

Workday

Workday-Pro-Time-Tracking

Workday Pro Time Tracking Exam



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Question: 1

Where can you configure daily and weekly totals for a worker's time entry calendar?

- A. Time calculation tag
- B. Time calculation
- C. Time entry code
- D. Time entry template

Answer: B

Explanation:

The correct answer is B. Time calculation. In Workday Time Tracking, daily and weekly totals on a worker's time entry calendar are driven through the Time Calculation framework. Time calculations are used to evaluate entered time and produce results such as totals, overtime, premiums, exceptions, and other rule-based outcomes. When Workday needs to total time across a day or across a week, that logic is configured in a time calculation because calculations define how time is interpreted, accumulated, and processed.

The other options do not control this type of totaling behavior. A time calculation tag is mainly used to organize or identify calculations, not to perform the actual totaling logic. A time entry code identifies the type of time being entered, such as regular hours, training, or on-call time, but it does not define calendar total behavior. A time entry template helps control the layout or default structure for time entry, but it is not where daily or weekly total rules are configured.

So, if the question asks specifically where Workday configures the totals shown for a worker's calendar, the best and correct choice is Time calculation.

Question: 2

On what Time Tracking component can you enable Optional Out Times for a group of workers?

- A. Time entry template
- B. Time entry code
- C. Time tracking eligibility rule
- D. Worktag

Answer: C

Explanation:

Comprehensive and Detailed 150 to 250 words of Explanation From WorkdayPro Time Tracking Knowledge:

The correct answer is C. Time tracking eligibility rule. In Workday Time Tracking, a time tracking eligibility rule is used to define which workers receive specific time tracking behavior and configurations. Because the question asks where you can enable Optional Out Times for a group of workers, the key phrase is “for a group of workers.” That grouping and assignment logic is controlled through the eligibility rule, which determines what time tracking setup applies to a worker population based on staffing attributes or eligibility criteria.

A time entry template controls how time is entered and displayed, such as layout and entry behavior, but it is typically applied through broader time tracking configuration rather than being the worker grouping

mechanism itself. A time entry code identifies the kind of time being recorded, such as regular, training, or on-call time, and does not control Optional Out Times at the worker-group level.

A worktag is used for classification and reporting, not for enabling time entry behavior settings.

So, when Workday asks which component allows you to enable a feature like Optional Out Times for a specific population of workers, the correct setup component is the Time Tracking Eligibility Rule, because it is the object used to apply time tracking options to defined worker groups.

Question: 3

You need to track regular hours and callback time. How will you configure the Callback time entry code so it is only used for time calculations referencing Callback tags?

- A. Callback must be configured as a separate time entry code with the default Calculation Tag field blank.
- B. Callback must be configured as a temporary Time Calculation tag.
- C. Callback should not be configured as a time entry code.
- D. Callback must be configured on the Advanced tab on the time entry code.

Answer: D

Explanation:

The correct answer is D. Callback must be configured on the Advanced tab on the time entry code. In Workday Time Tracking, when a specific type of entered time such as callback time needs to be recognized only by certain time calculations, that behavior is typically controlled through calculation tags associated with the time entry code. These settings are maintained on the Advanced configuration area of the time entry code, where Workday allows the code to be tied to the appropriate calculation logic.

This setup is important because callback hours are usually different from regular worked hours and often need separate treatment for premiums, overtime rules, or special pay outcomes. By configuring the Callback-related calculation behavior directly on the time entry code, Workday ensures that only time calculations referencing the Callback tag evaluate that entry in the intended way.

Option A is incorrect because leaving the default calculation tag blank would not specifically direct callback entries into callback-based calculations. Option B is incorrect because a “temporary Time Calculation tag” is not the correct setup approach for a permanent time entry type like callback.

Option C is incorrect because callback absolutely can and often should be configured as a distinct time entry code for accurate tracking and payroll-related calculation logic.

Question: 4

A worker's Work Schedule Calendar has a Day Breaker of 2:00 AM (current day from previous day). They report regular hours from 8:00 PM, April 05 to 4:00 AM, April 06. How will the calculated hours show on the time block?

- A. Two regular hours on April 05 and six regular hours on April 06.
- B. Eight regular hours on April 05 and no regular hours on April 06.
- C. Four regular hours on April 05 and four regular hours on April 06.
- D. Six regular hours on April 05 and two regular hours on April 06.

Answer: D

Explanation:

The correct answer is D. Six regular hours on April 05 and two regular hours on April 06.

In Workday Time Tracking, a Day Breaker determines when one workday ends and the next workday begins for time calculation purposes. When the Day Breaker is set to 2:00 AM, any time worked before 2:00 AM is treated as belonging to the previous day, and any time worked at or after 2:00 AM belongs to the current day.

In this example, the worker enters time from 8:00 PM on April 05 to 4:00 AM on April 06, which equals 8 total hours. These hours split as follows:

8:00 PM to 12:00 AM = 4 hours on April 05

12:00 AM to 2:00 AM = 2 hours, but because of the 2:00 AM Day Breaker, these hours still belong to April 05

2:00 AM to 4:00 AM = 2 hours that belong to April 06

That produces:

6 regular hours on April 05

2 regular hours on April 06

The key concept is that Workday does not simply split time at midnight when a Day Breaker is defined. Instead, it uses the configured Day Breaker to assign hours to the proper workday for scheduling, calculations, and reporting.

Question: 5

Which report should you run to ensure a worker only has one period schedule?

- A. View Work Schedule Calendar
- B. View Period Schedule
- C. View Worker's Time Eligibility
- D. Audit - Workers with Multiple Time Period Schedules

Answer: D

Explanation:

The correct answer is D. Audit - Workers with Multiple Time Period Schedules.

In Workday Time Tracking, a worker should generally have only one active time period schedule so that time entry, approvals, period close, and downstream payroll processing function correctly. When a worker is assigned to more than one time period schedule, it can create confusion around which period controls their time entry deadlines, submission windows, and approval timing. Because this is a setup and data integrity issue, Workday provides a specific audit report to identify workers who have this problem.

The report Audit - Workers with Multiple Time Period Schedules is designed exactly for this purpose. It helps administrators quickly find workers with conflicting schedule assignments so corrective action can be taken. This makes it the best report to run when validating time tracking configuration and ensuring clean administrative setup.

The other options are not intended for this audit purpose. View Work Schedule Calendar shows schedule-related calendar details, not duplicate period schedule assignments. View Period Schedule displays the schedule itself, but not necessarily workers with multiple assignments. View Worker's Time Eligibility is used to review time tracking eligibility rules and related setup, not to detect duplicate period schedules.

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