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Workday ProTime Tracking Exam

Workday Workday-Pro-Time-Tracking

Version Demo

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QUESTION NO: 1

You create a Sum Related Instances calculated field to add the total number of hours worked in a week with a specific time entry code.

What is the related business object of the Sum Related Instances calculation?

- A. Time Block
- B. Time Entry Code
- C. Time Week
- D. Time Calculation Tag

ANSWER: A

Explanation:

Time Block is correct because it is the transactional business object that represents an individual span or quantity of reported time in Workday Time Tracking. A worker's reported hours, including the duration and the time entry code associated with that reported time, are held at the time-block level. Therefore, when a calculated field must total only the hours that meet a particular time-entry-code condition, the calculation needs to traverse and aggregate the applicable Time Block instances related to the weekly time context.

A Sum Related Instances calculated field is designed to work across a collection of related records and sum a numeric field on those records. Here, the collection consists of the worker's qualifying time blocks for the week, while the value being aggregated is the hours or duration recorded on each block. The time entry code can be used as a condition that limits which related Time Block records contribute to the total, ensuring that the result includes only the intended category of reported time. This structure supports weekly totals while preserving the detailed time-reporting data needed for accurate filtering and aggregation. Workday describes Time Tracking as a system for capturing and managing workers' time data; see [Workday Time Tracking](#) and [Workday Human Capital Management](#).

QUESTION NO: 2

You need to provide managers the ability to manage time, whether or not it is submitted, for all of their workers in a consolidated view.

What report provides this information?

- A. Review Time
- B. Time Administrator Home Worklet
- C. Edit and Approve Time
- D. View Worker's Time Eligibility

ANSWER: C

Explanation:

Edit and Approve Time is the appropriate manager-facing report/task because it presents time for a manager's assigned workers in a consolidated interface and supports active time management. Managers can use it to review reported time across their team, identify exceptions or missing entries, make permitted corrections, and take approval action. Crucially, the task is designed to support management of both time that is already in the approval process and time that has not yet been submitted, rather than limiting the manager to a submitted-time approval queue.

This consolidated workflow is important in day-to-day Time Tracking operations: managers need visibility into their whole organization's time period and must be able to resolve issues before payroll processing deadlines. Access remains governed by the manager's organization and assigned Workday security permissions, so the view appropriately scopes the workers for whom that manager is responsible. Workday describes Time Tracking as providing managers with real-time visibility and

tools to manage employee time, helping organizations maintain accurate time data for downstream payroll processes. See [Workday Time Tracking](#) and [Workday Human Capital Management](#).

QUESTION NO: 3

The tenant includes a daily overtime calculation (regular hours > 8) with the priority of USA0045. You need to configure a daily double time calculation (regular hours > 12).

What priority should you assign to the Daily Double Time calculation so it calculates before the Daily Overtime?

- A. USA0040
- B. USA0045
- C. USA0050
- D. USA0055

ANSWER: A

Explanation:

USA0040 is the appropriate priority because Workday processes time calculations according to their configured calculation priority sequence. A priority that sorts before USA0045 causes the Daily Double Time calculation to be evaluated first. Since USA0040 precedes USA0045, it establishes the required dependency: the rule identifying regular hours greater than 12 is applied before the daily overtime rule identifying regular hours greater than 8.

This sequencing is important when daily calculations overlap. Hours above the double-time threshold are also within the broader population of hours above the overtime threshold. Running the more specific double-time calculation first allows Workday to apply the intended time classification and then process the subsequent daily overtime calculation against the resulting time blocks according to the calculation configuration. Using a consistently spaced priority value such as USA0040 also follows the common configuration practice of leaving room between priorities for future calculations that may need to be inserted into the processing order.

Workday Time Tracking configuration and calculation behavior are maintained in Workday's customer learning and documentation resources; access commonly requires an authorized Workday Community account. See [Workday Community](#) and [Workday Time Tracking](#).

QUESTION NO: 4

What calculated field type will you use to calculate the number of holidays a worker has in a time week?

- A. Arithmetic
- B. Count Related Instances
- C. Lookup Related Value
- D. Date Difference

ANSWER: B

Explanation:

Count Related Instances is the appropriate calculated field type because the requirement is to return a numeric total of holiday occurrences associated with a worker's time week. A time week provides a parent context that has related day-level or calendar-related instances. The calculated field can evaluate that related collection using an appropriate condition that identifies holiday dates, then return the number of instances that meet the condition. This produces the required count without requiring separate calculations for each date in the week.

This approach also supports reusable Time Tracking configuration. Once created on the relevant business object, the calculated field can be used in eligibility logic, validations, reporting, or other time-calculation configuration that needs to know how many holidays fall within the worker's weekly time period. The result is a number, which is exactly the output needed for a holiday count. Workday describes Time Tracking as a unified capability for recording and managing worked time and applying organizational time policies; calculated fields support deriving values from the business-object data used in that configuration. See [Workday Time Tracking](#) and [Workday Platform](#).

QUESTION NO: 5

What is the recommended sequence that time calculations should be processed?

- A. Double-time calculations should be prioritized before overtime calculations.
- B. Monthly overtime calculations should be prioritized first.
- C. Calculations using Worktags should be prioritized after all overtime calculations.
- D. Weekly overtime calculations should be processed before daily overtime calculations.

ANSWER: A

Explanation:

Double-time calculations should be prioritized before overtime calculations. In Workday Time Tracking, calculation order matters because each calculation can evaluate, allocate, or retag time blocks that later calculations use as their input. Processing the higher-premium double-time rule first identifies the hours that meet the stricter double-time threshold before a broader overtime calculation processes the remaining eligible hours. This ordering helps preserve the intended premium treatment and supports a configuration in which time is evaluated from the most specific or highest-rate condition to the more general overtime condition.

The calculation sequence is part of the time-calculation design, rather than simply a display preference. Administrators should therefore place the double-time calculation ahead of the related overtime calculation when configuring the time-calculation set and should validate the sequence with representative worker time blocks. This approach promotes predictable results when multiple premium rules may apply to the same period and helps ensure downstream payroll receives correctly calculated time categories. Workday describes Time Tracking as a configurable application for calculating worker time and applying organization-specific time policies; implementation guidance and detailed configuration documentation are available to authorized customers through the [Workday Community](#). For general product context, see [Workday Time Tracking](#).

QUESTION NO: 6

A Time Tracking Administrator corrects the eligibility rule on a Time Calculation Group after discovering that a worker's reported overtime hours were not evaluated by the required calculation.

What action should the administrator take next to confirm that the corrected configuration produces the expected result for the worker's existing time?

- A. Run a pay calculation for the period being tested
- B. Initiate a compensation change for the worker
- C. Initiate a job change for the worker
- D. Run time tracking calculations for the period being tested

ANSWER: D

Explanation:

The administrator should **run time tracking calculations for the period being tested**. Updating eligibility changes which calculations apply, but running calculations is required to evaluate the existing reported time using the corrected configuration and produce results that can be reviewed.

Running a pay calculation does not replace Time Tracking calculation processing. A compensation change and a job change do not recalculate the reported time under the corrected Time Tracking setup.

QUESTION NO: 7

A group of In/Out workers need automatically-created time blocks for their meal breaks. While configuring this, you notice the option is unavailable.

What prerequisite setting do you need to enable first?

- A. Ensure the Default In/Out Pattern is set to In/Break, In/Meal, In/Break, In/Out.
- B. Ensure the Default In/Out Pattern is set to In/Meal, In/Out.
- C. Ensure Break is an allowed out reason in the Allowable Types for Out Time.
- D. Ensure Meal is an allowed out reason in the Allowable Types for Out Time.

ANSWER: D

Explanation:

Ensure Meal is an allowed out reason in the Allowable Types for Out Time. Automatic creation of meal-break time blocks is an In/Out Time Tracking capability that depends on the worker's time-entry configuration recognizing a meal as a permitted type of out time. Adding **Meal to Allowable Types for Out Time** establishes the required meal event for the In/Out framework. Once that event type is available, Workday can expose and use the configuration that creates a corresponding out-time and return-time block for a meal period.

This prerequisite is important because an automatically generated block must be associated with a defined and valid time-entry reason; it is not merely a scheduled interval. The Meal out reason provides the business meaning that enables Workday to identify the generated interval as a meal break and process it consistently with the organization's configured time-calculation and reporting rules. This setup aligns with Workday Time Tracking's support for recording and managing worker time, including clock-based time entry and break-related processing. See [Workday Time Tracking](#) and the authenticated [Workday Community](#) for tenant-specific configuration guidance.