

WORKDAY PRO PAYROLL PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Table of Contents

Copyright	1
Table of Contents	2
Introduction	3
How to Use This Guide	4
Questions	5
Answers	8
Explanations	10
Next Steps	15

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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. Which statement best describes the role of payment elections rules in payroll runs?**
 - A. They are optional and not required for payroll
 - B. They determine how payroll is taxed
 - C. They are defined after payroll processing
 - D. They must be defined before payroll completes
- 2. If a report is shared with Betty, the data she sees is determined by...**
 - A. Data that Betty can access
 - B. Data that Logan can access
 - C. Data that was pre-filtered by the system
 - D. None of the above
- 3. The Workday Community is designed as a tool for Workday development.**
 - A. True
 - B. False
 - C. Only for partners
 - D. Only for testers.
- 4. 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
- 5. Which statement best describes a Pay Component Related Calculation (PCRC)?**
 - A. A standalone tax formula
 - B. A default deduction rate
 - C. A related calculation used in the definition of an earning or deductions
 - D. A payroll frequency setting

- 6. Which statement about Workday Search capabilities is true?**
- A. Search allows partial searches, abbreviations and misspelled words.
 - B. Search requires at least two characters.
 - C. Search cannot search across modules.
 - D. Search supports only exact matches.
- 7. Is the following statement true? Compensation eligibility rules use a framework that is completely unique to compensation and is unlike anything else in the Workday system.**
- A. False
 - B. True
 - C. Not sure
 - D. Not applicable
- 8. Which report displays quarterly wages by worker and whether they are active for the 12th day of each month of the quarter?**
- A. Annual Wages Report
 - B. Wages by Quarter
 - C. Multiple Worksite Report by Worker
 - D. Payroll Activity Summary
- 9. Which report type enables access to fields from a Related Business Object one level away without a calculated field function?**
- A. Simple
 - B. Basic
 - C. Custom
 - D. Advanced
- 10. Setting up company taxes by location provides withholding based on time worked in each location.**
- A. Yes, it does
 - B. No, it uses home state only
 - C. Only for international employees
 - D. Only for salaried employees

Answers

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

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Explanations

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1. Which statement best describes the role of payment elections rules in payroll runs?

- A. They are optional and not required for payroll
- B. They determine how payroll is taxed
- C. They are defined after payroll processing
- D. They must be defined before payroll completes**

Payment elections rules control how employees will receive their pay in a payroll run, specifying whether pay goes to direct deposits, checks, or other disbursement methods and which accounts or destinations to use. Because the payroll engine needs a valid payment destination to finalize the run, these rules must be in place before the payroll processing completes. If they aren't defined beforehand, the system can't route funds and the run may fail or delay. That's why the statement that they must be defined before payroll completes is the best description. They aren't optional, they don't determine tax calculations, and they aren't defined after processing.

2. If a report is shared with Betty, the data she sees is determined by...

- A. Data that Betty can access
- B. Data that Logan can access**
- C. Data that was pre-filtered by the system
- D. None of the above

Data visibility in a shared Workday report is governed by the data access of the sharing user. When Betty is given access to Logan's report, the data she can see is limited to what Logan is allowed to access. This ensures that sensitive information remains constrained by the sharer's permissions, even though the report is shared. It isn't determined solely by Betty's own permissions, nor is it simply a system-wide pre-filter.

3. The Workday Community is designed as a tool for Workday development.

- A. True
- B. False**
- C. Only for partners
- D. Only for testers.

Workday Community is a central resource and collaboration hub for Workday users, partners, and consultants. It provides access to product documentation, release notes, training materials, forums, and support resources. It isn't the environment where you build or customize Workday functionality; development work happens inside your Workday tenant (and, for integrations, with tools like Workday Studio outside the Community). So, describing the Community as a tool for development isn't accurate—the Community exists to share information, guidance, and enable collaboration across the Workday ecosystem.

4. 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.

5. Which statement best describes a Pay Component Related Calculation (PCRC)?

- A. A standalone tax formula
- B. A default deduction rate
- C. A related calculation used in the definition of an earning or deductions**
- D. A payroll frequency setting

Pay Component Related Calculations determine the amount of an earning or deduction by tying it to another pay component. In practice, this lets you define values like a percentage of base pay or a deduction that depends on another component's amount, rather than using a fixed formula in isolation. That's why the correct description is that it is a related calculation used in the definition of an earning or deductions—the calculation explicitly references other pay components to compute the value. It isn't a standalone tax formula, nor a default deduction rate, and it isn't a payroll frequency setting. Those other options describe different aspects of payroll setup, not how a pay component's amount is derived from another component.

6. Which statement about Workday Search capabilities is true?

- A. Search allows partial searches, abbreviations and misspelled words.
- B. Search requires at least two characters.
- C. Search cannot search across modules.
- D. Search supports only exact matches.**

Workday search is designed to be forgiving and fast. It supports partial matches, abbreviations, and even misspellings, so you can find the right records even if your input isn't an exact, full term. You can search across multiple modules from the global search, pulling back relevant results from different areas of the system. You don't need to type two characters to get results, and the system doesn't restrict you to exact matches—the results are ranked by relevance and can include close variants. So the true idea is that Workday search is flexible and capable of returning useful results from imperfect queries, rather than requiring exact matches.

7. Is the following statement true? Compensation eligibility rules use a framework that is completely unique to compensation and is unlike anything else in the Workday system.

- A. False**
- B. True
- C. Not sure
- D. Not applicable

Workday uses a single, extensible rules framework to drive many decisions across the system. Compensation eligibility rules are built using this same framework, with compensation-specific details layered on top, but they're not isolated or entirely unique. You apply the same kinds of conditions, operators, and data references that you use in other areas (like benefits or time off) to determine eligibility. Because of that shared foundation, the idea that compensation eligibility rules are completely unique and unlike anything else in Workday isn't correct.

8. Which report displays quarterly wages by worker and whether they are active for the 12th day of each month of the quarter?

- A. Annual Wages Report
- B. Wages by Quarter
- C. Multiple Worksite Report by Worker**
- D. Payroll Activity Summary

This question is about finding a report that shows each worker's wages broken down by quarter and also indicates whether the worker was active on the 12th day of each month within that quarter. A report that pulls data across multiple worksites for every worker and allows per-worker details fits this need precisely. The Multiple Worksite Report by Worker is designed to present data by individual workers across various worksites, so you can display quarterly wage amounts alongside a date-based activity indicator for specific dates like the 12th of each month. This combination meets both the per-worker quarterly wage view and the on-date activity status requirement. The other reports don't fit as neatly. An Annual Wages Report covers wages for the whole year, not quarterly. Wages by Quarter can show totals by quarter but often doesn't provide the per-worker detail across multiple worksites or the specific on-date activity status for each month. Payroll Activity Summary focuses more on overall payroll activity and summaries rather than detailed per-worker quarterly wages with a date-specific activity flag.

9. Which report type enables access to fields from a Related Business Object one level away without a calculated field function?

- A. Simple
- B. Basic
- C. Custom
- D. Advanced**

The capability to pull fields from a Related Business Object one level away without using a calculated field function is provided by using an Advanced report. Advanced reports are designed to handle relational data more flexibly, allowing you to traverse to a related object directly in the field list and include its fields in the result set. This means you can access data from the related object without needing extra calculated field logic to establish the relationship, simplifying the design and often improving clarity and performance for cross-object data retrieval. A simpler report type generally focuses on the primary object's fields and more basic data relationships. To access related object data in those environments, you typically end up with restrictions or the need to introduce calculated fields to reach across objects. While Custom reports can be tailored, they don't inherently guarantee cross-object access without calculated fields in the same way that Advanced reports do, which is why Advanced is the best fit for this scenario.

10. Setting up company taxes by location provides withholding based on time worked in each location.

- A. Yes, it does**
- B. No, it uses home state only
- C. Only for international employees
- D. Only for salaried employees

When payroll is set up by location, withholding is allocated to each jurisdiction based on where the employee actually works. The system tracks the time or hours spent in every location and uses that to determine how much of the wages should be withheld for each location's taxes. This ensures compliance with multiple tax authorities and prevents over- or under-withholding by distributing the payroll across the states or regions where work occurred. It's not limited to the home state or to international employees, and it isn't exclusive to salaried staff—the same approach applies to any employee whose work spans multiple locations.

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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