

Certification Exam Guide

# Infor Certified WFM Time & Attendance Consultant v6.2

Exam #: HCM-77



Certification Program

## Target Audience

The exam targets the skills and abilities required by a WFM Time & Attendance Consultant with relevant experience to successfully complete discovery, design, configuring, and testing of the Time and Attendance module.

## Exam Details

- Exam number: HCM-77
- Onsite or Online, proctored
- 71 questions
- 90 minute time limit

## Schedule and Register

Below are the steps to schedule and register for an onsite or online proctored exam.

### Onsite

Prior to registering for an exam, please follow the steps below to register for your preferred exam date/time:

1. If required, create a new account by clicking [here](#).
2. If you already have an account, login to [Webassessor](#).
3. Click Register for an Exam.
4. Find the exam you wish to attempt.
5. Click Select next to the Onsite Proctored option.
6. Search for a test center or choose one of the closest test centers listed.
7. Select your preferred date and time to attempt the exam. (Test centers set their own testing schedules.)
8. Read and accept the Terms and Conditions and then click Select.
9. If you have a Voucher/Coupon code, enter the code and click Apply.
10. If the exam details are correct, click Checkout.
11. If using a credit card, choose your payment type and click Submit.
12. After confirming payment, click Done.
13. You will receive a confirmation email with your Test Taker Authorization Code and additional onsite details.

#### **Please Note:**

- Ensure you have your Test Authorization Code with you when you arrive at the test center. You cannot attempt your exam without the Test Authorization Code, and no refund will be provided.
- Please arrive at the test center at least 15 minutes prior to your scheduled exam.
- Parking and other test center specific instructions are included in your confirmation email.

[Register here](#)

## Online

Prior to registering for an exam, please follow the steps below at least 5 days prior to you preferred exam date/time:

1. Test your Internet [connection](#). Run the test twice: once with the default server and then to a server in Arizona (e.g. Phoenix, AZ; Tempe AZ, Tucson, AZ; etc.) Results to an Arizona server must meet these minimum requirements:
  - o Ping times must be less than 200ms
  - o Jitter must be less than 50ms
  - o Download and upload must be greater than 1Mbps
2. Ensure your computer meets other requirements outlined in this [Guide](#). Some of the requirements are:
  - o A webcam is required - built in webcams ARE permitted
  - o A microphone is required - headsets are NOT permitted
  - o Sentinel Secure software must be installed (MS Windows and MAC supported)
3. If you encounter any problems, contact Kryterion Support:
  - o Voice: 866-227-7116 (U.S.) or +001-602-714-8235 (International)
  - o Live Chat: [www.kryteriononline.com/Support](http://www.kryteriononline.com/Support), then click on "LIVE HELP"
  - o Email: [OLPsupport@KryterionOnline.com](mailto:OLPsupport@KryterionOnline.com)
4. If required, create a new account by clicking [here](#).
5. If you already have an account, login to [Webassessor](#).
6. Click Register for an Exam.
7. Find the exam you wish to attempt.
8. Click Select next to the Online Proctored option.
9. Select your preferred date and time to attempt the exam and click Select.
10. Read and accept the Terms and Conditions and then click Select.
11. If you have a Voucher/Coupon code, enter the code and click Apply.
12. If the exam details are correct, click Checkout.
13. If using a credit card, choose your payment type and click Submit.
14. After confirming payment, click Done.
15. You will receive a confirmation email.

[Register here](#)

## Exam Topic Area Summary

The following summarizes the percentage of each topic area included on the exam:

- Installation - 4%
- Reporting - 4%
- Setup & Configuration - 58%
- Troubleshooting - 4%
- Using - 30%

## Related Training and Documentation

Although not required, the following training courses and documentation cover content included in this exam:

- Training courses found on Infor Campus:
  - WFM: Configuring and Administering Time and Attendance
- Documentation found on Infor Xtreme on the Infor Support Portal <http://inforxtreme.com> under Documentation:
  - Infor Workforce Management Tools Administration Guide (Release 6.2.0)
  - Infor Workforce Management Time and Attendance Implementation and Administration Guide (Release 6.2.0)

## Exam Objectives by Topic Area and Resource

This certification exam includes the following exam objectives by topic and course.

Resource and related exam objective(s)	Topic Area and Percentage				
	Installation	Reporting	Setup & Configuration	Troubleshooting	Using
	4%	4%	58%	4%	30%
<b>WFM: Configuring and Administering Time and Attendance</b>					
Configure balances and accruals.			X		
Configure calculation (calc) groups and quick rules.			X		
Configure Mobility.			X		
Configure registry settings.			X		
Configure shift trades.			X		
Configure the Employee Transaction Manager.			X		
Configure timesheets.			X		
Define public holiday management.			X		
Describe application security.			X		
Describe how to configure employee settings.			X		
Describe how to configure labor metrics.			X		
Describe how to configure payroll settings.			X		
Describe how to configure scheduling settings.			X		
Describe how to configure user and team security.			X		
Describe how to use weekly timesheets.					X

Resource and related exam objective(s)	Topic Area and Percentage				
	Installation	Reporting	Setup & Configuration	Troubleshooting	Using
	4%	4%	58%	4%	30%
Describe launch pads.					X
Describe the payroll close and exports processes.					X
Explain how the Affordable Care Act (ACA) works in WFM.					X
Explain how to configure alerts and workflows.			X		
Identify the features and benefits of Time and Attendance.					X
Run reports in WFM: Time and Attendance.		X			
Use daily timesheets.					X
Use the Job Scheduler.					X
<b>Infor Workforce Management Tools Administration Guide (Release 6.2.0)</b>					
Use the migration tool to migrate one environment to another.					X
Install the migration tool to migrate one environment to another.	X				
<b>Infor Workforce Management Time and Attendance Implementation and Administration Guide (Release 6.2.0)</b>					
Identify available logs for troubleshooting.				X	

## Questions and Help

Additional Certification Program information is available at [www.infor.com/certification](http://www.infor.com/certification)

Additional information about Infor Education training courses is available at [www.infor.com/education](http://www.infor.com/education).

If you experience any issues when registering for a certification exam, please contact [olpsupport@kryteriononline.com](mailto:olpsupport@kryteriononline.com).

If you need help registering for a training course, please contact:

- For Americas: [EducationAmericas@infor.com](mailto:EducationAmericas@infor.com)
- For Europe, the Middle East and Africa: [EducationEMEA@infor.com](mailto:EducationEMEA@infor.com)
- For Asia Pacific: [EducationAPAC@infor.com](mailto:EducationAPAC@infor.com)

## Sample Questions

The sample questions below provide examples of the types of questions included on the certification exams delivered through the Webassessor testing platform. The correct answers are provided for reference purposes only in the following Key to Sample Questions section. **Note:** The Webassessor platform randomizes all certification question items and answer options during the exam.

1. Which one of the following reports would you run to view an employee's balances for a time period?
  - A.  Year at a Glance Report
  - B.  Balance Report
  - C.  Exception Report
  - D.  Attendance Report
2. A timesheet has just been recalculated in the calculation process. Which one of the following steps is the next step in the process?
  - A.  Default schedule and labor is generated
  - B.  Clock events and time edits are applied
  - C.  Pay rules are executed
  - D.  Work details are updated
3. You need to update password alert registry settings. Which one of the following is the first step in that process?
  - A.  Type in the Variable Value field
  - B.  Click Edit
  - C.  Select WORKBRAIN\_PARAMETERS > PASSWORD\_ALERT
  - D.  Click Save
4. An employee needs to do a one-way shift trade. Which one of the following options describes how the jobs listed in the substitute's Employee Job section should be listed for this to be completed properly?
  - A.  Equal to or greater than that of the jobs listed in the employee's table
  - B.  Equal to or lesser than that of the jobs listed in the employee's table
  - C.  Only equal to that of the jobs listed in the employee's table
  - D.  This type of shift trade is not allowed
5. Which one of the following tabs is where you can withdraw a shift posting?
  - A.  Flow History
  - B.  Messages
  - C.  Pattern Change
  - D.  Shift Trades
6. Which one of the following steps is the first step in the holiday assignment process?
  - A.  Execute holiday assignment task
  - B.  Holiday edits assigned to timesheet
  - C.  Process overrides
  - D.  Review Holiday Assignment Transactions

7. Which one of the following options can you set up to automate the holiday assignment process?
- A.  Holiday field on the Holiday screen
  - B.  Assign employees to multiple calendars
  - C.  Job Scheduler Holiday Assignment task
  - D.  Process Future Balances Dates
8. Which one of the following WFM security layers determines which maintenance forms and interactions security groups are authorized to view and/or modify?
- A.  Application security
  - B.  Maintenance form-level security
  - C.  Field- and button-level security
  - D.  Field- and button-level localization
9. You want to give some user groups access to some fields or buttons on a form, and restrict them from others. Which one of the following security levels would you use?
- A.  Application security
  - B.  Maintenance form-level security
  - C.  Field- and button-level security
  - D.  Field- and button-level localization
10. Which one of the following options acts as the default job qualification for the employee when scheduled using LFSO or MVS?
- A.  Home Team
  - B.  Skill
  - C.  Preferred Job
  - D.  Empjob Rank
11. Which one of the following tip calculation options do you use to automatically calculate tips as a percentage of total sales?
- A.  Indirect
  - B.  Actual
  - C.  Direct
  - D.  Inferred
12. You need to assign a team to a job and limit access to the data based on the users of that team. Which one of the following levels should you assign the job to in the team hierarchy?
- A.  All levels
  - B.  The highest level
  - C.  The lowest level
  - D.  Leave levels blank
13. Which three of the following schedule screens are available for viewing by the Employee user group? Choose 3 answers.
- A.  ETM Schedule
  - B.  Simple Schedule
  - C.  Printed Schedule
  - D.  Timesheet
  - E.  ETM Team Schedule
  - F.  Reports

14. Which one of the following items on the Error Log Management lists all parameters for the current page, actions taken by the server, and cookies such as session ID?
- A.  Page Execution Error
  - B.  Page Metrics
  - C.  Debug Message
  - D.  Database Trace
15. The timesheets have just been locked down in the payroll close process. Which one of the following actions is the next step in the payroll close process?
- A.  Determine if all timesheets in the pay period are authorized
  - B.  Execute the Payroll Close Wizard
  - C.  The payroll export file is generated and posted
  - D.  The pay group dates are updated
16. Which one of the following payroll export notifications occurs after the pay group supervisor date and alerts users, such as supervisors who have privileges to access the timesheets after the pay group supervisor date, that the payroll close process should be started soon?
- A.  Unauthorized records notification
  - B.  Timesheet lockout notification
  - C.  Payroll readiness notification
  - D.  Resetting off-cycle notification
17. Which three of the following options are the main areas of WFM Time and Attendance? Choose 3 answers.
- A.  Net pay calculation
  - B.  Employee profile
  - C.  Timesheet
  - D.  Schedule
  - E.  HR organization structure
18. Which one of the following My Employees icons indicates employees who are not scheduled to work?
- A.  A green box
  - B.  A red box
  - C.  A purple box
  - D.  A gray box
19. You are migrating data and need to create a new database connection. Which one of the following items do you need to provide specifying where the application database server is configured?
- A.  Port Number
  - B.  Database User
  - C.  Database Name
  - D.  Server Name
20. Which one of the following options do you use to display a summary of the hours that employees worked and the details of their labor allocation for any past week?
- A.  Pay Period Overrides
  - B.  Default Timesheet
  - C.  Team Timesheet
  - D.  Pay Period Summary



## Key to Sample Questions

The correct answers for the Sample Questions are provided here for reference purposes only. **Note:** The Webassessor platform does not provide correct answers/feedback during the exam.

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## About Infor

Infor Infor builds business software for specific industries in the cloud. With 16,500 employees and over 90,000 customers in more than 170 countries, Infor software is designed for progress. To learn more, please visit [www.infor.com](http://www.infor.com).

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