

# Infor Global Human Resources (HR) Certification Practice Exam (Sample)

## Study Guide



**Everything you need from our exam experts!**

**This is a sample study guide. To access the full version with hundreds of questions,**

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# Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

# How to Use This Guide

**This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:**

## **1. Start with a Diagnostic Review**

**Skim through the questions to get a sense of what you know and what you need to focus on. Don't worry about getting everything right, your goal is to identify knowledge gaps early.**

## **2. Study in Short, Focused Sessions**

**Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations, and take breaks to retain information better.**

## **3. Learn from the Explanations**

**After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.**

## **4. Track Your Progress**

**Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.**

## **5. Simulate the Real Exam**

**Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.**

## **6. Repeat and Review**

**Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning.**

## **7. Use Other Tools**

**Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.**

**There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly — adapt the tips above to fit your pace and learning style. You've got this!**

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## **Questions**

- 1. Which organizational structure allows for maximum decentralization?**
  - A. Hybrid**
  - B. Centralized**
  - C. Decentralized**
  - D. Federated**
- 2. Why is integrating employee wellness programs important in Infor Global HR?**
  - A. It increases company expenses significantly**
  - B. It promotes employee health and can improve productivity**
  - C. It focuses primarily on physical fitness**
  - D. It reduces the need for HR involvement in employee matters**
- 3. What does Infor HR leverage to foster a culture of continuous learning?**
  - A. Static training manuals**
  - B. Dynamic training and development tools**
  - C. Social media platforms for feedback**
  - D. Regular performance appraisals**
- 4. Which reporting capabilities does Infor HR include?**
  - A. Historical reporting only**
  - B. Real-time analytics and customizable reporting**
  - C. Standard reports with no customization**
  - D. Only financial reporting functions**
- 5. What function does the self-service portal serve in Infor HR?**
  - A. Allows HR to manage all employee records centrally**
  - B. Empowers employees to manage their own HR-related tasks online**
  - C. Facilitates communication between HR and management**
  - D. Evaluates the performance of HR personnel**



- 6. What does the Currency Rate Table hold?**
- A. Detailed risk assessment of currencies**
  - B. Set of currency exchange rates for relationships**
  - C. Mapping of currency to organizations**
  - D. Historical performance of currencies**
- 7. What is the integration capability of Infor Global HR with other systems?**
- A. It restricts data sharing between different departments**
  - B. It allows seamless data sharing with accounting, payroll, and other enterprise systems**
  - C. It limits the capability to local systems only**
  - D. It provides no integration options**
- 8. How does Infor HR support change management?**
- A. By providing tools for communication and training during transitions**
  - B. By increasing employee workload during changes**
  - C. By limiting access to change information**
  - D. By enforcing strict operational deadlines**
- 9. What is the key functionality of the Time and Attendance module in Infor HR?**
- A. To calculate employee pensions**
  - B. To track employee hours worked and manage attendance records**
  - C. To manage recruitment applications**
  - D. To evaluate workplace safety procedures**
- 10. How does Infor Global HR ensure payroll tax compliance?**
- A. By conducting annual audits of payroll taxes**
  - B. By updating tax tables and calculating withholdings based on current regulations**
  - C. By relying on employee-reported tax information**
  - D. By using historical payroll data**

## **Answers**

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1. C
2. B
3. B
4. B
5. B
6. B
7. B
8. A
9. B
10. B

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## **Explanations**

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**1. Which organizational structure allows for maximum decentralization?**

- A. Hybrid
- B. Centralized
- C. Decentralized**
- D. Federated

The organizational structure that allows for maximum decentralization is the decentralized structure. In this type of structure, decision-making authority is distributed throughout various levels of the organization rather than being concentrated at the top. This allows individual departments or units to operate more independently and respond quickly to local conditions, challenges, and customer needs. Decentralization can lead to increased flexibility and a more responsive organizational environment, as teams can make decisions that align with their specific context without needing lengthy approval processes from upper management. This is particularly beneficial in large organizations that operate in diverse markets or geographic locations, where local knowledge and the ability to act quickly can provide a competitive advantage. By contrast, other structures such as centralized or federated do not emphasize this level of autonomy. The centralized structure consolidates decision-making authority at the top levels, while a hybrid structure blends elements of both centralized and decentralized approaches, but does not achieve the full extent of decentralization that is characteristic of a pure decentralized structure. The federated model, while sometimes offering a degree of autonomy to its components, still operates under a more coordinated framework compared to the complete independence found in a decentralized organization.

**2. Why is integrating employee wellness programs important in Infor Global HR?**

- A. It increases company expenses significantly
- B. It promotes employee health and can improve productivity**
- C. It focuses primarily on physical fitness
- D. It reduces the need for HR involvement in employee matters

Integrating employee wellness programs is important in Infor Global HR because these programs are designed to promote employee health, which has a direct and positive impact on overall productivity. When employees engage in wellness programs, they often experience improvements in physical health, mental well-being, and job satisfaction. This enhancement in health and morale can lead to increased engagement and efficiency in the workplace. Healthy employees tend to take fewer sick days, demonstrate greater resilience to stress, and are generally more motivated, all of which contribute to a more productive workforce. By fostering a culture that values and supports wellness, companies can also improve retention rates, reduce healthcare costs, and attract top talent, thereby creating a more robust organizational environment. While the other options may mention various aspects related to wellness programs, they do not accurately capture the primary benefit of these initiatives, which is the promotion of employee health and the subsequent improvement in productivity.

### **3. What does Infor HR leverage to foster a culture of continuous learning?**

- A. Static training manuals**
- B. Dynamic training and development tools**
- C. Social media platforms for feedback**
- D. Regular performance appraisals**

Infor HR fosters a culture of continuous learning by utilizing dynamic training and development tools. These tools are designed to be adaptive and responsive to the evolving needs of employees and the organization as a whole. They provide a flexible learning environment where employees can engage in various forms of training, such as e-learning modules, interactive workshops, and real-time feedback mechanisms that allow for immediate application of new knowledge. Dynamic training tools are essential for engaging the workforce, as they can incorporate the latest industry trends, technologies, and methodologies. This approach not only helps employees stay current in their roles but also encourages a mindset of lifelong learning. Continuous learning is crucial in today's rapidly changing business landscape, where skills can quickly become obsolete. By leveraging such dynamic tools, Infor HR creates an environment where employees feel empowered to grow and develop their skills continuously, ultimately benefiting both the individuals and the organization.

### **4. Which reporting capabilities does Infor HR include?**

- A. Historical reporting only**
- B. Real-time analytics and customizable reporting**
- C. Standard reports with no customization**
- D. Only financial reporting functions**

Infor HR offers robust reporting capabilities that include real-time analytics and customizable reporting. This feature is essential for organizations to have the ability to access and interpret current data as it changes, which supports informed decision-making and enhances operational efficiency. Real-time analytics allows HR professionals to monitor key metrics instantly, enabling timely interventions and strategic planning. Furthermore, customizable reporting is crucial as it empowers users to tailor reports according to their specific needs, helping them focus on the most relevant data for their organization. This flexibility improves the usability of the reporting tools by ensuring that reports can be adjusted to highlight various aspects of human resource management, such as employee performance, turnover rates, and compliance metrics. The other reporting capabilities listed do not provide the same level of functionality and adaptability, which could limit an organization's ability to respond effectively to its HR needs. For instance, focusing solely on historical reporting would restrict insights to past data, while standard reports with no customization do not cater to unique requirements. Financial reporting functions alone would not encompass the broader range of HR metrics that an organization might need to analyze for comprehensive workforce management.

**5. What function does the self-service portal serve in Infor HR?**

- A. Allows HR to manage all employee records centrally**
- B. Empowers employees to manage their own HR-related tasks online**
- C. Facilitates communication between HR and management**
- D. Evaluates the performance of HR personnel**

The self-service portal in Infor HR is designed specifically to empower employees to manage their own HR-related tasks online. This functionality simplifies various processes by providing employees with direct access to important HR information and tools, allowing them to update personal details, request time off, view pay stubs, manage benefits, and much more without always relying on HR personnel. By utilizing the self-service portal, employees gain greater autonomy and can complete tasks at their convenience, enhancing their experience and efficiency. This not only helps reduce the administrative burden on HR teams but also fosters a more engaged and informed workforce. The features of the self-service portal ultimately promote a more streamlined and user-friendly interaction with HR processes.

**6. What does the Currency Rate Table hold?**

- A. Detailed risk assessment of currencies**
- B. Set of currency exchange rates for relationships**
- C. Mapping of currency to organizations**
- D. Historical performance of currencies**

The Currency Rate Table is designed to hold a set of currency exchange rates that define relationships between different currencies. This table provides essential information for financial transactions, helping organizations convert amounts from one currency to another based on current market values. It is particularly useful for entities operating in multiple countries or dealing with international clients, as it facilitates accurate pricing, invoicing, and payments in various currencies. By having a structured table of exchange rates, businesses can ensure they apply the correct rates for transactions, accounting, and reporting, thereby maintaining the integrity of their financial data. Having access to up-to-date exchange information is vital for effective financial planning and decision-making in a global market.

**7. What is the integration capability of Infor Global HR with other systems?**

- A. It restricts data sharing between different departments**
- B. It allows seamless data sharing with accounting, payroll, and other enterprise systems**
- C. It limits the capability to local systems only**
- D. It provides no integration options**

The integration capability of Infor Global HR with other systems is designed to facilitate seamless data sharing with critical functions such as accounting, payroll, and various enterprise systems. This ensures that organizations can operate more efficiently by linking HR data with financial and operational data. Access to consistent and up-to-date information across departments helps streamline processes, improve decision-making, and enhance overall productivity. The ability to integrate with multiple systems promotes a holistic view of the organization's resources, making it easier to manage employee data alongside other crucial business operations. This capability is central to creating an interconnected ecosystem that leverages data from different areas to support strategic objectives.

**8. How does Infor HR support change management?**

- A. By providing tools for communication and training during transitions**
- B. By increasing employee workload during changes**
- C. By limiting access to change information**
- D. By enforcing strict operational deadlines**

Infor HR supports change management primarily by equipping organizations with tools that facilitate effective communication and training during transitional periods. This support is crucial for ensuring that employees clearly understand the changes being implemented and the reasons behind them. By providing resources for training, employees can adapt to new processes and systems more efficiently, which reduces resistance and fosters a more supportive environment for organizational change. In addition, effective communication ensures that all team members are informed about what to expect, minimizing uncertainty and anxiety that often accompany change. This overarching approach promotes a more cohesive and engaged workforce, ultimately enhancing the success of change initiatives within the organization. The other options do not effectively contribute to a supportive change management process. Increasing employee workload could lead to frustration and burnout, limiting their ability to adapt to change. Limiting access to information can create confusion and resistance among employees, undermining the goals of change management. Lastly, enforcing strict operational deadlines without clear support can lead to stress and may disregard the need for proper acclimatization to the new changes.



**9. What is the key functionality of the Time and Attendance module in Infor HR?**

- A. To calculate employee pensions**
- B. To track employee hours worked and manage attendance records**
- C. To manage recruitment applications**
- D. To evaluate workplace safety procedures**

The Time and Attendance module in Infor HR is primarily designed to track employee hours worked and manage attendance records. This functionality is critical for organizations to ensure accurate payroll processing, monitor employee productivity, and maintain compliance with labor regulations. The module enables employers to capture time-off requests, handle different types of attendance, and manage overtime, ensuring that all employee hours are recorded correctly. By integrating time tracking with HR processes, the module also provides valuable insights into workforce management and helps optimize scheduling and staffing needs, making it a vital component of human resource management. While other options may relate to aspects of HR management, they do not accurately describe the primary purpose of the Time and Attendance module. For instance, calculating employee pensions is typically related to benefits administration, managing recruitment applications pertains to talent acquisition, and evaluating workplace safety procedures focuses on health and safety management rather than attendance.

**10. How does Infor Global HR ensure payroll tax compliance?**

- A. By conducting annual audits of payroll taxes**
- B. By updating tax tables and calculating withholdings based on current regulations**
- C. By relying on employee-reported tax information**
- D. By using historical payroll data**

Infor Global HR ensures payroll tax compliance primarily by regularly updating tax tables and calculating withholdings based on current regulations. This process is crucial because tax laws can frequently change at both federal and state levels. By maintaining up-to-date tax tables, Infor Global HR can accurately reflect these changes in payroll calculations, ensuring that all withholdings are compliant with the latest requirements. This active approach helps to minimize the risk of tax penalties for organizations and guarantees that employees' deductions for payroll taxes are calculated accurately. It also supports organizations in staying compliant with various tax obligations, providing a reliable framework for payroll processing. In contrast, conducting annual audits of payroll taxes may help identify issues after the fact, but it does not proactively ensure compliance during the payroll process. Relying on employee-reported tax information can introduce errors, as employees may not always be aware or informed about relevant tax changes. Using historical payroll data may provide context but does not guarantee adherence to current tax regulations, making it an insufficient method for ensuring compliance.

## Next Steps

**Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.**

**As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.**

**If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at [hello@examzify.com](mailto:hello@examzify.com).**

**Or visit your dedicated course page for more study tools and resources:**

**<https://inforglobalhrcert.examzify.com>**

**We wish you the very best on your exam journey. You've got this!**