

Workday Pro Payroll Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

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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. The Adoption Kit must be maintained and updated by you for each Workday release.**
 - A. True**
 - B. False**
 - C. It resets automatically**
 - D. It is not used.**

- 2. What is the name of the report that provides the parameters for configuring a business process?**
 - A. Business Process Configuration Options**
 - B. Process Parameters Report**
 - C. Security Policy Settings**
 - D. Configuration for Business Workflows**

- 3. When totaling data on a report, how many aggregations can you select per row?**
 - A. One**
 - B. Four**
 - C. Two**
 - D. Three**

- 4. What is the recommended timing to review report performance using logs?**
 - A. Daily**
 - B. Weekly**
 - C. On a recurring basis**
 - D. Monthly**

- 5. In Job Management, where are hiring restrictions established?**
 - A. Global policy**
 - B. Location-specific teams**
 - C. Organization level**
 - D. Department level**

- 6. Which scheduling options are available for a report's run?**
- A. On a recurring basis (every day, week, month)**
 - B. A specific date and/or time in the future**
 - C. Both of the above**
 - D. None of the above**
- 7. Which component of the payroll processing framework defines when payroll is run?**
- A. Period Schedule**
 - B. Run Category**
 - C. Pay Group**
 - D. Compensation Data**
- 8. To add a pay component to the Workday-delivered Payroll Register, which task should you use?**
- A. Update Payroll Components**
 - B. Add Component to Register**
 - C. Maintain Register Configuration task**
 - D. Configure Register Settings**
- 9. Which report states that tenant-specific earnings and deductions must be mapped to the W-2 boxes using a specific report?**
- A. View W-2 Box Configuration report**
 - B. W-2 Box Setup report**
 - C. W-2 Box Allocation report**
 - D. W-2 Box Audit report**
- 10. Entering a termination date of 12/31/2018 means what?**
- A. They Are Terminated Immediately**
 - B. It Marks the End of Benefits**
 - C. This Is Their Last Day as an Employee**
 - D. It Is the Date of Retirement**

Answers

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

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Explanations

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1. The Adoption Kit must be maintained and updated by you for each Workday release.

A. True

B. False

C. It resets automatically

D. It is not used.

The Adoption Kit is a Workday-provided resource that accompanies each release, outlining new features, configuration changes, and recommended testing steps to adopt the update. It is prepared and updated by Workday, not by customers. So you don't maintain and update the Adoption Kit yourself for every release. Instead, you review the kit to understand what needs to be changed, update your own tenant configurations accordingly, and tailor your internal test plans and data to your environment. You can customize how you apply the guidance in your project, but the kit itself is maintained by Workday.

2. What is the name of the report that provides the parameters for configuring a business process?

A. Business Process Configuration Options

B. Process Parameters Report

C. Security Policy Settings

D. Configuration for Business Workflows

The main idea being tested is identifying where you find the adjustable settings that control how a business process behaves. The report that provides these parameters is called Business Process Configuration Options. This report is the place you go to see and adjust the specific options that shape a process—who can start it, who approves steps, whether steps are required, and any conditional rules or behavior tied to the workflow. That direct link to configuring the process makes it the best fit. The other names don't correspond to the standard report for parameter lists: a Security Policy Settings report covers access controls, a Configuration for Business Workflows sounds plausible but isn't the official report name for these parameters, and a Process Parameters Report isn't the standard Workday report used to configure a business process.

3. When totaling data on a report, how many aggregations can you select per row?

A. One

B. Four

C. Two

D. Three

When totaling data on a report, you apply exactly one aggregation function to the value in each row. This keeps the summary for that row clear and unambiguous because a row contains a single numeric value, and selecting one way to summarize it (for example, sum, average, count, minimum, or maximum) defines how it contributes to the overall totals. If you tried to apply more than one aggregation to the same row, the results would conflict and become unclear. If you need multiple kinds of totals, you would create additional fields or separate rows/columns with their own aggregations, rather than stacking multiple aggregations on the same row.

4. What is the recommended timing to review report performance using logs?

- A. Daily
- B. Weekly
- C. On a recurring basis**
- D. Monthly

Regular monitoring of report performance through logs should be done on a recurring basis. Logs capture runtimes, data scanned, prompts used, and resource usage, so reviewing them repeatedly over time lets you see trends, spikes, or regressions as data volumes and user activity change. A fixed daily, weekly, or monthly cadence can miss issues that arise between intervals, whereas a recurring approach establishes a steady, ongoing habit—often with automated alerts or dashboards—that keeps performance in check. After reviewing, you can identify slow or heavy reports, adjust designs or prompts, optimize queries, or re-run with smaller datasets to verify improvements, maintaining consistent performance as the system evolves.

5. In Job Management, where are hiring restrictions established?

- A. Global policy
- B. Location-specific teams
- C. Organization level**
- D. Department level

Central governance for hiring in Job Management is handled at the organization level. This is where you define who can initiate hires, who must approve them, and the standard criteria and workflows that apply to all postings and candidates. Setting restrictions here ensures consistency across every department and location, providing a single, auditable policy that the entire enterprise follows. If rules were confined to a department or location, different areas could implement different requirements, leading to fragmentation and governance challenges. A broader, global policy might exist, but the organization level is where the enterprise-wide hiring restrictions are established.

6. Which scheduling options are available for a report's run?

- A. On a recurring basis (every day, week, month)
- B. A specific date and/or time in the future
- C. Both of the above**
- D. None of the above

Scheduling a report can be configured to run on a recurring basis or at a specific date and time in the future. Both options are supported, giving you flexibility for different needs. If you want ongoing updates, set a recurring schedule (daily, weekly, monthly). If you only need the report once—for example, for a payroll period close—specify a one-time run at the exact date/time. Because you can do either, both options are available.

7. Which component of the payroll processing framework defines when payroll is run?

- A. Period Schedule**
- B. Run Category**
- C. Pay Group**
- D. Compensation Data**

Period Schedule is the element that sets the timing of payroll processing. It defines when a payroll run occurs by specifying the processing date and the pay period it covers, including how often payroll happens (weekly, biweekly, monthly) and the exact dates being paid. This timing blueprint drives which employees and earnings are included for a given cycle. The other parts shape who is paid and what is paid but don't control when the run happens: Run Category indicates the type of processing (regular, off-cycle, recalculation, etc.); Pay Group groups employees for payroll rules, currencies, and tax treatments; and Compensation Data holds the actual earnings, rates, and deductions used in calculations.

8. To add a pay component to the Workday-delivered Payroll Register, which task should you use?

- A. Update Payroll Components**
- B. Add Component to Register**
- C. Maintain Register Configuration task**
- D. Configure Register Settings**

Workday's Payroll Register shows the data based on its configured layout. To include a specific pay component in the Workday-delivered Payroll Register, you need to adjust the register's configuration so that that component is included as a column in the register. The task that does this is Maintain Register Configuration, which governs what data appears, in what order, and how it's labeled in the register. Updating the actual payroll components defines or changes the component itself, not whether it appears in the register. Configuring register settings in a general sense is broader, but the precise action to add a component to the register is Maintain Register Configuration. After updating the configuration, you'd re-run or re-generate the register to see the new component included.

9. Which report states that tenant-specific earnings and deductions must be mapped to the W-2 boxes using a specific report?

- A. View W-2 Box Configuration report**
- B. W-2 Box Setup report**
- C. W-2 Box Allocation report**
- D. W-2 Box Audit report**

In this area, the key idea is knowing where the actual mapping of each earning or deduction to a W-2 box is defined and viewed for a tenant. The View W-2 Box Configuration report is the one that shows how each earnings/deduction item is allocated to the specific W-2 box, making the tenant-specific mapping explicit. That direct visibility is why this report is the best answer: it states and displays the mapping configuration you rely on when generating W-2s. The other reports serve different purposes—setup, allocation, or audit—without providing the same definitive view of the final mapping configuration for the tenant.

10. Entering a termination date of 12/31/2018 means what?

- A. They Are Terminated Immediately**
- B. It Marks the End of Benefits**
- C. This Is Their Last Day as an Employee**
- D. It Is the Date of Retirement**

Entering a termination date in HR/payroll systems defines the employee's final day of work. So a date of 12/31/2018 means that December 31, 2018 is their last day as an employee. This conveys the end of active employment, not necessarily retirement, and not automatically that benefits stop the moment the clock hits that date (benefits timing can depend on policy). The date simply marks the end of their active employment status.

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://workdaypropayroll.examzify.com>

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

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