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SAP Certified - SAP SuccessFactors Time Management

Product Version

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Latest Version: 4.0

1. Micro Skill Drill Exam
2. Unified Scenario Exam

Topic: 1
Micro Skill Drill Exam

Question: 1

Nakamura Motors grants a more generous vacation accrual to employees at senior grades. An employee promoted into a senior grade in June has not received the higher accrual — they are still accruing at their old grade's rate months later. The consultant checks and finds two things are correct in themselves. The promotion is properly recorded: the employee's grade changed to senior on the right date, and everyone who was already senior accrues at the correct higher rate. The senior accrual rule and its amount are right. The difficulty is when eligibility for that rule is assessed. Eligibility is evaluated only at the annual accrual run at the start of the year, so an employee's grade as at January is what decides their rate for the whole year; a promotion part-way through is not re-checked until the next annual run. So this employee will keep the old rate until next January despite being senior now. Two elements interact: the recorded promotion, which is correct, and the eligibility evaluation, which happens only once a year and so misses mid-year changes. The client asks the consultant to advise what to change so a mid-year promotion moves the employee onto the senior accrual straight away.
What should the consultant change so a mid-year promotion moves the employee onto the senior accrual straight away?
Response:

A. Backdate the senior accrual rate to the employee's original hire date.
B. Move the promoted employee into a senior group by hand so they accrue correctly.
C. Change the annual run date so it falls just after this promotion.
D. Re-evaluate accrual eligibility when the employee's grade changes.

Answer: D

Explanation:
Feedback:
The promotion is recorded correctly; it is just not looked at until the annual run. Re-evaluating eligibility when the grade changes moves the employee onto the senior accrual from the promotion date, which is where the two elements meet.

Question: 2

Montague Security has employees who occasionally take an extended unpaid leave of absence lasting several months. Company policy is that vacation should not accrue while someone is on this unpaid leave, since they are not working. The consultant finds that although the leave of absence is being recorded correctly — the employees are properly placed on leave and their status shows it — their

vacation continues to accrue at the normal rate throughout the leave, so they return with more entitlement than policy allows. The leave itself is set up right, and ordinary accrual for working employees is also correct. The gap is that the accrual rule grants entitlement on its schedule without checking whether the employee is on a leave of absence, so it keeps posting days to people who should be paused. Two elements interact: the recorded leave of absence, which is correct, and the accrual rule, which does not take that leave status into account when it grants. The client asks the consultant to advise what to change so that vacation stops accruing while an employee is on the unpaid leave of absence and resumes when they return.
What should the consultant change so vacation stops accruing during the unpaid leave of absence?
Response:

A. End the employee's record at the start of leave and rehire them on return.
B. Reduce the accrual rate for everyone so long absences matter less.
C. Configure the accrual to pause during the employee's leave of absence.
D. Remove these employees from the accrual rule so nothing is granted during leave.

Answer: C

Explanation:
Feedback:
The leave of absence is recorded correctly; the accrual rule simply does not consult that status. Configuring the accrual to pause while the employee is on the leave of absence stops the grant during leave and lets it resume on return, which is where the two elements meet.

Question: 3

Verano Software has one employee whose vacation balance is wrong: during last year's initial data load, a single figure was keyed incorrectly for that person, leaving them with more days than they should have. In SAP SuccessFactors Time Management, the accrual rules, account generation, and the time type are all confirmed to be working correctly, and every other employee's balance is right. The consultant verifies that this is an isolated, one-off data error from the original load and not a fault in any rule or setting — nothing about the configuration will reproduce it. The company simply needs this one employee's balance put right, without disturbing the configuration that is working correctly for everyone else. The client asks the consultant to advise the appropriate way to correct this single employee's incorrect balance.
What is the appropriate way to correct this single employee's incorrect balance?
Response:

A. Reconfigure the accrual rule so this one employee's balance comes out right.
B. Re-run account generation for everyone so the balance is rebuilt from the rules.
C. Perform an interim account update to correct this one employee's balance.
D. Change the time type settings so the figure is recalculated for the employee.

Answer: C

Explanation:

Feedback:
A single, non-recurring balance error on one employee is exactly what an interim account update is for. Applying it corrects that employee's balance without touching the configuration that is working correctly, which is the right action.

Question: 4

Solveig Ferries lets crew take a short family-care leave, and its policy is that this leave should be requested in hours, because crew often need only a few hours rather than whole days. In SAP SuccessFactors Time Off, the family-care time type is configured and works, but it can only be requested in whole days, so a crew member who needs three hours has to book an entire day and loses far more entitlement than they use. Full-day requests deduct correctly; the problem is purely that the leave cannot be expressed in hours. The consultant confirms the time type and its assignment are correct and that only the unit of the request is wrong. The client asks the consultant to advise what to configure so that this family-care leave can be requested in hours rather than only in whole days.
What should the consultant configure so the family-care leave can be requested in hours rather than whole days?
Response:

A. Adjust the work schedule so each day is split into hourly segments that can be requested.
B. Assign a recording profile so employees enter the family-care leave in hours on a time sheet.
C. Set the request unit on the time type to hours rather than whole days.
D. Perform an interim account update to convert each day-based request back into hours.

Answer: C

Explanation:
Feedback:
The unit in which an absence may be requested is a property of the time type. Configuring the family-care type to be requested in hours lets crew book only the hours they need, which is the correct layer.

Question: 5

Lindqvist Watchmakers closes at midday on one local public holiday — the morning is a normal working half-day and the afternoon is the holiday. On the system, that day is not behaving as a half day: it is treated as a full public holiday, so staff who work the morning are recorded as fully off, and anyone who takes vacation around that day has the whole day handled as non-working rather than a half. The consultant checks and finds the holiday calendar is assigned correctly and the date of the holiday is right; the shared full-day holidays all behave properly. The difficulty is how this particular day is classified on the calendar: it is entered as a full-day public holiday rather than a half-day one, so the system removes the whole day from working time instead of only the afternoon. Two elements interact: the holiday calendar, which correctly carries the date, and the class of that entry, which says full day when the day is only half a holiday. The client asks the consultant to advise what to change so the morning counts as worked and only the afternoon is treated as the holiday.
What should the consultant change so the morning counts as worked and only the afternoon is the holiday?

Response:

A. Remove the holiday from the calendar so the day is treated as fully worked.
B. Create a separate half-day time type for staff to record the morning worked.
C. Set the holiday's class to a half day rather than a full day.
D. Adjust the work schedule so the day is planned as a half working day.

Answer: C

Explanation:
Feedback:
The date is right; only its class is wrong. Setting the holiday to a half day rather than a full day removes only the afternoon from working time and leaves the morning as worked, which is where the two elements meet.

Question: 6

Halvorsen Shipyards has just set up a new welder who joined in July, halfway through the leave year, and who works a part-time pattern of three days a week. Their vacation balance has come out far higher than it should be. The consultant checks the accrual configuration and confirms two things are already working: new-hire proration is switched on, and it correctly reduces entitlement for employees who join partway through the year, since full-time mid-year joiners receive the right reduced balance. Ongoing accrual for established staff is also correct. However, when this employee was created, they were placed on the site's default full-time work schedule while their actual three-day pattern was recorded only informally. Proration therefore calculated the half-year entitlement against a full working week, so the part-time reduction never applied, and the balance reflects a full-time half-year rather than a part-time half-year. Two things are in play: the mid-year proration, which is behaving correctly, and the working pattern the proration is measured against, which is wrong. The client asks the consultant to advise what to change so that this employee's entitlement reflects both the partial year and the part-time working pattern.
What should the consultant change so the entitlement reflects both the partial year and the part-time working pattern?
Response:

A. Reconfigure new-hire proration so it reduces the entitlement further for this employee.
B. Assign the part-time work schedule so proration is based on the true working pattern.
C. Perform an interim account update to lower this employee's balance to the right figure.
D. Configure seniority-based accrual so part-time employees accrue at a lower rate.

Answer: B

Explanation:
Feedback:
Proration measures the partial-year fraction against the employee's work schedule. Because the schedule is full-time, the part-time factor is lost. Assigning the correct part-time work schedule lets the

existing proration compute both the partial year and the reduced pattern, which is where the two factors meet.

Question: 7

Nordvik Shipping must settle an employee's vacation entitlement correctly when they leave partway through the year, reducing it to the portion of the year actually worked up to the termination date. In SAP SuccessFactors Time Management, leavers currently keep the full annual entitlement regardless of when they leave, so a person who resigns early in the year is credited as if they had worked the whole year. The consultant confirms that new-hire proration works, that account generation runs on schedule, and that ongoing accrual is correct. Only the handling of entitlement at termination is wrong, which matters for accurate final settlement. The consultant confirms the gap is specifically the leaver calculation. The client asks the consultant to advise what to configure so that a leaver's entitlement is correctly reduced to the portion of the year worked.
What should the consultant configure so a leaver's entitlement reflects the portion of the year worked?
Response:

A. Configure termination accrual handling so entitlement is reduced to the portion worked.
B. Run account generation again so that the leaver's balance is recalculated to the correct amount.
C. Perform an interim account update for each leaver to remove the excess days by hand.
D. Configure seniority-based accrual so that long-service leavers are treated differently at exit.

Answer: A

Explanation:
Feedback:
Termination accrual handling determines how entitlement is settled when an employee leaves, prorating it to the portion of the year worked. Configuring it corrects the leaver calculation systematically, which is the correct layer for accurate final settlement.

Question: 8

Brightwater Foods is rolling out Clock In Clock Out in SAP SuccessFactors Time Tracking for its production line, so that workers punch in and out at the start and end of their shifts. The consultant has activated the Clock In Clock Out functionality, and the supervisors in the pilot area can use it without any issue. When production workers on the line try to punch in, however, the clock function is not available to them, even though they already record their other time correctly. The consultant confirms the functionality itself is switched on and works for the pilot supervisors, and that the production workers are otherwise active in the system. The client asks the consultant to identify what is required so that the production-line workers can use Clock In Clock Out.
What should the consultant do so the production-line workers can use Clock In Clock Out?
Response:

A. Set up the production-line workers for Clock In Clock Out so the function becomes available.
B. Configure a new accrual rule so that the workers' time accounts support recording clock punches.
C. Create an approval workflow so that clock-in and clock-out punches can be submitted for approval.

D. Build a time report so that the workers' missing punches can be captured and entered later.

Answer: A

Explanation:
Feedback:
Clock In Clock Out becomes available to employees only when they are set up for it, beyond activating the functionality itself. Completing that employee setup for the production-line workers is what lets them punch in and out, which is the correct step.

Question: 9

Okoro Warehousing pays a shift premium whose rate rises with an employee's length of service — longer-serving staff earn a higher premium per shift. When a supervisor enters shifts late, back-dating them to when they were actually worked, the premium on those old shifts is coming out too high: a shift worked a year ago, before the employee reached a service milestone, is being paid at the higher rate the employee only qualified for later. Current shifts are paid correctly, and shifts entered on time are fine. The consultant examines a back-dated case. The service milestones are recorded correctly, with the right dates, and the premium rule applies the correct rate for a given level of service. The trouble appears only on time entered after the fact. Tracing how the rule picks a rate, the consultant finds it reads the employee's length of service as it stands at the moment the shift is processed, not as it stood on the date the shift was actually worked. So a shift keyed in today is valued using today's higher service level, even though on the day it was worked the employee was at a lower one. The rule's rates are right; it is reading service at the wrong point in time. The client asks the consultant to advise what to change so a back-dated shift is paid at the premium the employee qualified for on the day they worked it.
What should the consultant change so a back-dated shift is paid at the rate for the day it was worked?
Response:

A. Freeze the shift premium rate so length of service no longer changes it.
B. Stop supervisors from entering shifts after the fact.
C. Value the shift on the length of service held on the work date.
D. Manually correct the premium on each back-dated shift after it is entered.

Answer: C

Explanation:
Feedback:
The rule reads length of service as at the moment the shift is processed rather than the day it was worked, so a back-dated shift picks up today's higher service. Having it read service as at the work date values each shift at the rate the employee actually qualified for then, which is where the timing is wrong.

Question: 10

Ellswood Telecom processes its time sheets each month and sends the results to payroll. It has found that employees can still go back and change entries for months that have already been processed and

paid, which then makes the stored figures disagree with what payroll already used. Reconciling those differences afterwards has become a recurring burden for the payroll team. The company wants past periods, once processed, to be closed so they can no longer be edited, while the current period stays open for normal recording. In SAP SuccessFactors Time Management, recording and monthly processing both work correctly; the only gap is that closed months remain editable. The consultant confirms that nothing currently prevents changes to a period that has already been processed. The client asks the consultant to advise what to configure so that already-processed periods are locked against further editing.
What should the consultant configure so already-processed periods are locked against further editing?
Response:

A. Assign a new time recording profile that stops employees from opening past months at all.
B. Configure an approval workflow so a manager must re-approve any change to a past month.
C. Configure a time sheet lock so processed periods are closed to further editing.
D. Set up a Scheduled Job Manager job to re-process past months automatically each night.

Answer: C

Explanation:
Feedback:
Closing a processed period from further editing is handled by a time sheet lock. Configuring it keeps past periods fixed while the current period stays open, which is the correct layer.
Topic: 2
Unified Scenario Exam

Question: 11

CHALLENGE 1 — Absence Eligibility Across Shared Crew Patterns
During UAT, HarborSpring sees inconsistent absence entitlement behavior for employees who split time between clinic and field-care assignments. The absence request screen works, and approvals route correctly, but the balance shown does not always match the payroll policy group after a mid-period job information change.
What is the best recommendation for the consultant to make first?
Response:

A. Ask regional HR to create local absence eligibility exceptions for the affected employees so the pilot group can continue without delaying cutover rehearsal.
B. Validate the Employee Central assignment, work schedule context, time profile assignment, entitlement behavior, and payroll policy grouping together before changing local absence rules.
C. Confirm that manager approval routing is correct and then accept the absence result because the request workflow is functioning as expected.
D. Freeze job information changes for employees in shared clinic and field-care roles until the first payroll comparison is complete.

Answer: B

Explanation:
Feedback:
The scenario indicates that the visible absence process works, but the second-order dependency sits in employee context, time profile assignment, and payroll policy grouping after job information changes. Validating these together addresses the actual configuration dependency before local exceptions are introduced.

Question: 12

CHALLENGE 1 — Absence Eligibility Across Shared Crew Patterns
Country HR managers want authority to adjust absence eligibility locally for shared clinic and field-care workers. Payroll governance wants a consistent policy grouping that can be reconciled during payroll comparison.
Which response best handles the governance trade-off?
Response:

A. Allow each country to maintain separate eligibility rules because local HR owns absence policy interpretation.
B. Standardize all absence eligibility rules globally and reject country-specific differences until after go-live.
C. Use a governed common configuration structure with parameterized local rules only where the validated employee context supports them.
D. Move entitlement correction to payroll reporting so HR can preserve local absence behavior without changing the configuration.

Answer: C

Explanation:
Feedback:
This approach handles the governance-vs-governance tension by preserving a common validation structure while allowing controlled local variation where configuration supports it. It aligns country policy needs with payroll’s requirement for consistent reconciliation.

Question: 13

CHALLENGE 2 — Accrual Timing for Seasonal Time Accounts
The migration team confirms that a sample of employees received correct opening time account balances. After the next interim update, employees with seasonal contracts and recent transfers show unexpected accrual values.
What should the consultant recommend before migration sign-off?
Response:

A. Sign off the migration because the opening balances were loaded correctly and accrual differences can be handled during payroll comparison.
B. Reload the affected balances using the legacy system values and prevent interim updates until the payroll team approves the comparison file.

C. Validate migrated balances, time account postings, accrual recalculation behavior, and employee lifecycle data for representative seasonal and transfer cases.
D. Limit the next mock load to employees with stable employment records so the team can establish a clean baseline before testing complex cases.

Answer: C

Explanation:
Feedback:
The opening balance is not the only relevant evidence because the unexpected values appear after recurring processing. Validating postings, recalculation behavior, and lifecycle data targets the dependency between migration, time account configuration, and employment changes.

Question: 14

CHALLENGE 2 — Accrual Timing for Seasonal Time Accounts
HarborSpring wants to keep the rollout schedule moving and asks whether opening balance validation is enough for cutover rehearsal. The payroll team is concerned that recurring accrual behavior has not been proven for employees with long-term absences and recent transfers.
Which recommendation best balances cutover pacing with validation quality?
Response:

A. Proceed to cutover rehearsal and document the accrual cases as post-go-live monitoring items because the balances were initially correct.
B. Require a targeted validation cycle for representative lifecycle cases, then use the results to decide whether the rehearsal date remains feasible.
C. Expand the mock load to every employee in both countries before making any decision about cutover rehearsal readiness.
D. Ask country HR to manually approve accrual results for seasonal and long-term absence employees during the first payroll cycle.

Answer: B

Explanation:
Feedback:
A targeted validation cycle protects the schedule while testing the cases most likely to expose recurring accrual dependency problems. It avoids both under-validation and unnecessary expansion beyond the readiness decision.