Workday

Workday-Pro-Absence

Workday Pro Absence Certification Exam

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Latest Version: 6.0

Question: 1

You need to add two years to an existing period schedule.
What task will you use?

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

Answer: A

Explanation:
The Generate Period Schedule Periods task extends an existing period schedule by automatically creating future periods. Workday states that this task can extend supported period schedules for up to two years. The schedule must already contain at least one configured period so Workday can derive the sequence, frequency, period boundaries, and related dates for the newly generated periods.
This task is appropriate because the requirement is to extend an existing schedule, not establish a new schedule. Create Period Schedule is used when manually defining a new period schedule. “Set Up Period Schedule” and “Produce Period Schedule Periods” are not the delivered tasks for this operation.
For supported frequencies—including annual, weekly, biweekly, semimonthly, and monthly—the administrator selects the existing schedule and specifies the number of periods to generate. Workday then derives the period start and end dates based on the existing schedule pattern. Depending on the schedule’s usage, the administrator may also need to review application-specific dates or overrides after generation.

Question: 2

You need to create a time off plan that requires a user to enter the start and stop time when submitting a time off request.
When would you configure this?

A. Before you add the time off to a days-based time off plan.
B. Before you add the time off to an hours-based time off plan.
C. After you add the time off to an hours-based time off plan.
D. After you add the time off to a days-based time off plan.

Answer: B

Explanation:
Start and stop time entry is configured on the time off component before that component is associated with the intended hours-based time off plan. In the Create Time Off task, the administrator selects the appropriate entry option and enables Display Start and End Time. Workday then exposes Start and End Time Required, which makes both values mandatory when a requester enters the time off. An additional option can calculate the requested quantity from the interval between those times.
The configuration must align with the plan's unit of time. An hours-based plan is the appropriate design when the business requirement depends on precise clock times and a calculated duration. Although Workday can display start and end times in several request contexts, the selected time off, accruals, limits, and calculations attached to a plan must remain compatible with that plan's unit of time. Workday does not automatically convert day-based configuration values into hourly values.
Configuring the requirement before adding the time off to the hours-based plan ensures the component is correctly defined and compatible when it becomes part of the plan architecture. Options A and D incorrectly use a days-based plan, while option C reverses the required configuration sequence.

Question: 3

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

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.

Question: 4

You created and saved a time off plan configured to track balances. Later, you realize the plan should not track balances.
How will you resolve this issue?

A. Edit the balance tracking time off plan to clear the balance period field.
B. Delete the balance tracking time off plan and create a new plan that does not track balances.
C. Edit the balance tracking time off plan to clear the Balance Tracking checkbox.
D. Create a new accrual and assign it to the balance tracking time off plan.

Answer: B

Explanation:
Balance tracking is a foundational and non-editable characteristic of a time off plan after the plan is saved. Workday specifically identifies Track Balance, Period Schedule, and Unit of Time as fields that cannot be changed after creating and saving the plan. Consequently, an administrator cannot convert the existing plan into a non-balance-tracking plan by clearing either the Track Balance setting or its balance period.
A balance-tracking plan contains architecture that is not present in a basic plan, including a balance period, accrual calculations, carryover behavior, upper and lower limits, balance visibility, and accrual and time-off balance processing. Removing only the balance period would leave the plan configuration internally inconsistent. Adding another accrual would further reinforce balance tracking rather than remove it.
The correct remediation is to remove the incorrectly configured plan and create a new basic time off plan without balance tracking. Before deletion, the administrator should confirm that no production time off requests, accrual results, adjustments, or other transactions depend on the plan. If operational data already exists, the replacement requires controlled migration and effective-dated planning rather than an immediate deletion. Within the stated scenario, deletion and recreation is the valid configuration response.

Question: 5

What web service can you use to create new period schedules?

A. Get Period Schedule
B. Get Schedules

C. Put Period Schedule
D. Put Schedules

Answer: C

Explanation:
Put Period Schedule is the inbound Workday web service used to create or load period schedule data. Workday supports two principal configuration approaches: administrators can manually establish schedules through the Create Period Schedule task, or they can load schedule information through the Put Period Schedule web service, commonly using an Enterprise Interface Builder integration.
The “Put” operation is appropriate because the request changes Workday data by submitting a new or updated business object. A “Get” operation retrieves existing information and therefore cannot create a period schedule. “Get Schedules” and “Put Schedules” are not the delivered service names identified for this Absence configuration requirement.
Period schedules provide consecutive processing periods and may be shared by Workday Absence, Payroll, and Time Tracking when their dates and frequencies align. The inbound data must therefore contain the schedule structure and required period information in a form accepted by the service. Usage must also be configured correctly so that the schedule is available to Absence Management. After loading the data, the administrator should review the schedule, generated periods, application usage, and relevant dates before attaching it to a time off plan.

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