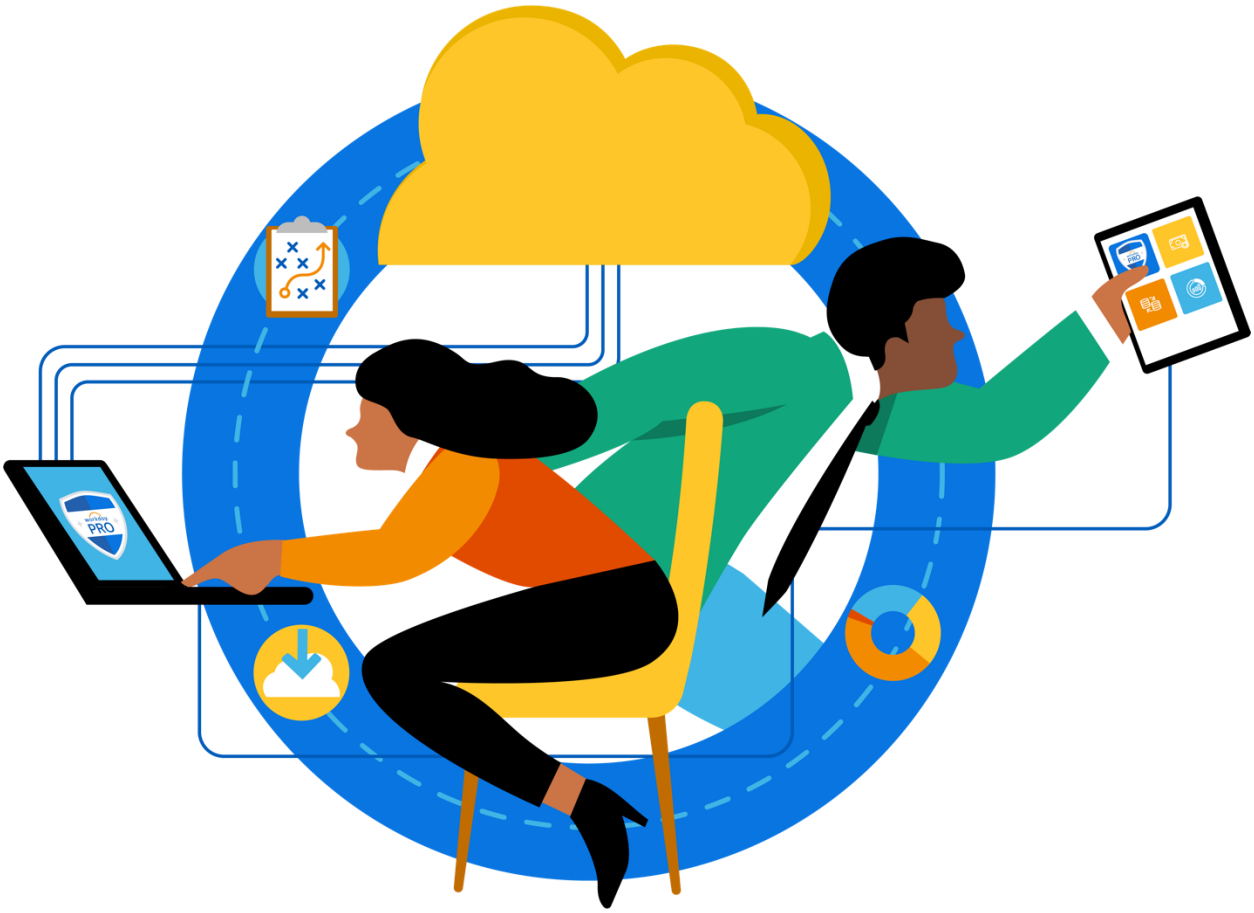
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Workday Pro Absence

Exam Guide

Congratulations on making it this far in your Workday Pro journey. You're one test away from the benefits of being a Workday Pro, including access to the Workday Touchpoints Kit and membership to an exclusive Workday Pro collaboration group on Workday Community.

This study guide is designed to help you prepare for the 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 exam consists of 50 questions. To pass the exam and become a Workday Pro, you must achieve a score of at least 80% (40 out of 50 questions). You will have 100 minutes to complete the exam. You will also have two attempts to successfully complete the exam. Subsequent attempts require a fee of 0.5 Training Credits. To learn more about the exam, review the Workday Pro FAQ on Workday Community.

Courses Included in the Track	Number of Related Questions
HCM Fundamentals	15 questions
Report Writer	10 questions
Business Process Fundamentals	10 questions
Leave of Absence Fundamentals	6 questions
Time Off Fundamentals	9 questions

The exam topics covered in each course are listed below. For best exam results, we recommend that you should be familiar with how to perform the tasks listed in each topic area. You will be tested on some or all of these tasks.

HCM Fundamentals Exam Details

Topic	Task
Navigation, Finding Data and Business Objects	• Demonstrate knowledge of navigation techniques in Workday • Recognize the purpose and use of business objects
Organizations	• Maintain organization types and subtypes • Create a supervisory organization reporting structure • Create a cost center organization • Configure company and cost center hierarchy reporting structures • Create locations and location hierarchies • Establish leadership and supporting roles on different organization reporting structures • Adjust worker assignments to organizations
Staffing Models	• Differentiate between two staffing models • Describe the characteristics of the position management staffing model

	• Explain position restrictions and illustrate how they are used when creating positions • Describe the characteristics of the job management staffing model • Explain hiring restrictions and how to set them on an organization
Job Profiles	• Create a Job Profile • Edit a Job Profile • Explain the relationship between job profiles, jobs, positions, and workers • Create job family / family groups • Create job requisitions
Compensation	• Name the components that make up the compensation framework • Create compensation eligibility rules • Explain the purpose of compensation defaulting • Create a compensation package • Configure a compensation grade with multiple grade profiles • Configure a compensation salary plan • Configure an amount-based allowance plan • Maintain worker compensation events
Jobs and Positions	• Demonstrate how to create positions • Demonstrate how to set hiring restrictions • Summarize how to manage filled and unfilled positions • Summarize how to close and freeze positions • Perform hire process • Perform staffing movements - job changes & additional staffing • Terminate employees • Contracting contingent workers • End contingent worker contracts
Security	• Differentiate between functional areas, domains, and business processes • Update a security policy and activate changes • Differentiate between user-based, role-based, and Workday Assigned security groups • Maintain security groups and assignable roles • Explain how to maintain domain security policies to assign permissions to new security groups

	• Demonstrate how to maintain business process security policies to assign permissions to new security groups • Summarize the security group access rights to organization options

Business Process Fundamentals Exam Details

Topic	Task
Business Process Framework	• Explain the high-level relationships between organizations, security, and business processes • Identify rule based, organization-specific, and default business process definitions • Define business process terminology, such as definition, type, event, and step
Business Process Steps	• Complete tasks within Workday during business processes with actions and subprocesses • Require approval of information with approvals and approval chains
Business Process Configuration: Step-Level	• Create and test a condition rule to modify business process behavior in certain situations • Control who interacts with a business process using advanced routing • Provide more information to users with step label overrides and help text • Create and test custom notifications with business process triggers
Business Process Configuration: Definition-Level	• Use letters to order and insert steps • Apply a validation condition to require certain information before a user submits a process
Business Process Management	• Use mass and individual tasks to manage business processes
Business Process Security	• Describe how business processes interact with other parts of configurable security

Report Writer Exam Details

Topic	Task
Reporting Overview	• Copy Standard Report and modify columns

Building Custom Reports	• Create a custom report by starting with/copying a delivered report • Decide on Index vs. Standard data source • Add fields from business object and related business objects • Enable as a web service when required
Sorting and Filtering	• Sort and subsort • Create filters (Navigate and use And/Or, Parentheses, Field, Operator, Comparison Type, and Comparison Value) with performance in mind
Prompting	• Configure prompts on a report definition • Identify a built-in prompt
Report Security	• Design report that considers security access of report users • Select the sharing option for use case • Transfer report ownership
Scheduling Reports	• Run the Scheduling Report task • Configure report criteria; specify value or calculate at runtime
Introduction to Matrix Reports	• Describe the capabilities of the Matrix report type • Create a matrix report that groups the data by rows and columns • Configure the drillable fields and detail data in a matrix report • Create a Discovery Board visual • Use prompts on Discovery Board • Apply Filters on Discovery Board
Working with Calculated Fields	• Create a calculated field
Report Performance	• Describe the factors that impact report performance

Leave of Absence Fundamentals Exam Details

Topic	Task
Leave of Absence Security	• Secure which leave types are available to which security roles, such as manager and employee as self, when placing a worker on leave
Leave of Absence Setup	• Define leave of absence types to meet an organization’s needs • Tailor the following to meet an organization’s needs:

	○ Supporting data for leave request errors and warnings ○ Entitlement calculations ○ Leave of absence rules used to define worker eligibility and leave request validations
Leave of Absence Administration	• Perform administration tasks to ensure accurate entries and processing of leave and return from leave requests
Leave of Absence Business Processes	• Enter an employee's leave of absence

Time Off Fundamentals Exam Details

Topic	Task
Time Off Plans Setup	• Configure a time off plan to meet a company's requirements • Configure calculations as needed for time off plans in order to meet a company's requirements
Time Off Administration	• Adjust (add to or subtract from) an employee's accrual for one period • Override an employee's overall time off plan balance as of the start date of any period the employee is eligible for
Time Off Business Processes	• Enter an employee's time off or make a correction to an employee's time off • Understand the payout of a time off plan balance when a worker is terminated

Next Steps: Take the Exam

After completing the required training, you'll be able to access the Workday Pro Exam lesson. You can access this lesson from your transcript in the Workday Learning Center. This lesson contains information on how to access your exam, as well as a practice exam.

View Learning Transcript