



Exam Guide

Workday Pro Benefits Certification



This study guide is designed to help you prepare for a Workday Pro exam. This guide provides general testing information and outlines the specific topics covered in each segment of the exam.

Testing Information

The Workday Pro Benefits Certification exam consists of approximately 50 questions, selected from several different topics. You will have 120 minutes to complete the exam. You will also have one attempt to successfully complete the exam. Subsequent attempts require a fee of 1 Training Credit. To learn more about the exam, review the [Workday Pro Exam Resources](#) page on the Workday Community.

Workday Pro Benefits Certification Exam Details

The [Workday Pro Benefits Certification](#) is for individuals who are responsible for configuring and maintaining the Workday Benefits components. This certification verifies knowledge in the following:

- Recognizing the key Workday HCM concepts including business processes, security, and reporting.
- Configuring the core features and functionality of Workday Benefits including benefit groups, plans, rates, and plan year definitions.
- Processing open enrollment and explaining coordination of events.
- Creating eligibility rules and event types to support passive events.
- Identifying benefit business processes and steps.

These concepts are covered in the following Workday Education courses:

HCM Core for Administrators (HCM)

Benefits for Administrators (BA)

Below is a list of the topics, along with exam weight by topic, and the tasks related to those topics that will be covered on this exam. For best exam results, we recommend familiarizing yourself with how to perform the tasks listed in each topic area. You will be tested on recalling, applying, and analyzing concepts. The list below is representative of the types of tasks you will be tested on.

Topic	Task Expansion	Course Specific Content
Foundational Components & Benefit Plans = 33%		
Configure benefit foundational components	Examinees can create provider-specific electronic signatures, establish benefit providers, and maintain related person relationships while mapping the correct types to appropriate coverage targets. They can also configure healthcare classifications and set up coverage types to ensure accurate management and configuration of benefit and coverage processes.	BA: Chapters 1-3 HCM: 3, 8
Create benefit plans	Examinees can determine the appropriate benefit plan and its details, including but not limited to selecting an applicable coverage type, rate, and coverage amount. Additionally, they can determine the correct cross-plan dependencies for two or more plans.	BA: Chapter 3, 7
Create benefit groups	Examinees can determine the appropriate eligibility for benefit groups and demonstrate a clear understanding of how benefit groups affect benefit eligibility, enrollment rules, and the open enrollment period.	BA: Chapter 2
Event Set Up = 33%		

Configure benefit event types	Examinees can determine if an event type should be worker-selectable, identify the coverage types to include, assess whether country restrictions are needed, specify the enrollment period for employees, select the correct event and reason codes, and demonstrate an understanding of reprocessing.	BA: Chapters 4, 7
Edit enrollment rule	Examinees can effectively understand the six tabs of the enrollment event rule and the necessary fields for configuring coverage or deduction start and end dates, waiting and grace periods, available election and target changes for employees, and defaulting rules.	BA: Chapter 4, 7
Configure benefit plan year definitions	Examinees understand how a benefit plan becomes active within a specified start and end date. They can also determine how to discontinue plans or activate new ones when a plan offering change occurs.	BA: Chapter 4, 7
Describe Workday Benefits business processes	Examinees can determine the appropriate Workday Benefits business processes for a given scenario and understand the differences between those business processes.	BA: Chapter 5-10
Processing Benefits Events = 34%		
Locate and manage benefits	Examinees understand how life events are initiated by an employee or a benefit partner, or how they are triggered by another process, such as an HR transaction (e.g., hire, job change, compensation change).	BA: 1, 6
Summarize coordination of events functionality	Examinees understand how to manage multiple overlapping benefit events for the same employee, including scenarios with no coordination of events, scenarios that include managing events on hold and reprocessing, and scenarios that require handling hybrid events with their respective priorities.	BA: 4, 6, 10
Manage dependents & beneficiaries	Examinees understand how to manage dependent and beneficiary profiles, including inactivating and reactivating those profiles, handling dependent court orders, configuring related business processes, and managing enrollment in benefits or beneficiary designations.	BA: Chapter 8
Manage evidence of insurability	Examinees understand how the Levels of Change tabs on the Enrollment event rule affect the triggering of evidence of insurability (EOI), the guaranteed issue amount/multiplier, and the default settings during a pending EOI process.	BA: Chapter 4, 6, 9
Process passive events	Examinees can identify the appropriate plans, benefit groups, event types, and eligibility rules to support passive events. They can also comprehend the processing of passive events and how to effectively manage them.	BA: Chapter 7
Process and manage open enrollment	Examinees can determine how to appropriately initiate, close, and finalize open enrollment. Additionally, they understand how to manage the process and coordinate eligibility changes resulting from newly eligible employees or loss of eligibility.	BA: Chapter 10

Next Steps: Take the Exam

When you are ready to take the exam, you will access the Workday Pro Benefits Certification Exam from your [transcript](#) in the Workday Learning Center.

1. If you are not already enrolled, enroll in the certification program in the Workday Learning Center.
2. Once enrolled in the program, access the exam course. The lessons in this course will explain how to book your proctored exam appointment.
3. Log in to Questionmark to book your proctored exam appointment.

After you complete your exam, your results will display immediately in Questionmark and in the Workday Learning Center within one hour. For more information about the exam experience and system requirements, visit the [Exams for Training](#) page on the Workday Community.

Additional Resources

- [HCM Core for Administrators: Refresher Training](#)
- [Benefit for Administrators: Refresher Training](#)

Questions

Visit the [Workday Pro Exam Resources](#) page or the [Services Training Certifications](#) page for additional resource support. For direct support, work with your Training Coordinators to submit a training case.