

WORKDAY PRO BENEFITS CERTIFICATION PRACTICE TEST (SAMPLE) STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED 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. 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.

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. 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!

Questions

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- 1. How can employees access their benefits information in Workday?**
 - A. By calling the HR department
 - B. Through the Benefits Worklet on their Workday home page
 - C. By completing a paper form
 - D. Via email request to the benefits coordinator
- 2. How can one create/edit/view a Plan Year?**
 - A. Through the Plan Year Management Tool
 - B. Create, Edit or View Benefit Plan Year Definition
 - C. Using the Employee Profile Management
 - D. Only via Employee Open Enrollment sessions
- 3. Which of the following is a feature of the Workday Benefits Worklet?**
 - A. Ability to submit vacation requests
 - B. View and manage personal benefits information
 - C. Access to training modules
 - D. Real-time employee performance metrics
- 4. What feature does Workday provide to ensure dependent eligibility verification?**
 - A. Dependent verification process and documentation requests
 - B. Standard verification process with no documentation needed
 - C. Automatic eligibility checks based on income
 - D. Dependents are verified only upon claims submission
- 5. How many credits does Workday deliver?**
 - A. 30
 - B. 38
 - C. 42
 - D. 50

- 6. What must you do if the eligibility criteria are incorrect for the employee population after initiating Open Enrollment?**
- A. Notify all employees immediately
 - B. Cancel Open Enrollment
 - C. Adjust the eligibility criteria
 - D. Start a new enrollment process
- 7. What do coverage targets generally refer to?**
- A. Health plan structures
 - B. Tiers and coverage amounts
 - C. Types of beneficiaries
 - D. Plan provider requirements
- 8. What factor is NOT considered when determining benefit group eligibility?**
- A. Worker location
 - B. Employee type
 - C. Personality type
 - D. Active status
- 9. True or False: The country field on the Benefit Group is simply for informational purposes and not referenced by other components.**
- A. True
 - B. False
 - C. It is referenced only in reports
 - D. It has no impact on benefits
- 10. Which of the following is NOT an Enrollment Event Rule?**
- A. Waiting period dates
 - B. Loss of coverage dates
 - C. Promotion Eligibility dates
 - D. Levels of change rules

Answers

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

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Explanations

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1. How can employees access their benefits information in Workday?

- A. By calling the HR department
- B. Through the Benefits Worklet on their Workday home page**
- C. By completing a paper form
- D. Via email request to the benefits coordinator

Employees can access their benefits information in Workday specifically through the Benefits Worklet on their Workday home page. The Benefits Worklet provides a user-friendly interface that allows employees to view and manage their benefits options directly online, ensuring that they can easily find the information they need without unnecessary delays or barriers. Using the Benefits Worklet, employees can explore various benefit plans, check their coverage, make changes during open enrollment, and understand their eligibility. This digital approach streamlines the process, allowing for greater efficiency and accessibility, as opposed to relying on more traditional methods such as phone calls, paper forms, or email requests, which could lead to longer wait times or complications in retrieving personal benefit information.

2. How can one create/edit/view a Plan Year?

- A. Through the Plan Year Management Tool
- B. Create, Edit or View Benefit Plan Year Definition**
- C. Using the Employee Profile Management
- D. Only via Employee Open Enrollment sessions

Creating, editing, or viewing a Plan Year in Workday is primarily accomplished through the Benefit Plan Year Definition. This specific function allows users to manage significant aspects of benefit plan years, such as start and end dates, enrollment periods, and associated regulations or configurations. By focusing on the Benefit Plan Year Definition, users can effectively customize and maintain the details that govern how benefits are offered within a specific timeframe. The other options do not align with how Plan Years are managed within the Workday system. The Plan Year Management Tool may provide resources, but it is not the primary interface for defining or modifying plan years. Employee Profile Management pertains to individual employee records and does not serve as a tool for managing benefit plan years. Open Enrollment sessions are focused on employee participation in benefits and do not provide the necessary functionality to create or edit Plan Years.

3. Which of the following is a feature of the Workday Benefits Worklet?

- A. Ability to submit vacation requests
- B. View and manage personal benefits information**
- C. Access to training modules
- D. Real-time employee performance metrics

The feature of the Workday Benefits Worklet that allows users to view and manage personal benefits information is a key aspect of its functionality. This worklet provides employees with easy access to their benefits details, such as health insurance, retirement plans, and any elections they have made regarding these benefits. By centralizing this information, users can review their current benefits, make changes during open enrollment periods, and stay informed about any updates or changes to their benefits offerings. This capability is particularly beneficial as it empowers employees to take an active role in managing their benefits, ensuring they are aware of their options and can make decisions that best suit their personal needs. The interface is designed to be user-friendly, making it simple for employees to navigate their benefits options and access all necessary information in one convenient location. In contrast, submitting vacation requests is typically handled in a different module focused on time off management, training modules are usually accessed through a separate learning platform within Workday, and employee performance metrics are tracked in performance management sections rather than within the benefits worklet itself. Thus, option B clearly stands out as the correct answer regarding the features of the Workday Benefits Worklet.

4. What feature does Workday provide to ensure dependent eligibility verification?

- A. Dependent verification process and documentation requests**
- B. Standard verification process with no documentation needed
- C. Automatic eligibility checks based on income
- D. Dependents are verified only upon claims submission

Workday provides a dependent verification process and documentation requests to ensure that employees' dependents meet eligibility criteria for benefits. This feature is essential as it helps organizations manage benefit costs by ensuring only qualified dependents are enrolled. The process typically requires employees to provide documentation, such as birth certificates or legal guardianship papers, to verify the eligibility of their dependents. This systematic approach is beneficial for both the organization and the employees, as it fosters transparency and compliance with eligibility guidelines. In contrast, the other options lack the necessary components of verification. A standard verification process without documentation does not provide a reliable method for ensuring that dependents are genuinely eligible. Automatic eligibility checks based on income would not comprehensively assess dependent eligibility, as they could overlook other critical factors. Verifying dependents solely upon claims submission would create complications, as it may lead to situations where ineligible dependents have already received benefits before verification occurs. Thus, the comprehensive verification process with documentation requests stands out as the correct answer.

5. How many credits does Workday deliver?

- A. 30
- B. 38**
- C. 42
- D. 50

Workday delivers 38 credits as part of its training and certification programs. The credit system is designed to provide a structured learning path for users, ensuring that they receive a comprehensive education on the Workday platform. Each credit represents a segment of the training that covers various aspects of Workday functionality, including configuration, administration, and usage of the system. This framework supports users in effectively navigating the complexities of Workday, ultimately enhancing their proficiency and capabilities within the application. The allocation of 38 credits reflects Workday's commitment to providing a thorough educational experience, enabling users to advance their knowledge and skills.

6. What must you do if the eligibility criteria are incorrect for the employee population after initiating Open Enrollment?

- A. Notify all employees immediately
- B. Cancel Open Enrollment**
- C. Adjust the eligibility criteria
- D. Start a new enrollment process

When the eligibility criteria are found to be incorrect after Open Enrollment has been initiated, the most appropriate action to take is to cancel Open Enrollment. This step prevents any confusion or complications that may arise from allowing employees to enroll under incorrect terms. The integrity of the enrollment process is crucial, as it ensures that only those who meet the stipulated criteria can participate and receive benefits. Cancelling Open Enrollment allows the organization to reassess and correct the eligibility criteria before reinitiating the process. It ensures that all employees are informed with accurate information and that any enrollment decisions made under outdated or incorrect criteria are voided, thus maintaining compliance and fairness within the benefits program. Once the necessary adjustments have been made to the eligibility criteria, Open Enrollment can be restarted with clear guidance for all employees, ensuring a smooth and equitable enrollment experience.

7. What do coverage targets generally refer to?

- A. Health plan structures
- B. Tiers and coverage amounts**
- C. Types of beneficiaries
- D. Plan provider requirements

Coverage targets generally refer to the tiers and coverage amounts that a benefits plan offers to its participants. In the context of employee benefits, coverage targets define the specific levels of coverage available under a health plan, including how much is covered for different types of medical services, preventive care, prescription drugs, and other health-related expenses. The tiers usually represent varying levels of benefits, such as individual and family coverage, as well as different cost-sharing arrangements that may be tiered based on employee choice, employer contributions, or other factors. This framework helps employers and employees to understand the extent of the benefits provided, allowing for better decision-making regarding health care options.

8. What factor is NOT considered when determining benefit group eligibility?

- A. Worker location
- B. Employee type
- C. Personality type**
- D. Active status

The factor that is not considered when determining benefit group eligibility is personality type. In the context of employee benefits, eligibility is typically based on objective criteria that relate directly to the employee's work situation and employment status. Factors such as worker location, employee type (such as full-time, part-time, or contractor), and active status (whether the employee is currently employed and eligible for benefits) are all essential elements in this determination. These criteria help organizations ensure that benefits are distributed fairly and in alignment with both legal requirements and company policy. Personality type, however, is subjective and does not influence eligibility for benefits. It does not relate to an employee's role, status, or any official classifications used to determine benefit offerings. Thus, it is not a valid basis for assessing eligibility for benefit groups.

9. True or False: The country field on the Benefit Group is simply for informational purposes and not referenced by other components.

- A. True
- B. False**
- C. It is referenced only in reports
- D. It has no impact on benefits

The statement is false because the country field on the Benefit Group is not merely for informational purposes; it plays a critical role in the configuration and administration of benefits within Workday. This field is essential for compliance with local laws and regulations, influencing which benefits are available to employees based on their country of employment. Furthermore, the country field can impact the eligibility of benefits and the way benefits are delivered or administered. It can also determine how benefits plans are set up in accordance with regional differences, ensuring that organizations meet legal obligations and provide the appropriate options for their workforce. In addition to compliance, the country field often interacts with other components in Workday, such as payroll and specific report generation, which rely on accurate country data to process benefits correctly. Thus, it serves a functional purpose beyond just being informative, reinforcing the importance of this field in the overall benefits management system.

10. Which of the following is NOT an Enrollment Event Rule?

- A. Waiting period dates
- B. Loss of coverage dates
- C. Promotion Eligibility dates**
- D. Levels of change rules

The concept of Enrollment Event Rules is crucial in managing benefits enrollment within Workday. These rules define specific conditions and guidelines that dictate how and when employees can make changes to their benefits options. "Waiting period dates," "Loss of coverage dates," and "Levels of change rules" each pertain directly to how enrollment events are handled in the benefits administration process. Waiting periods determine how long an employee must wait before receiving benefits, while loss of coverage dates help identify when an employee has become eligible to enroll in benefits due to losing other health coverage. Levels of change rules categorize types of events or changes that allow employees to modify their enrollment. In contrast, "Promotion Eligibility dates" do not fall within the scope of Enrollment Event Rules related to benefits changes. While promotions may influence employee status and potentially relate to their benefits options, they do not directly determine enrollment eligibility or trigger enrollment events. Therefore, this choice does not align with the established framework of Enrollment Event Rules within Workday management.

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.

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

<https://workdayprobenefits.examzify.com>

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

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