

Workday Pro Absence Certification Exam

Workday Workday-Pro-Absence

Version Demo

Total Demo Questions: 7

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QUESTION NO: 1

You create two balance-tracking leave types, Medical Leave and Military Leave. The leave types are in different leave families, but time used under either leave must reduce the same coordinated entitlement. A related intermittent time off can be used with either leave.

How should you configure the leave relationship?

- A. Assign both leave types to the same absence type group.
- B. Configure Military Leave as the Next Leave Type for Medical Leave.
- C. Add each leave type to the other leave type's Additional Leave Types field.
- D. Assign both leave types to the same leave type security segment.

ANSWER: C

Explanation:

Add each leave type to the other leave type's Additional Leave Types field. Reciprocal Additional Leave Types configuration coordinates the balances of leave types that are in separate leave families. Medical Leave must identify Military Leave as an additional leave type, and Military Leave must identify Medical Leave in the same way.

Assigning the leave types to the same absence type group affects calendar presentation, not coordinated leave balances. Cascading Leave supports a sequential transition from one leave type to another and does not establish the required shared balance relationship.

QUESTION NO: 2

An administrator adds a leave of absence rule as additional eligibility criteria for a new leave type. The rule evaluates a field from the Leave Request Event business object along with worker data. Ineligible workers continue to see the leave type when they begin a request.

What should the administrator change?

- A. Edit the rule so that it uses Worker or Position business object fields only.
- B. Move the rule to the leave type validation configuration and select Do Not Allow Request.
- C. Edit the rule so that it uses Leave Type and Leave Request Event business object fields only.
- D. Add the rule to the Request Leave of Absence business process as an approval condition.

ANSWER: A

Explanation:

Edit the additional eligibility rule so that it uses Worker or Position business object fields. Additional eligibility is evaluated before the worker selects and creates the leave request. Therefore, the rule must use data available from the worker's employment context, such as worker type, company, location, job profile, or position attributes.

Leave Request Event fields are request-specific and are not an appropriate basis for determining whether the leave type should be available before a request exists. Moving the rule to validations would evaluate the request later and would not prevent the leave type from being displayed initially.

QUESTION NO: 3

You need to prevent workers' Time Off Plan balances from exceeding 200 hours.

How will you do so?

- A. Configure an Upper Limit of 200.
- B. Configure a Carryover Limit of 200.
- C. Configure a Maximum Unpaid Units Allowed validation of 200.
- D. Configure a Lower Limit of 200.

ANSWER: A

Explanation:

Configure an Upper Limit of 200. In Workday Absence, the Upper Limit on a time off plan establishes the maximum balance that a worker may accumulate, expressed in the plan's unit of measure. With an upper limit of 200 hours, Workday evaluates accrual results against that ceiling. If a worker's existing balance plus a calculated accrual would exceed 200 hours, Workday limits the amount credited so that the resulting plan balance does not go beyond 200 hours. Any portion of the calculated accrual that cannot be credited because of the ceiling is handled as forfeited accrual, subject to the plan's configured processing and reporting.

For example, a worker with 195 hours who is eligible for a 12-hour accrual can receive only five hours under a 200-hour upper limit. The balance is therefore capped at 200 hours at the point the accrual is processed. This makes the Upper Limit the appropriate control when the business requirement is to restrict the maximum ongoing accumulated balance, rather than merely governing a period-end balance transition or validating a time-off request. Workday's Absence and Time Off documentation is available through the [Workday Community](#) (customer sign-in required); general product information is available at [Workday Absence Management](#).

QUESTION NO: 4

When configuring the Team Absence Calendar, what object type can you mark as Visible for Team Absence?

- A. Leave Entitlement Balance
- B. Time Off Plan Balances
- C. Absence Tables
- D. Absence Type Groups

ANSWER: D

Explanation:

Absence Type Groups is the object type used to control whether a grouping of absence types is available for display in the Team Absence Calendar. This grouping provides a calendar-oriented way to organize related absence activity, such as types of leave or time off that should be presented together to users who have the required calendar access. When the applicable absence type group is configured as visible for Team Absence, Workday can use that group as part of the calendar's absence presentation.

This setting supports a deliberate display design: administrators can define which categories of absence information are appropriate for the team-facing calendar while continuing to rely on domain and business-process security to protect sensitive worker information. Calendar visibility therefore works alongside—not instead of—security configuration. Users must still have the relevant access to view the Team Absence Calendar and any associated worker absence details. For additional product learning and documentation access, see the [Workday Community](#) and the [Workday Education and Training](#) resources.

QUESTION NO: 5

You are configuring a maternity leave type and need to create a calculated field to return the date of 11 weeks prior to the expected due date.

What type of field would you create?

- A. Increment or Decrement Date
- B. Format Date
- C. Date Difference
- D. Arithmetic Calculation

ANSWER: A

Explanation:

Increment or Decrement Date is the appropriate calculated field type because the requirement is to derive a new date by applying a defined time offset to an existing date: the worker's expected due date. Configure the expected due date as the input date, select a decrement operation, and specify an offset of 11 weeks. The calculated field then consistently returns the date that occurs exactly 11 calendar weeks before the expected due date, which can be used in maternity-leave eligibility, validation, or defaulting logic. This approach is preferable for absence configuration because it explicitly performs date-based addition or subtraction and returns a date value suitable for subsequent business-process and leave-rule conditions. Workday calculated fields are designed to transform or derive values from business-object data; date-offset calculations are a standard use of date calculated fields. For general Workday calculated-field configuration concepts, see [Workday Community calculated fields resources](#). For related Workday Absence and Leave product information, see [Workday Absence Management](#).

QUESTION NO: 6

You are terminating an employee, and you need their entire remaining balance paid out.

What must you configure on the time off plan to make that happen?

- A. On the Time Off tab, the Time Off for Termination Adjustment field must be assigned a time off.
- B. On the Accrual tab, there must be a payout accrual configured.
- C. On the Calculation tab, the Accrual Frequency Method for Time Off Plan field must be configured with a custom frequency.
- D. On the Time Off tab, the Time Off Forfeiture Adjustment field must be assigned a time off.

ANSWER: A

Explanation:

On the Time Off tab, the Time Off for Termination Adjustment field must be assigned a time off. This field identifies the time off type Workday uses to create the adjustment for a worker's remaining balance when termination processing occurs. In the termination business process, an appropriately configured Adjust Time Off Balances step can calculate the worker's eligible outstanding balance and generate the designated termination adjustment. That adjustment removes the balance from the applicable time off plan, allowing the resulting time off amount to flow to payroll for payment when the organization's payroll eligibility, calculations, and integrations are configured to support the payout.

This setup is important because a termination payout is driven by a specific adjustment transaction rather than ordinary periodic accrual activity. The designated time off provides the transaction context needed for Workday to process the balance consistently as part of termination. Configuration should also be validated through an end-to-end termination test, including the relevant business-process conditions, plan eligibility rules, and payroll results, to confirm that the balance is both adjusted and paid according to company policy. For general Workday Absence Management capabilities, see [Workday Absence Management](#) and [Workday Payroll](#).

QUESTION NO: 7

As an administrator, you created three different leave types. You assigned all three to the same leave family. When a worker uses any of the leave types, Workday must subtract time away from all three leave balances.

What would you configure to meet this requirement?

- A. Select the Include all Leave Types from Leave Family checkbox on all three leave types.
- B. Include a time off in the Intermittent Time Offs field on all three leave types.
- C. Select the Include all Leave Types from Leave Family checkbox on one of the leave types only.
- D. Create an absence table and assign all three leave types to the table.

ANSWER: A

Explanation:

Select the **Include all Leave Types from Leave Family** checkbox on all three leave types. This setting makes leave taken under any leave type in the shared leave family count toward the entitlement balance of the leave type on which the setting is enabled. To create reciprocal, concurrent balance reduction, it must therefore be configured on every leave type whose balance must be reduced.

For example, where three leave types belong to one leave family, a worker's use of one type must be recognized as leave taken for each of the other two types as well. Enabling the setting on all three leave types establishes that family-level coordination from each balance's perspective. This supports designs in which separate leave types are displayed or administered independently while tracking against the same underlying period of leave usage.

Before configuring the relationship, verify that the leave types are intentionally grouped in the same leave family and use compatible units and entitlement rules. Family-level inclusion affects how Workday calculates leave taken against each associated entitlement, so the configuration should align with the organization's leave policy and avoid unintended overlapping deductions. Workday's Absence documentation and community resources are accessed through the [Workday Community](#); general product information is available at [Workday Absence Management](#).