Workday-Pro-Compensation Practice Questions

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Question 1

Question Type: MultipleChoice

Refer to the following scenario to answer the question below.

A company pays its employees a monthly allowance. Plan targets are dependent on plan profile eligibility rules. There are 100 different types of plan profiles, each with a specific target amount for the eligible population. Sample plan profile eligibility criteria include:

Job Family = Human Resources $50 USD

Job Family = Sales $70 USD

Job Family and Country = Human Resources / Australia $78 AUD

Job Family and Country = Sales / Australia $110 AUD

One of the compensation administrators has made changes to the eligibility rule for the Sales and Australian plan profile, removing Sales employees. What impact will changing this eligibility rule have?

Options:

A- Sales employees will automatically be removed from the plan.
B- Any Australian employee will have an allowance automatically added during a job change and Sales employees will have their allowance automatically removed during a job change.
C- All Australian employees will automatically be enrolled in the plan.
D- A system error will persist.

Answer:

B

Explanation:

If the eligibility rule for Sales / Australia profile is changed to remove ''Sales,'' then all Australian employees (regardless of job family) become eligible.

As a result:

Any Australian employee moving roles will be assigned the allowance.

Sales employees will no longer qualify, so their allowances are automatically removed during compensation/job changes.

Why not the others?

A . Sales removed immediately Removal only happens at a transaction/job change evaluation.

C . All Australians automatically enrolled Not automatic, triggered during job/comp events.

D . System error Not how Workday handles eligibility changes.

Workday Pro Compensation -- Allowance Plan Eligibility Rules: Eligibility changes are enforced during transactions (hire, job change, comp change).

Workday Community -- Compensation Profiles and Eligibility Handling.

Question 2

Question Type: MultipleChoice

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?

Options:

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

Answer:

C

Explanation:

For Total Cost (India), the requirement is that only 50% of total comp should be allocated toward 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 %.

D . Change ranking to 50 Ranking only determines basis priority, not limits.

Workday Pro Compensation -- Configurable Compensation Basis: Manage Basis Total allows control over contribution % for plan categories.

Workday Community -- India Compensation Setup Example.

Final Verified Answer: C. Manage Basis Total with 50% salary maximum.

Question 3

Question Type: MultipleChoice

You are creating a compensation eligibility rule. The entry you are making in the Source

External Field or Condition Rule column is displaying all valid fields and eligibility rules.

How can you exclude other condition rules?

Options:

A- Enter the prefix 'field:' first before your entry.
B- Enclose your entry in brackets.
C- Enter your search in all capital letters.
D- Place an asterisk before your entry.

Answer:

A

Explanation:

In eligibility rule setup, the Source External Field or Condition Rule column shows both fields and condition rules.

To restrict your entry to fields only, Workday requires the prefix field:.

Example: entering field:Worker Type ensures only fields appear, excluding other condition rules.

Why not the others?

B . Brackets Not a recognized syntax.

C . All caps Doesn't change filtering behavior.

D . Asterisk Used for wildcard searches, not filtering.

Workday Pro Compensation -- Eligibility Rule Building Guide: Syntax uses prefixes such as field: to filter available options.

Workday Community -- Condition Rule Entry Best Practices.

Question 4

Question Type: MultipleChoice

What report can you use to view employees who get a compensation change at an earlier effective date than an existing compensation change with a subsequent date, including future effective dated changes?

Options:

A- Employee Compensation Audit
B- Future Payment Audit
C- Out of Order Compensation Changes
D- Compensation Changes

Answer:

C

Explanation:

Out of Order Compensation Changes Report identifies employees with compensation changes entered with earlier effective dates than existing future-dated changes.

This prevents conflicts in comp history and ensures payroll/comp processing accuracy.

Why not the others?

A . Employee Compensation Audit Audits eligibility and assignment mismatches, not date conflicts.

B . Future Payment Audit Focuses on scheduled payments, not comp changes.

D . Compensation Changes General report, doesn't flag sequencing issues.

Workday Pro Compensation -- Compensation Change Reporting: Out of Order Compensation Changes is the dedicated report for effective date sequencing issues.

Workday Community -- Troubleshooting Out of Sequence Changes.

Question 5

Question Type: MultipleChoice

You enter a date in the Actual End Date field of a compensation plan.

When will Workday remove the plan from the employee's record?

Options:

A- On the actual end date plus one day.
B- On the last day of the month plus one day.
C- On the actual end date.
D- On the last day of the pay period plus one day.

Answer:

A

Explanation:

In Workday, when you set an Actual End Date on a compensation plan, the plan remains active through that date.

Workday automatically removes the plan the day after the entered actual end date.

Example: If Actual End Date = March 31, the plan is removed effective April 1.

Why not the others?

B . Last day of the month +1 Too restrictive; not always tied to month-end.

C . On the actual end date Wrong; the plan is valid through the end date.

D . Last day of the pay period +1 Not relevant; tied to end date, not pay periods.

Workday Pro Compensation -- Plan End Dating Rules: Actual End Date +1 day removes the plan.

Question 6

Question Type: MultipleChoice

You want to display only relevant compensation plan sections during the Propose Compensation Change step of the Change Job business process, either for an internal job change or an internal hire.

What setting will enable Workday to determine the relevant plan sections to display based on worker eligibility and the security permissions for the user performing the compensation change?

Options:

A- Enable Compensation Setup Segment Security
B- Enable Dynamic Display for Compensation Plan Sections
C- Hide Total Salary & Allowances
D- Enable Eligibility Rule Performance Enhancement for Compensation Plan Profiles

Answer:

B

Explanation:

The Dynamic Display option controls whether Workday shows only relevant compensation plan sections during transactions like Propose Compensation Change.

It evaluates:

Worker eligibility rules (which plans apply).

User security permissions (what the initiator can see).

This ensures users only see compensation sections relevant to their context, reducing clutter and errors.

Why not the others?

A . Segment security Controls data security, not dynamic display.

C . Hide Total Salary & Allowances Hides totals, doesn't manage section visibility.

D . Eligibility Rule Performance Enhancement Improves performance, not visibility.

Workday Pro Compensation -- Dynamic Display Settings: Ensures streamlined Propose Compensation Change process.

Question 7

Question Type: MultipleChoice

A manager is proposing compensation for an employee and is only able to assign the car allowance. When the compensation partner approves the compensation change, they are able to assign any allowance plan configured in the tenant, even if the employee is not eligible for those plans.

What security domain allows the compensation partner to assign allowance plans that the employee is not eligible for?

Options:

A- Worker Data: Compensation Plan Type
B- Select Any Compensation Package
C- Worker Data: Compensation for Managers
D- Add Compensation Plans: Add Allowance

Answer:

D

Explanation:

The scenario describes a compensation partner being able to assign any allowance plan, even when the employee is not eligible.

This is controlled by the security domain 'Add Compensation Plans: Add Allowance', which allows users with access to bypass eligibility and directly assign allowance plans.

Why not the others?

A . Worker Data: Compensation Plan Type Governs visibility to compensation data, not bypassing eligibility.

B . Select Any Compensation Package Pertains to choosing packages, not adding allowance plans outside eligibility.

C . Worker Data: Compensation for Managers Grants managers ability to propose comp, but does not override eligibility.

Workday Pro Compensation -- Security Domains for Compensation Plans: ''Add Compensation Plans: Add Allowance'' allows assignment of ineligible allowance plans.

Question 8

Question Type: MultipleChoice

What report allows you to view each worker's compensation details including total base pay, compensation package, and compa-ratio, for one or more organizations that you manage or support, and optionally their subordinates?

Options:

A- Total Rewards
B- Employee Compensation Details by Job Profile
C- Compensation Spreadsheet
D- Employee Compensation Audit

Answer:

C

Explanation:

The Compensation Spreadsheet report provides a detailed view of:

Worker's total base pay.

Assigned compensation package.

Compa-ratio (position in range).

Can be scoped by organizations and includes subordinates if required.

Why not the others?

A . Total Rewards Worker-facing summary report, not detailed comp admin view.

B . Employee Compensation Details by Job Profile Focused on jobs, not individual worker comp breakdown.

D . Employee Compensation Audit Audit mismatches, not full comp detail.

Workday Pro Compensation -- Reports Overview: Compensation Spreadsheet = detailed comp report by org.

Question 9

Question Type: MultipleChoice

When using the Set Up Allowance Plan Adjustment task to update an allowance plan amount, you must ensure employees Managed by Basis Total (MBT) will have no change to their primary compensation basis after their allowance plan amount is updated and instead will reallocate all other compensation in the MBT calculation.

How can you ensure this happens?

Options:

A- Clear the Manage Basis Total checkbox on the employee's primary compensation basis.
B- Select Retain Basis Total for MBT Employees on the Set Up Allowance Plan Adjustment task.
C- Clear the Retain Basis Total checkbox on the employee's primary compensation basis.
D- Select Adjust to New Defaults on the Set Up Allowance Plan Adjustment task.

Answer:

B

Explanation:

Employees managed by Manage Basis Total (MBT) require their primary compensation basis total to remain unchanged when allowance plan adjustments are made.

By selecting Retain Basis Total for MBT Employees, Workday keeps the overall basis constant and reallocates other plans in the MBT calculation instead of increasing the total.

Why not the others?

A . Clear MBT checkbox Would remove MBT management completely.

C . Clear Retain Basis Total Opposite of required behavior.

D . Adjust to New Defaults Updates values, but doesn't enforce retention of MBT total.

Workday Pro Compensation -- MBT Handling in Allowance Adjustments.

Workday Community -- Retain Basis Total Option.

Question 10

Question Type: MultipleChoice

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. How do you configure pay ranges for the Software Engineer job profile in each location?

Options:

A- Create one compensation grade for each location and attach it to the job profile.
B- Create three compensation grades and attach them to three job profiles.
C- Create one compensation grade with profiles for each location and attach it to the job profile.
D- Create one compensation grade with multiple eligibility rules.

Answer:

C

Explanation:

Compensation grades define pay ranges, and grade profiles allow variation by location, job family, or other attributes.

In this case, the Software Engineer role exists in London, New York, and Milan, so the best practice is to:

Create one compensation grade (Software Engineer).

Add grade profiles for each location, each with its own pay range.

Attach the grade (with all profiles) to the job profile.

Why not the others?

A . One grade per location Duplicates maintenance effort; profiles exist for this purpose.

B . Three grades tied to three job profiles Unnecessary; job profile is the same role globally.

D . One grade with eligibility rules Eligibility determines who qualifies, not pay ranges per location.

Workday Pro Compensation -- Compensation Grades & Profiles Guide: Profiles allow different pay ranges for same grade across locations.

Workday Community -- Global Grade Profiles Best Practice.