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AX 4.0 Human Resource Management

MB6-510

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Question: 1

You want to assemble a group of employees to address a special business need. However, you do not want the group to be part of your formal organization. Which of the following types of organization units should you create?

- A - A line unit.
- B - A line and matrix unit.
- C - A line unit as the parent, and then a matrix unit as the child.
- D - A matrix or a project unit.

Answer: D

Question: 2

The company wants to improve the professional support and counseling that it offers to employees. You have been given the task of creating a matrix organization unit and assigning people to act as mentors. When you start assigning mentors to the unit, you notice that some of them are already working in one or more matrix type units. Which of the following rules apply to matrix organization units?

- A - A person can be affiliated to an indefinite number of matrix units.
- B - A person can be affiliated to a maximum of five matrix units.
- C - A person can be affiliated to a maximum of ten matrix units.
- D - A person can be affiliated to an indefinite number of matrix units, provided the person is already affiliated to a line unit.

Answer: A

Question: 3

You have just moved a person to a new position in another organization unit and must now decide whether to disable the person's previous position. When a position is inactive, which of the following can you do?

- A - You can hire people into it as usual.
- B - You can move people into it if you assign a future start date.
- C - You cannot hire people into the position.
- D - You cannot change position information.

Answer: C

Question: 4

The Sales department has enjoyed considerable success recently and now needs additional support with processing the new orders. To increase the number of sales support personnel, you decide to merge a Sales Administration Unit with the Sales Unit. How do you merge the two organization units into one?

- A - Drag a unit and drop one on another, and then click Confirm when asked, Merge?
- B - Select an organization unit, and select the Move option, and then indicate the unit with which you want to merge.
- C - Move all employees from one unit to the other, and then close the first unit.
- D - Right-click on a unit, and then select Merge With.

Answer: B

Question: 5

Until recently, the company's Chief Executive Officer (CEO) also performed the duties of a Chief Operating Officer (COO). However, the company has just hired a new person to take over the responsibilities of the COO position. You have been given the task of creating the new COO position and must decide whether to make the position unique. For unique positions, which of the following is true?

- A - Only one position can be unique in a unit.
- B - For each position type, only one position can be unique in an organization unit.
- C - You cannot hire or move another employee to a unique position that is currently occupied.
- D - You can hire more than one employee into a unique position.

Answer: C

Question: 6

Which of the following must be considered before creating a new position?

- A - The position group you want to assign the position to.
- B - Whether a contract has been attached in Microsoft Dynamics ax document handling.
- C - Who the manager is of the unit you are creating the position.
- D - That position titles in organization units must be unique.

Answer: A

Question: 7

What is the maximum employment factor that a person employed in four different units in the line organization can have?

- A - 0.25
- B - 1.0
- C - 4.0
- D - A person cannot be employed in different units.

Answer: B

Question: 8

In the Microsoft Dynamics AX Human Resources module, certificates represent which of the following?

- A - They are a way to identify employees that participated in training courses.
- B - They are simple documentation of employee skills. Each skill has a corresponding certificate.
- C - They prove that you are qualified to participate in a training course.
- D - They represent time constrained proof that an employee has the knowledge or ability to perform one or more specific tasks.

Answer: D

Question: 9

Which of the following are situations in which you would use reason codes?

- A - When moving, hiring, or terminating an employee.
- B - When assigning benefits.
- C - When updating an employee resume.
- D - When ending a recruitment project.

Answer: A

Question: 10

An employee's main employment relation with the company is which of the following?

- A - A role in the line organization.
- B - A job in the line organization
- C - A position in the line organization.
- D - An organization unit in the line organization.

Answer: D

Question: 11

The company has just updated its mobile phones to the latest model and wants to start issuing the phones to its employees. Before the company can do so, however, it must create each phone in which of the following Human Resource tables?

- A - Loans
- B - Loan types
- C - Loan items
- D - Create loan items.

Answer: C

Question: 12

When you receive and evaluate applications for employment, whether or not you want to interview the applicant you should always inform them of your decision. If you receive numerous applications, processing each application manually can be very time consuming. Microsoft Dynamics AX Human Resources supports automated communication with applicants by enabling you to do which of the following?

- A - Create mail merge documents based on templates.
- B - Create application e-mail documents.
- C - Communicate with applicants using the Enterprise Portal.
- D - Create telephone call logs.

Answer: A, B

Question: 13

Which of the following describes the information that you can manage by using a recruitment project?

- A - Staffing efforts for filling several positions at the same time.
- B - Staffing efforts for filling one position.
- C - Costs involved in recruiting employees by transferring the information from the recruitment project to a project in the Project module.
- D - An advertisement for an available position on the company website.

Answer: B, D

Question: 14

In the Applications form, what does the correspondence action do?

- A - Determines whether or not to include the applicant in the next mail merge to be used on the applications.

- B - Displays the last communication received from the applicant.
- C - Shows whether you have communicated with the person by sending an e-mail message, or a hard copy document.
- D - Indicates the next step in the application communication process.

Answer: D

Question: 15

When you hire an applicant, Microsoft Dynamics AX automatically handles the person's base data in which of the following manners?

- A - Microsoft Dynamics AX deletes all data related to the person in the Applicant form.
- B - Microsoft Dynamics AX transfers the data to the Employee table.
- C - Microsoft Dynamics AX confirms the transfer of base data.
- D - Microsoft Dynamics AX does not handle base data, it must be transferred manually.

Answer: B

Question: 16

Your company creates Internet job ads from recruitment projects for the positions it needs to fill. However, applicants that are not seeking employment in a specific position or organization unit also frequently submit their resume through the job ad. To make it easier to identify general application submissions, which of the following can you do?

- A - Select the Block unsolicited applications check box on the Recruitment basket form.
- B - Create a recruitment project dedicated to collecting unsolicited applications, and then select this project in the Unsolicited field on the Parameters form.
- C - Restrict access privileges to the advertisement so that only qualified applicants can submit applications.
- D - Create two advertisements for the same job.

Answer: B

Question: 17

You can record applications for employment for which of the following types of persons?

- A - New applicants only.
- B - New applicants and employees
- C - Applicants, employees and contact persons.
- D - Applicants, employees, contact persons and vendors.

Answer: C

Question: 18

Which of these features links an employee to absence validations?

- A - The absence group.
- B - The absence journal.
- C - The absence setup.
- D - The multi-registration journal.

Answer: C

Question: 19

When defining criteria for the Absence status list report, which of the following can a user control

by clicking the Columns button?

- A - The number of employees that are included in the report.
- B - The specific absence codes for which the user wants to see statistics. Each column represents an absence code.
- C - The absence group and the absence intervals within that group.
- D - The specific registration rules for which the user wants to view the information.

Answer: C

Question: 20

Nadejda Marinova, the Human Resource manager, is the person in charge of an absence setup which is attached to specific employees in your company. What does this entitle Nadejda to do?

- A - Create new journals for employees with that absence setup.
- B - Approve only own absence journals.
- C - Approve journals for employees with that absence setup.
- D - Create new journals and approve absence journals for employees with that absence setup.

Answer: C

Question: 21

A new initiative has been launched within the company to examine overall levels of job satisfaction. A part of the analysis involves tracking absence over the preceding year. Which of the following provides department managers with a graphical overview of the amount and cause of employee absence?

- A - Transactions
- B - History
- C - Absence statistics
- D - Absence registration

Answer: C

Question: 22

Which of the following fields is used to control whether employees register absences in terms of hours or whole days?

- A - The Period unit in the Absence setup form.
- B - Period unit in the Absence code validation.
- C - Working time in the Absence setup.
- D - Working time on the Employee master data.

Answer: C

Question: 23

You perform the duties of the absence administrator and in that capacity you register absence for fellow employees. In the morning, an employee calls you to say that he is sick and would not be coming to work that day. He thinks he just has the flu, but is not able to say when he will return to work. You need to register absence for the person, but you do not know the end date. Which of the following can you do?

- A - When the employee returns, use the Mass create absence tool to create individual absence transactions for each day.
- B - Create an open absence transaction, and then close it when the employee returns to work.

- C - Use the color-coding functionality in the absence calendar to mark each day according to the Max. number of days defined on the absence code.
- D - Nothing. Multiple days of absence requires that a manager perform registration.

Answer: B

Question: 24

You can define validation rules for an absence code and for each code you can set a period. However, you can only define the duration of the period, that is how long you want the period to be but not the actual dates because you do not know when the code will be used. To determine the actual dates, the system uses which of the following calculations?

- A - (System date +/- the duration of the period)
- B - (System date + the duration of the period)
- C - (System date - duration of the period)
- D - Duration split equally around system date.

Answer: C

Question: 25

You have just executed a skill mapping search and you now print the results in a report. Which of the following describes the way in which information is structured in the report?

- A - The report shows the best candidate first.
- B - Employees are listed alphabetically.
- C - Results are sorted in columns according to the criteria defined for the search.
- D - Employees are listed first, then applicants, and then contact persons.

Answer: A

Question: 26

What is the relationship between the optional and the importance settings in a skill search?

- A - Optional can be used without assigning an importance.
- B - If you select Optional, you must assign an importance.
- C - Importance and optional must never be used together.
- D - Importance and optional must always be used for all skills.

Answer: B

Question: 27

A manager and an employee are engaged in an appraisal discussion in which they are trying to determine the structure of the employee's development plan. Which of the following will enable the manager and employee to monitor competence development?

- A - By establishing an employee's actual skill set, and then setting target skills.
- B - By selecting the desired skill level on the relevant skills.
- C - By selecting the Importance checkbox on the relevant skills, and selecting the Optional checkbox on those that are less important.
- D - By assigning an experience value to indicate an employee's starting point, and then increasing the value as time progresses.

Answer: A, D

Question: 28

You can retrieve skill mapping profiles defined for a person, a position and a course type. Which of these can you then compare the profile with?

- A - A relevant person, position, and course type.
- B - A position and course type.
- C - A person and course type.
- D - Any person in the network.

Answer: D

Question: 29

Assigning skills to positions enables you to do what?

- A - Designate the set of competencies required by a position.
- B - Create a foundation for bonus structures.
- C - Be able to transfer skill information to the employee's resume.
- D - Assist in structuring employment contracts.

Answer: A

Question: 30

The results of the Skill gap: position - person report are reached by comparing what?

- A - The position's actual and target skill levels.
- B - An employee's actual skill level and the skill level associated with the position.
- C - The managers performance evaluation and the actual skill level.
- D - Target skill level and the skill level associated with the position.

Answer: B

Question: 31

Skill gap analyses help employees identify gaps between what roles or jobs require and what they have to offer personally. This is done by comparing the employee's profile with the profile defined for the role or job. When setting up an analysis, you can open an extra window in the Skill mapping - profiles form and define a complex search consisting of entries in four areas. Each area has its own menu tab. How do you access these additional tabs?

- A - On the Skill mapping form, click Setup and then select Advanced.
- B - On the Skill profile, select the Advanced search check box so that the qualifications in the profile are searchable.
- C - On the Skill mapping form, click Retrieve profile and then select the criteria that you want to add.
- D - On the Skill mapping form, click Execute to open the Select dialog box. In the Select dialog box, choose the criteria that you want to add.

Answer: A

Question: 32

As part of an employee development plan, an employee will receive a specific education. How can you record that the education is a result of the activity identified in the development plan line?

- A - Enter the information in the Course field on the General tab of the Development plan lines form.
- B - Enter the information in the Education field on the General tab of the Development plan lines form.

- C - On the education itself, designate that it results from participation in a specific type of development plan line.
- D - Assign the education as a target skill in the employees skill profile.

Answer: B

Question: 33

Alex Roland and Ranjit Varkey Chudukatil have just finished their annual appraisal interview and they agreed that the goal of Ranjit's development plan is to move him towards the sales management track. In order to do this Alex and Ranjit have decided that Ranjit must develop his key account management and coaching skills. Where can Alex link the appropriate training courses to the necessary development activity?

- A - Development plan line
- B - Development activity
- C - Training course
- D - Training course participant.

Answer: A

Question: 34

Companies often use appraisal interviews in conjunction with employee development plans. During an appraisal interview, a manager and his or her employee can discuss the employee's current and future work tasks and personal goals and use the information to set development targets and identify activities that will help cultivate the corresponding skills. In the system, what is the interdependency between appraisal interviews and development plans?

- A - A development plan must be started before the related appraisal interview can be linked to it.
- B - An appraisal interview must be conducted and closed before the corresponding development plan can be linked to it.
- C - Sequence is irrelevant, but the one cannot exist without the other.
- D - There is no interdependency.

Answer: D

Question: 35

When you schedule an appraisal interview, which of the following can happen?

- A - Scheduling information contained in Microsoft Dynamics AX can be displayed in your Outlook calendar.
- B - Scheduling information in Outlook can automatically update the corresponding information in Microsoft Dynamics AX.
- C - E-mail invitations can be sent to both the interview participant and their manager.
- D - A planned answer session can also be scheduled from the Appraisal interviews form, providing that the Microsoft Dynamics AX Questionnaire license is enabled.

Answer: A

Question: 36

An employee's development plan has not been followed up on for the preceding year. Some of the planned development activities, defined on the plan's lines, have been finished and some have been postponed. After a recent round of appraisal interviews, it is now time to close the preceding year's plans and start this year's. What happens when the employee's manager tries to end the old development plan?

- A - An error message appears, and then plan is not closed because all development plan lines must be closed first.
- B - All development plan lines must be closed before the plan, so a warning message is displayed and the plan remains open or postponed.
- C - The plan is simply closed, and no messages are displayed.
- D - A warning message is shown stating that there are open lines in the plan, however, the plan is still closed.

Answer: D

Question: 37

What information is contained in the Appraisal interview form?

- A - The form only contains information about employee appraisal interviews.
- B - The form contains information about all kinds of interviews. The interview type indicates the kind of interview held.
- C - The form contains information about employee performance agreements.
- D - The form contains evaluations of applicants derived through applicant interviews, as long as you link the interview to a recruitment project.

Answer: B

Question: 38

A project management course has been offered within the company. There can be a maximum of ten participants per course. Nadejda Marinova receives fourteen requests to take part in the course. What happens to the four participants who register after the limit of ten has been exceeded?

- A - The participants can not be registered.
- B - The participants are registered and put on a waiting list.
- C - The participants are registered on another course of that type.
- D - The system runs a skill mapping and allocates the participants with the largest skill gap.

Answer: B

Question: 39

When can you start registering participants for a course?

- A - The course is registered in their development plan.
- B - When the course status is open.
- C - When the course status is created.
- D - As long as the registration deadline is not exceeded.

Answer: B

Question: 40

What information about a course can you manage by using the Setup button in the Courses form?

- A - Equipment rental
- B - Transportation
- C - Hotels
- D - Miscellaneous Charges

Answer: C

Question: 41

You have just copied information to a course from a course type, but now you want to change the Max. number of participants value inherited from the course type. Can you do so?

- A - No, you cannot change information copied from a course type.
- B - Yes, but only to a number smaller than that inherited from the course type
- C - Yes, as long as the course status is open.
- D - Yes, you are always free to do so.

Answer: D

Question: 42

When you want to register participants for an open training course, which of the following groups can you register?

- A - Employees
- B - Employees and applicants
- C - Employees, applicants, and contact persons.
- D - Employees, applicants, contact persons, and vendors.

Answer: C

Question: 43

You want to hold a course, however, in order for the course to be worthwhile a minimum number of participants must register. Where can you record this minimum number?

- A - Course type
- B - Course group
- C - Course location
- D - Classroom

Answer: A

Question: 44

The information and tasks that are available to a person working in the Employee Services section of the Enterprise Portal depends on the role to which he or she is assigned. The Human Resources functionality' supports which of the following roles?

- A - Employee role
- B - Skill approver role
- C - Absence approver role
- D - Organizer role

Answer: A, C

Question: 45

Line managers can view employee information under which of the following conditions?

- A - They have been given the necessary authorization.
- B - They manage an organization unit with affiliated employees.
- C - They hold a management position with which access rights are affiliated.
- D - All managers can view information on all employees in the company.

Answer: B

Question: 46

To enable users to view advertisements for available jobs on the Enterprise Portal and to submit application information, which of the following roles must you assign them to?

- A - Employee role
- B - Applicant role
- C - Employee manager role
- D - Absence approver role

Answer: B

Question: 47

In the Enterprise Portal, if the manager of a line organization unit wants to access information or perform transactions related to their employees, what do they need to click on the navigation bar?

- A - Personal Information
- B - My Employees
- C - Department List
- D - Positions

Answer: B

Question: 48

On the Enterprise Portal, employees can perform which of the following transactions?

- A - Create a new course.
- B - Register absences
- C - Apply for a position.
- D - Register for a course.

Answer: B, C, D

Question: 49

To approve absences using the Enterprise Portal, you must be assigned to which of these Human Resource related roles?

- A - Employee manager and absence approver.
- B - Absence approver only.
- C - Employee manager only
- D - Human Resource professional only.

Answer: B

Question: 50

With regards to Human Resources functionality, which of the following can you do in the Employee Services section of the Enterprise Portal?

- A - Only employees to view information.
- B - Line managers to view information regarding all employees within the organization.
- C - Employees and their Line manager to view and maintain employee data.
- D - Applicants to apply for a position directly.

Answer: C