Defaults identifies destination plans for balance movement following a job change. Time Off for Balance Transfer Adjustment is used when transferring or paying out a balance during a staffing change, not during termination. The designated termination time off must permit adjustments and satisfy the applicable eligibility requirements on the effective termination date.

Study Guide reference: Absence Management Business Processes -- Automating Payout of Plan

Balance upon Termination.

Question 6

Question Type: MultipleChoice

What task would you use to manually set up a new period schedule in Workday?

Options:

- A- Produce Period Schedule Periods
- B- Generate Period Schedule Periods
- C- Set Up Period Schedule
- D- Create Period Schedule

Answer:

C

Explanation:

The delivered task used to manually establish a period schedule is Set Up Period Schedule. This task creates the schedule framework and enables the administrator to define its frequency and periods directly in the Workday tenant. Period schedules are foundational to Absence configuration because they establish the processing periods used for accruals, time off transactions, reporting, and period-based eligibility evaluation.

Generate Period Schedule Periods serves a different purpose. It extends an existing supported schedule by generating future periods from its established pattern; it is not the manual setup task for a new schedule. "Produce Period Schedule Periods" is not the applicable delivered task. Although Workday course materials may describe the overall activity as creating a period schedule and reference period-schedule creation functionality, the task label tested by this question is Set Up Period Schedule.

During setup, administrators should specify the correct frequency and application usage and ensure that the periods are consecutive. Workday Absence, Payroll, and Time Tracking can share a schedule when their period dates align. After creating the schedule, it can be selected on a time off plan, where it governs accrual frequency, processing periods, reporting intervals, and available effective dates.

Question 7

Question Type: MultipleChoice

An absence administrator is configuring a new time off plan. They understand that period schedules are fundamental components for time off plans.

Which statement describes a primary function or characteristic of a period schedule?

Options:

- A- Period schedules define the public holidays that will display on the worker's absence calendar.
- B- Period schedules determine the default accrual frequency for a time off plan.
- C- Period schedules define the maximum number of consecutive days a worker can take off in a single time off request.
- D- Period schedules define the types of time off workers can request.

Answer:

B

Explanation:

A period schedule establishes the recurring processing periods used by the time off plan and therefore determines its default accrual frequency. For example, a monthly period schedule normally causes Workday to process periodic accruals monthly, while a weekly schedule provides weekly processing periods. This behavior can be modified through an accrual frequency override, custom frequency, or front-loaded configuration, but the period schedule supplies the standard framework.

The schedule also defines period start and end dates used to retrieve and process time off, organize balance reporting, evaluate period-based eligibility criteria, and determine which effective dates are available for time off plan components. Every time off plan must therefore reference a valid period schedule.

Public holidays are defined through holiday calendars rather than period schedules. The maximum number of consecutive absence days is controlled by a Consecutive Day Maximum validation. The types of time off available to workers are determined through time off types, underlying time offs, eligibility, and security configuration. These functions do not belong to the period schedule. Among the available choices, determining the plan's default accrual frequency is the defining period-schedule characteristic.

Question 8

Question Type: MultipleChoice

Refer to the following scenario to answer the question below.

An absence administrator must create a new time off plan to record when workers fulfill public duties. Because duties vary in duration, they will configure an Accrue-As-You-Go plan to ensure workers always accrue enough time to cover their time off requests.

What accrual frequency method should the administrator use?

Options:

- A- End of Period on the time off plan
- B- Start of Period on the time off plan
- C- End of Period as a time off plan override on the accrual
- D- Custom Frequency with a First Accrual Date of hire date on the time off plan

Answer:

B

Explanation:

The administrator should configure Start of Period as the accrual frequency method on the time off plan. With Start of Period processing, Workday adds the applicable accrual before subtracting time off for the processing period. This sequence ensures the accrued amount is available in the balance when the corresponding public-duty request is evaluated.

That processing order is particularly important for an Accrue-As-You-Go design. The plan is intended to generate accrual in response to the time-off requirement rather than grant workers a conventional fixed entitlement independently of their requests. Processing the accrual first enables the plan balance to fund the qualifying absence before Workday applies the time-off deduction and lower-limit rules.

Under End of Period, Workday subtracts time off before adding the current-period accrual. That order can cause the request to encounter the lower limit or produce unpaid units before the compensating accrual is applied. An accrual-level override is unnecessary when the required processing method applies to the entire plan. Custom Frequency based on hire date defines an anniversary-style recurring accrual and does not correspond to the variable timing and duration of public-duty requests. Start of Period on the plan therefore provides the correct processing sequence.

Question 9

Question Type: MultipleChoice

Which statement most accurately distinguishes time off from a leave of absence in Workday?

Options:

- A- Time off always requires an unknown return date, whereas leave requires a confirmed return date.
- B- Time off is generally shorter, normally has a known return date, and does not require a return-from-leave business process.
- C- Time off always changes the worker's employment status, whereas leave never affects status.
- D- Time off is processed exclusively through Payroll, whereas leave is processed exclusively through Benefits.

Answer:

B

Explanation:

Workday distinguishes time off and leave of absence primarily by duration, entitlement structure, return-date certainty, status visibility, and business-process requirements. Time off is generally used for shorter absences such as vacation, sick time, or floating holidays. The organization typically knows when the worker will return, and each day or quantity of time away is entered as part of the request.

Leave of absence is generally longer and can involve an entitlement calculated over a configurable period. The worker's exact return date may not be known when the leave begins. Workday can display an On Leave indicator next to the worker's name, and a business process is required to return the worker from leave. Time off uses lighter processing and does not require a return-from-leave event.

These are functional guidelines rather than absolute legal definitions; organizations must evaluate the appropriate configuration for each policy. Time off does not inherently require an employment-status change, and neither function is confined exclusively to Payroll or Benefits. Option B therefore captures the principal operational distinctions recognized by Workday.

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Question 10

Question Type: MultipleChoice

Where do you specify the name that displays in the prompt when users make a time off request selection?

Options:

- A- In the Create Time Off task, in the Name field.
- B- In the Create Time Off Plans task, in the Name field.
- C- In the Maintain Time Off Types task, in the Name column.
- D- In the Create Time Off task, in the Code field.

Answer:

C

Explanation:

The user-facing category displayed in the time off request prompt is the Time Off Type name, which is configured through the Maintain Time Off Types task. Workday describes time off types as categories that group one or more underlying time off definitions. For example, a user may see "Vacation" in the request prompt even though the configuration contains separate underlying time offs for full-time and part-time workers.

This separation provides a cleaner employee experience while allowing administrators to maintain different eligibility rules, validations, plan associations, or calculation behavior behind the same visible category. The worker sees the time off type that applies to the request, while Workday resolves the eligible underlying time off based on configuration.

The Name field on the Create Time Off task identifies the individual time off component; it does not determine the category name presented in the selection prompt described by the question. A time off plan name identifies the overall plan and balance structure rather than the request category. The Code field is an administrative identifier and is not the requested user-facing label. Therefore, the required name is maintained in the Name column of Maintain Time Off Types.

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