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**SAP Certified Associate - Implementation Consultant - SAP
SuccessFactors Time Management**



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Subjects

1. Accrual Rules in Time Off
2. Managing Clean Core
3. Time Valuation and Compensation
4. Flextime and Clock In Clock Out in SAP SuccessFactors Time Tracking
5. Configuring and Setting up Time Sheet
6. Time Off Imports and Integration
7. Absence Requests in Time Off
8. SAP SuccessFactors Employee Central Time Off and Basics of Time Sheet
9. Leave of Absence (LOA) and Time Off Reporting

Topic: 1

Accrual Rules in Time Off

Question: 1

You need to determine the accruals to be awarded based on the seniority of an employee. The employee has been with the organization for 5 years and should be awarded an accrual of 12 days. Here is the accrual rule that you will use:

The screenshot shows the configuration of an accrual rule. At the top, a message states: "This rule is always true. To add an expression please uncheck the Always True checkbox." Below this, the "Then" section contains three main actions:

- Set Accrual Rule Variables.Seniority to be equal to:** Difference In Calendar Years()
From Date: Time Account.User.Employment Details.Hire Date
To Date: Accrual Rule Parameters.Accruable Start Date
- Set Accrual Rule Variables.Amount to be equal to:** Lookup(Accrual Lookup By Seniority)
Select Accrual Amount
where...
Accrual Lookup By Seniority. Seniority From <= Accrual Rule Variables.Seniority
Accrual Lookup By Seniority. Seniority To >= Accrual Rule Variables.Seniority
- Create Time Account.Time Account Details:**
Populate Time Account.Time Account Details with:
Amount posted: Accrual Rule Variables.Amount
External Code: Generate External Code For Time Off()
Posting Date: Accrual Rule Parameters.Accruable Start Date
Posting Type: Accrual
Posting Unit: Time Account.Time Account Type.Unit

What are eligible values for the accrual lookup by seniority table? Note: There are 2 correct answers to this question.

- A. Seniority From = 0 Seniority To = 5 Amount (days) = 30
Seniority From = 5 Seniority To = 10 Amount (days) = 12
- B. Seniority From = 0 Seniority To = 4 Amount (days) = 12
Seniority From = 6 Seniority To = 10 Amount (days) = 30
- C. Seniority From = 0 Seniority To = 6 Amount (days) = 12

Seniority From = 7 Seniority To = 10 Amount (days) = 30
D. Seniority From = 0 Seniority To = 5 Amount (days)= 12
Seniority From = 6 Seniority To = 10 Amount (days) = 30

Answer: C, D

Accrual Rules in Time Off

Question: 2

You have configured Period-End Processing to happen automatically. Your Time Account is valid from January 1 - December 31, 2024, and bookable from January 1, 2024 - March 31, 2025.
When is the automatic Period-End Processing calendar executed?

- A. December 31, 2024
- B. April 1, 2025
- C. January 1, 2025
- D. March 31, 2025

Answer: B

Accrual Rules in Time Off

Question: 3

You hire an employee on March 15, 2024. You have selected Account Creation Start Date = Account Valid From (Day or Month) for Time Account Type, Account Valid From(Day)= 1, Account Valid From(Month) = 1.
When will the first account start?

- A. March 15, 2024
- B. January 1, 2025
- C. March 1, 2024
- D. January 1, 2024

Answer: C

Accrual Rules in Time Off

Question: 4

What can you achieve via an interim update?

- A. Make mass data updates to absence requests.
- B. Make mass data updates to payout requests.

- C. Make mass data updates to time accounts.
- D. Make mass data updates to time sheets.

Answer: C

Accrual Rules in Time Off

Question: 5

What can you achieve using the following accrual rule?

 If

 This rule is always true.
To add an expression please uncheck the Always True checkbox.

Then

Create Time Account.Time Account Details 	Populate Time Account.Time Account Details  with:
Posting Date	Accrual Rule Parameters.Accruable Start Date
Amount posted	Multiply() Value: Divide() Dividend: 30 Divisor: 12 Factor: Get Number Of Months From Start Date Until End Date() Start Date: Time Account.User.Employment Details.Hire Date End Date: Accrual Rule Parameters.Accruable End Date
External Code	Generate External Code For Time Off()
Posting Type	Accrual
Posting Unit	Time Account.Time Account Type.Unit

- A. You pro-rate the accrual of 30 days per year for the termination accrual period.
- B. You pro-rate the accrual of 30 days per year for the hire accrual period.
- C. You pro-rate the accrual of 30 days per year for a part-time employee.
- D. You pro-rate the accrual of 30 days per year based on seniority.

Answer: C

Accrual Rules in Time Off

Question: 6

What can you achieve with Period-End Processing? Note: There are 3 correct answers to this question.

- A. Move the time account balance to the following time account.
- B. Create a new time account.
- C. Make an accrual posting.
- D. Close the time account.
- E. Set the time account balance to zero.

Answer: A, D, E

Accrual Rules in Time Off

Question: 7

You have monthly accruals of 2 days. An employee is terminated with termination date = February 15, 2022. During termination, accruals are recalculated by applying the following rule:

If

Day Of Month()
Date: Time Account.User.Employment Details.Termination Date > 15

Then

Create Time Account.Time Account Details

Populate Time Account.Time Account Details with:

Posting Date	Accrual Rule Parameters.Accruable Start Date
Amount posted	0
External Code	Generate External Code For Time Off()
Posting Type	Accrual
Posting Unit	Time Account.Time Account Type.Unit

Else

Create Time Account.Time Account Details

Populate Time Account.Time Account Details with:

Posting Date	Accrual Rule Parameters.Accruable Start Date
Amount posted	Multiply() Value: Divide() Dividend: 2 Divisor: Get Number Of Calendar Days() Start Date: Accrual Rule Parameters.Start Date End Date: Accrual Rule Parameters.End Date Factor: Get Number Of Calendar Days() Start Date: Accrual Rule Parameters.Accruable Start Date End Date: Accrual Rule Parameters.Accruable End Date
External Code	Generate External Code For Time Off()
Posting Type	Accrual
Posting Unit	Time Account.Time Account Type.Unit

How much does the employee accrue for February 2022, which has 28 days?

- A. 1 day
- B. 0 days
- C. 0.5 days
- D. 2 days

Answer: D

Accrual Rules in Time Off

Question: 8

Which tool do you use to run an interim update?

- A. Time Administrator Workbench
- B. Review Periodic Time Account Updates
- C. Time Account Process Simulator
- D. Manage Time Off Calendars

Answer: D

Accrual Rules in Time Off

Question: 9

When generating accruals for the current period, you need to cap the accruals to a maximum of 50 days. Which options can you choose when using the Cap Accrual rule function? Note: There are 2 correct answers to this question.

- A. Cap Accrual (Maximum Accrual = 50, Account Balance limit = 5)
- B. Cap Accrual (Maximum Accrual = accrual rule variable.amount, Account Balance limit = 400)
- C. Cap Accrual (Maximum Accrual = 3, Account Balance limit = 50)
- D. Cap Accrual (Maximum Accrual = accrual rule variable.amount, Account Balance limit = 50)

Answer: C, D

Accrual Rules in Time Off

Question: 10

You have a weekly accrual frequency and you want the accruals to be generated on the last day of the previous week. Which option will you select in the Time Account Type object?

- A. Accrual creation offset[days] = 0
- B. Accrual creation offset[days] = -2
- C. Accrual creation offset[days] = 1
- D. Accrual creation offset[days] = -1

Answer: D

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