Certification Exam Guide

Infor Certified WFM: Time and Attendance Associate

Exam #: WFM-162

Target Audience

The exam targets the product knowledge demonstrated by an individual with less than one year of experience with the WFM Time and Attendance application.

Note: Exam applicable for both on-premise and Cloud.

Exam Details

- Exam number: WFM-162
- Onsite or Online, proctored
- 40 questions
- 50 minute time limit

Schedule and Register

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

- Infor partners: Click here to get your coupon code.
- Infor employees: Obtain your coupon code from the Infor Services Career Portal (click the orange Infor Product Certification Program button.)
- Campus Plus members: Get your coupon code on the Infor Campus landing page.
- If you require an additional time accommodation for a disability or because English is not your first language, send a request to certification@infor.com at least 5 days prior to your exam date/time.

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. Click Select next to the Onsite Proctored option for the exam you wish to attempt.

5. Search for a test center or choose one of the closest test centers listed and click Select.

6. Select your preferred date and time to attempt the exam. (Test centers set their own testing schedules.)

7. Read and accept the Terms and Conditions and then click Select.

8. If you have a coupon code, enter the code and click Apply.

9. If the exam details are correct, click Checkout.

10. If using a credit card, enter your credit card information and click Submit.

11. After confirming payment, click Done. 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 to ensure your computer meets the required speeds for online testing.

2. Validate you have the required webcam (built-in webcams ARE permitted), microphone (headsets are NOT permitted) and security software installed as outlined on this Kryterion help page.

3. If you encounter any problems, contact Kryterion Support:
    o   Email: support@kryteriononline.com
    o   Live Chat: https://www.kryteriononline.com/test-taker/online-proctoring-support
    o   Phone: 1-877-313-2008 (U.S.) or +001-602-659-4679 (International)

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. Click Select next to the Online Proctored option for the exam you wish to attempt.

8. Select your preferred date and time to attempt the exam and click Select.

9. Read and accept the Terms and Conditions and then click Select.

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14. 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:

- Configuration - 55%
- Using - 40%
- Reporting - 5%

Related Training and Documentation

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

- Training courses on Infor Campus:
    - WFM: Configuring and Administering Time and Attendance Foundation

Exam Objectives by Topic Area and Resource

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

Resource and related exam objective(s)	Topic Area and Percentage		
	Configuration	Using	Reporting
	55%	40%	5%
WFM: Configuring and Administering Time and Attendance Foundation			
Describe how to configure employee settings.	X		
Describe how to configure user and team security.	X		
Describe how to configure labor metrics.	X		
Describe how to configure scheduling settings.	X		
Describe how to configure payroll settings.	X		
Define balances and accruals.	X		
Define public holiday management.	X		
Configure timesheets.	X		
Configure shift trades.	X		
Explain how to configure alerts and workflows.	X		
Configure registry settings.	X		
Identify the features and benefits of Time and Attendance.		X	
Use Daily Timesheets.		X	
Describe how to use Weekly Timesheets.		X	
Use the Employee Transaction Manager (ETM).		X	
Use Mobility.		X	
Describe the payroll close and exports processes.		X	
Describe application security.		X	
Use the Job Scheduler.		X	
Describe launch pads.		X	
Run reports in WFM Time and Attendance.			X

Questions and Help

Additional Certification Program information is available at www.infor.com/certification

The Certification Program rules, policies, and procedures, including credentials and badging, are available in the Infor Certification Program Guide.

Additional information about Infor Education training courses is available at www.infor.com/education.

Your results will be available in CertMetrics 24 hours after you receive your test results.

If you experience any issues when registering for a certification exam, please contact support@kryteriononline.com.

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

- For Americas: EducationAmericas@infor.com
- For Europe, the Middle East and Africa: EducationEMEA@infor.com
- For Asia Pacific: 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 are users given to indicate what they are responsible for on the team or to identify their relationship to the employees on the team?

   A. ○ Proxy
   B. ○ Account
   C. ○ Role
   D. ○ Security group
   E. ○ Delegate

2. An employee was in training for a portion of the day on Monday. Which one of the following does the supervisor do to modify the employee's timesheet to account for the training?

   A. ○ Manually enter clock on and off times for that period of time.
   B. ○ Edit the employee's shift pattern in the employee's profile.
   C. ○ Complete a code override for that period of time.
   D. ○ Allocate the employees shift to a different job.

3. After a time-off request is submitted in the Time Off Planner, which one of the following determines the validations the request must pass before it is sent to the employee's supervisor?

   A. ○ Time-off reason
   B. ○ Employee type
   C. ○ Time-off type
   D. ○ Time-off description

4. A company would like to automatically pay higher wages to employees for hours worked during non-traditional workdays, such as employees who work on unscheduled days. Which one of the following pay rules should they set up to do this?

   A. ○ Apply Pay Rates Rule
   B. ○ Shift Premium Zone Rule
   C. ○ Change Time Code Hour Type Duration Rule
   D. ○ Daily Overtime Plus Rule

5. Configuring holidays includes the following four steps:
   1. Define the holiday calendars.
   2. Configure the holiday assignment task in the Job Scheduler.
   3. Define the holidays.
   4. Assign the holiday calendar to an employee or group of employees.

   Which one of the following is the correct order in which those steps should be performed?

   A. ○ 1, 3, 4, 2
   B. ○ 2, 3, 1, 4
   C. ○ 3, 1, 4, 2
   D. ○ 3, 1, 2, 4

6. You must run a task manually when you select which one of the following Job Scheduler Task options?

    A. ○ Once
    B. ○ Daily
    C. ○ Weekly
    D. ○ Monthly

7. Forms that require some kind of interaction on the system, whether it is user approval or data processing, require both a form and which one of the following?

    A. ○ Notification
    B. ○ Automated alert
    C. ○ Report
    D. ○ Workflow component

8. The implementation of a rule process includes the following four steps:
    1. Create all the conditions within the condition set that must be met for the rules to be applied.
    2. Create condition sets that can be applied to each rule.
    3. Create the calc group.
    4. Create rules that can be applied to the calc group.

    Which one of the following is the correct order in which those tasks should be performed?

    A. ○ 3, 2, 4, 1
    B. ○ 2, 1, 3, 4
    C. ○ 3, 4, 2, 1
    D. ○ 3, 2, 1, 4

9. A parameter or folder can be added by which one of the following?

    A. ○ Any user
    B. ○ A qualified system developer
    C. ○ A manager or supervisor
    D. ○ A human resources (HR) employee

10. Which one of the following steps in the Launch Pad Wizard allows you to create a new launch pad or edit an existing launch pad?

    A. ○ Designer
    B. ○ Preview
    C. ○ Assignment
    D. ○ Editor
    E. ○ Details

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.

1. Which one of the following are users given to indicate what they are responsible for on the team or to identify their relationship to the employees on the team?

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