Workday-Pro-Benefits Practice Questions

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Question 1

Question Type: MultipleChoice

What report will the benefit administrator use to close and finalize mass events?

Options:

A- Benefit Census
B- Benefit Group Audit
C- Benefit Event Status
D- Open Enrollment Status

Answer:

D

Explanation:

The correct answer is D because the Open Enrollment Status report is specifically designed to manage and monitor mass benefit events, such as Open Enrollment. This report provides administrators with visibility into the status of all enrollment events across the organization, including those that are in progress, submitted, or not yet started. Importantly, it also allows administrators to take action on these events, including closing and finalizing mass events once the enrollment period ends.

Option A is incorrect because the Benefit Census report provides a snapshot of current enrollments, not event processing actions. Option B is incorrect because Benefit Group Audit focuses on eligibility and group assignment issues. Option C is partially related, as Benefit Event Status shows event progress, but it is not the primary report used for managing and finalizing mass enrollment events. The Open Enrollment Status report is specifically built to support large-scale enrollment tracking and administrative actions, making it the correct choice for closing and finalizing mass benefit events.

Question 2

Question Type: MultipleChoice

You have a new gym membership benefit offering. You currently do not offer any gym benefits. Before you can configure the plan, what must you do?

Options:

A- Create a new rate to specify how much to charge the employee.
B- Create a new benefit group for gym-eligible workers.
C- Create a new coverage type in the Maintain Benefit Coverage Types task.
D- Create a new related person relationship in the Maintain Related Person Relationships task.

Answer:

C

Explanation:

The correct answer is C because Workday Benefits configuration starts with the foundational components that define how a benefit offering is structured. When introducing a completely new type of benefit such as a gym membership, the system must first recognize the benefit category through an appropriate coverage type. The coverage type serves as a core setup element that supports plan creation and determines how the plan is classified within the benefits framework.

Option A is not correct because rates are generally configured after the underlying plan structure exists. Rates define pricing or cost-sharing, but they do not establish the foundational setup needed to create a new benefit offering. Option B is also incorrect because benefit groups are used to organize worker eligibility and enrollment populations, not to establish the base benefit component required for a new plan type. Option D applies to dependent or related-person scenarios, such as spouse or child coverage, which is not relevant for a gym membership benefit. In this case, defining the proper coverage type is the necessary first step before the plan itself can be configured.

Question 3

Question Type: MultipleChoice

How do you update the HSA contribution limits to take effect in the upcoming open enrollment?

Options:

A- HSA contribution limits are only configured in Workday Payroll. They are not configured on the HSA Benefit Plan.
B- Edit the HSA plan using an effective date that is the first day of the new plan year and update the new contribution limits.
C- When open enrollment is initiated, a prompt will require an update to the HSA limits.
D- Workday automatically updates the benefit plan HSA limits.

Answer:

B

Explanation:

The correct answer is B because Workday uses effective dating to manage changes to benefit plans over time, including contribution limits for plans such as Health Savings Accounts (HSAs). To ensure that new contribution limits apply for the upcoming open enrollment period, administrators must update the HSA plan with an effective date aligned to the start of the new benefit plan year. This allows the system to maintain historical accuracy while applying updated limits prospectively for future enrollments.

By entering the new limits with the correct future effective date, Workday ensures that employees enrolling during open enrollment will see and be governed by the updated contribution thresholds. Option A is incorrect because HSA contribution limits are configured within the benefit plan, not solely in payroll. Option C is incorrect because Workday does not prompt administrators automatically to update limits during enrollment events. Option D is also incorrect because Workday does not automatically adjust HSA limits; administrators must manually update them to reflect regulatory changes. Proper use of effective dating ensures accurate and compliant benefit plan configuration across plan years.

Question 4

Question Type: MultipleChoice

An employee is enrolled in a medical plan at the Employee+Family target level. The family just welcomed a new baby and wants to add the child to their existing medical plan. What steps do they need to take?

Options:

A- The employee needs to start the appropriate benefit event in Workday, add the new child dependent to their medical plan, and then submit the benefit event.
B- The employee does not need to add their new child dependent to Workday. Since they already have Employee+Family coverage for their medical benefit, the insurance carrier automatically covers the child.
C- The employee needs to wait until the company's next open enrollment period, then add the new child dependent to their existing medical plan. Workday will automatically grant coverage for the new child dependent backdated to the child's date of birth.
D- The employee needs to add the new child dependent using Workday self-service. Since they already have the Employee+Family target for their medical, they do not need to submit another

event to add the new child dependent.

Answer:

A

Explanation:

The correct answer is A because in Workday, adding a newborn to benefits requires more than simply already being enrolled at the Employee+Family coverage target. Even when the employee's current election tier already allows family coverage, the new dependent must still be formally added through a qualifying life event, typically a birth event. The employee must initiate the appropriate benefits event, add the child as a dependent, review the existing medical plan election, and submit the event so the system can properly record the dependent, apply eligibility rules, and transmit the updated enrollment to downstream processes and carriers.

Option B is incorrect because carrier coverage does not update automatically unless the dependent is entered and the benefit event is completed in Workday. Option C is incorrect because a birth is a qualifying life event and should not wait until the next open enrollment period. Option D is also incorrect because adding the dependent record alone is not enough; the employee must also complete and submit the related benefits event so the child is attached to the medical election and coverage is processed correctly.

Question 5

Question Type: MultipleChoice

A worker is showing up on the Benefit Group Audit in more than one benefit group. How will you ensure the worker is only eligible for one benefit group?

Options:

A- Create a third benefit group that all employees are eligible for.
B- Check the benefit plan eligibility to determine which workers are eligible for each plan.
C- Check the enrollment event rule to ensure the employee can only enroll in benefits one time.
D- Check the benefit group eligibility rules to determine why an employee is eligible for both groups.

Answer:

D

Explanation:

The correct answer is D because benefit groups in Workday are driven by benefit group eligibility rules, and the Benefit Group Audit is specifically used to identify workers who qualify for more than one group at the same time. When a worker appears in multiple benefit groups, the root cause is almost always overlapping or conflicting eligibility logic within those group definitions. The appropriate corrective action is to review the criteria assigned to each benefit group and determine exactly why the worker satisfies both sets of rules.

Option A is not appropriate because creating an additional broad benefit group does not resolve the overlap; it would likely add more complexity and increase the risk of duplicate eligibility. Option B focuses on plan-level eligibility, which is downstream from the benefit group assignment and does not address why the worker entered multiple groups in the first place. Option C relates to event processing and enrollment timing, not foundational eligibility setup. To ensure a worker is only eligible for one benefit group, the administrator must refine or correct the group eligibility rules so the criteria are mutually exclusive and aligned with the intended benefits population.

Question 6

Question Type: MultipleChoice

Under what conditions will an employee have two events open simultaneously?

Options:

A- When both events are on different event dates.
B- When both events are entered on different days.
C- When both events are entered on the same day.
D- When both events do not share a coverage type.

Answer:

D

Explanation:

The correct answer is D because Workday allows multiple benefit events to be open at the same time only when they do not impact the same coverage types. Coverage types define categories of benefits such as medical, dental, or life insurance. When two events affect different coverage types, the system can process them independently without conflict, allowing both events to remain open simultaneously.

If two events impact the same coverage type, Workday typically enforces sequencing rules to prevent overlapping or conflicting elections. In such cases, one event must usually be completed or closed before another can proceed, ensuring data integrity and consistent benefit elections. Option A is incorrect because event dates alone do not determine whether events can coexist. Option B and C are also incorrect because the timing of when events are entered does not control simultaneous processing. The key determining factor is whether the events overlap in the coverage types they affect. When they do not share coverage types, Workday permits both events to remain open concurrently.

Question 7

Question Type: MultipleChoice

You are a benefit administrator. You must determine how many benefit groups to create. For what reason would you create more than one benefit group?

Options:

A- Workers hold multiple positions within the enterprise.
B- One benefit plan is only available for employees over 50 years old.
C- You have employees in the United States and the United Kingdom and they receive benefits in different currencies.
D- Health care coverage targets are different between two medical plans.

Answer:

C

Explanation:

The correct answer is C because benefit groups in Workday are typically created when distinct populations of workers need different overall benefits structures, often due to major organizational differences such as country, legal entity, or currency. When employees are located in different countries like the United States and the United Kingdom, they commonly have different benefit programs, regulatory requirements, providers, and plan pricing currencies. In that situation, separate benefit groups help organize eligibility and ensure each population is tied to the correct set of plans and configuration rules.

Option A is not the best reason because holding multiple positions does not by itself require separate benefit groups; eligibility is usually managed through worker and job-based rules. Option B is more appropriately handled through plan-level eligibility rules rather than creating an entirely separate benefit group for one age-based condition. Option D concerns differences within medical plan design, such as coverage targets, which can be handled at the plan configuration level rather than by creating separate groups. Benefit groups should be used when broad populations require distinct benefits frameworks, and different countries with different currencies are a strong example of that need.

Question 8

Question Type: MultipleChoice

An employee submits a birth event on July 1 for their child born on June 20. The benefit partner submits an Administrative Correction event for the same employee with a benefit event date of June 20. How will Workday coordinate these events?

Options:

A- Workday will put the earlier event on hold.
B- Workday will put the later event on hold.
C- Workday will require the employee to complete the events in the order they were submitted.
D- Workday will create a hybrid event.

Answer:

B

Explanation:

The correct answer is B because Workday coordinates overlapping benefits events primarily based on the benefit event date, not simply on the date the events were submitted. In this scenario, both the birth event and the administrative correction relate to the same employee, but the administrative correction has a benefit event date of June 20, which is earlier than the birth event submission date of July 1. When Workday encounters multiple events that may affect the same benefits records, it gives priority to the event with the earlier effective event date and places the later event on hold until the earlier-dated event is resolved.

This sequencing protects the integrity of coverage elections, effective dates, and deductions by ensuring changes are processed in the correct chronological order. Option A is incorrect because Workday does not place the earlier event on hold when it should drive the foundational coverage timeline. Option C is incorrect because submission order is not the governing factor here. Option D is also incorrect because Workday does not combine these into a hybrid event. The later event is held until the earlier-dated event is processed.

Question 9

Question Type: MultipleChoice

An employee is undergoing a dissolution of domestic partnership (divorce) and requests that their ex-spouse be removed from their dependent profile. How should the benefits administrator handle this request?

Options:

A- The benefits administrator should process the Dissolution of Domestic Partnership benefit event, which will remove all elections from the dependent. Then the benefits administrator will inactivate the dependent from their related actions.
B- The benefits administrator should delete the elections from the dependent by processing a divorce benefit event and then delete the dependent from the system.
C- The benefits administrator should delete the dependent profile from related actions, which will automatically remove the dependent from all benefit elections.
D- The benefits administrator should inactivate the dependent profile from related actions, which will automatically remove the dependent from all benefit elections.

Answer:

A

Explanation:

The correct answer is A because Workday benefits administration requires the administrator to first address the benefit elections tied to the dependent before removing the related person from active use. When a domestic partnership or marriage ends, the correct process is to run the appropriate life event so the system can properly terminate the dependent's benefit coverage, update eligibility, and maintain an accurate audit trail of the enrollment changes. After the benefit event removes the dependent from all applicable elections, the administrator can then inactivate the dependent through related actions on the dependent record.

Option B is incorrect because deleting a dependent from the system is not the proper approach and would not preserve history appropriately. Option C is also incorrect because deleting the dependent profile does not represent the standard Workday process for handling dependent removal from benefits. Option D is incomplete because simply inactivating the dependent profile does not correctly process the benefits event or ensure elections are ended through the proper event-driven mechanism. Workday relies on the life event first, followed by dependent inactivation.

Question 10

Question Type: MultipleChoice

The company would like to ensure that all benefit events go to the benefits team when an employee goes out on a leave of absence. You added the Change Benefit Elections step to the Leave of Absence business process, but the event is still not routing to the benefits team. What configuration do you need in the Enrollment Event Type?

Options:

A- Select the Reinstatement Event checkbox, and specify Reinstatement Period Time Units.
B- In the Events and Reasons section, map the Leave Event type, and select the Worker Selectable checkbox.
C- In the Events and Reasons section, map the Leave Event type, and select the Route to Benefits Partner checkbox.
D- Select the Route to Benefit Partner checkbox, and select the Employee Cannot Report After Days to Enroll checkbox.

Answer:

C

Explanation:

The correct answer is C because for a benefit event to both trigger from a Leave of Absence business process and route to the benefits team, two key configurations must be present within the Enrollment Event Type. First, the event must be properly linked to the Leave of Absence business process in the Events and Reasons section so that Workday recognizes the staffing action as a trigger. Second, the Route to Benefits Partner checkbox must be selected so that once the event is initiated, it is automatically routed to the benefits team for review or processing.

Option A is incorrect because reinstatement configuration applies to rehire scenarios, not leave events. Option B is incorrect because Worker Selectable controls employee self-service visibility, not routing. Option D is partially correct regarding routing but incomplete, as without mapping the Leave event in Events and Reasons, the event will not trigger at all. Therefore, both mapping the Leave event and enabling routing are required to ensure proper event initiation and processing by the benefits team.

Question 11

Question Type: MultipleChoice

The benefit partner is monitoring new hire benefit events that are in progress. What report provides this information?

Options:

A- Benefit Group Audit
B- Benefit Events Status
C- Benefit Census
D- Open Enrollment Status

Answer:

B

Explanation:

The correct answer is B because the Benefit Events Status report is specifically designed to track and monitor benefit events across various stages, including in progress, submitted, completed, or cancelled. This report provides visibility into event activity at the individual worker level and is commonly used by benefits administrators to monitor ongoing events such as new hire benefit enrollments. It allows administrators to identify which employees still need to complete their elections and ensures timely follow-up.

Option A is incorrect because the Benefit Group Audit report focuses on validating worker assignment to benefit groups and identifying eligibility overlaps, not event progress. Option C is also incorrect because the Benefit Census report provides a snapshot of current benefit enrollments rather than tracking event status. Option D is incorrect because Open Enrollment Status is specific to open enrollment events and does not provide detailed tracking for other event types like new hire events. For monitoring active benefit events, especially new hire enrollments, the correct report is Benefit Events Status.

Question 12

Question Type: MultipleChoice

What is true about setting up coordination of events in benefits?

Options:

A- You should turn it off for all your HR-related events.

B- You should turn it off for passive events.
C- You should turn it off for mass events.
D- You should turn it off for all your events.

Answer:

C

Explanation:

The correct answer is C because coordination of events in Workday Benefits is designed to manage how multiple benefit events interact with each other, especially when they overlap in timing or impact similar coverage types. While coordination is useful for handling standard life events and ensuring proper sequencing, it is generally recommended to turn off coordination for mass events, such as Open Enrollment or large-scale administrative events.

Mass events typically involve a large population of employees and are intended to process uniformly without being impacted by other concurrent or prior events. If coordination is left enabled, it can introduce unnecessary complexity, delays, or unintended dependencies between events, potentially preventing mass processing from completing efficiently. Disabling coordination ensures that mass events run independently and consistently across all eligible employees.

Option A is incorrect because HR-related events often benefit from coordination to ensure proper sequencing and data integrity. Option B is not correct because passive events may still require coordination depending on configuration. Option D is incorrect because coordination is an important feature and should not be universally disabled. Therefore, the best practice is to turn off coordination specifically for mass events.