

# MB6-898

## Microsoft Dynamics 365 Human Resources

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**Exam number:** MB6-898 (update)

**Exam title:** Microsoft Dynamics 365 Human Resources

**Publish date:** 2/4/2020

**GUID:**

**Language(s) this exam will be available in:**

**Audience** (IT professionals, Developers, Information workers, etc.): Sales personnel; IT professionals; Human Resources professionals

**Technology:** Microsoft Dynamics 365 Human Resources

**Credit type** (example: MCSA): **MCSA**

**Exam provider** (VUE, Certiport, or both): VUE

**Training options:**

Self-paced training

Online learning through the Microsoft Dynamics Learning Portal (DLP) is available to Microsoft Dynamics Partners. Find out how to [gain access to the DLP site](#).

These DLP courses cover content for Exam MB6-898:

- [81153CE Introduction to Microsoft Dynamics 365 for Talent](#)
- [81156BE Job and Position Management in Microsoft Dynamics 365 for Talent](#)
- [81158BE Compensation Management in Microsoft Dynamics 365 for Talent](#)
- [81159BE Compliance Management in Microsoft Dynamics 365 for Talent](#)
- [81160CE Benefit Management in Microsoft Dynamics 365 for Talent](#)
- [81163CE Leave and Absence Management in Microsoft Dynamics 365 for Talent](#)
- [81164CE Employee and Manager Self-Service with Microsoft Dynamics 365 for Talent](#)
- [81165BE People Analytics with Microsoft Dynamics 365 for Talent](#)

These eLearning courses provide students with the tools to set up and use the application functionality in Microsoft Dynamics 365 Human Resources and provide support for the application.

Customers on a service plan can access online learning from [CustomerSource](#). Use the **Get Trained with eLearning** tile, and search for the course numbers 81167, 81166, 81165, 81164, 81163, 81160, 81159, 81158, 81156, 81153.

Please contact [mlxsupp@microsoft.com](mailto:mlxsupp@microsoft.com) if you have questions.

**The content of this exam was updated on February 4, 2020. Please continue scrolling to the red line section below to view the changes.**

## Exam Design

### Audience Profile

Candidates for this exam are Microsoft Dynamics 365 partners who set up and use the application functionality in Microsoft Dynamics 365 Human Resources and provide support for the application. This exam is also appropriate for sales personnel who have a background in business solutions and would like to demonstrate functional understanding of the Microsoft Dynamics 365 Human Resources application.

Candidates typically should have a strong understanding of human capital management, operational HR processes, and experience deploying, maintaining, and using Microsoft Dynamics 365 Human Resources.

## Skills measured

### Understand the Dynamics 365 Human Resources Environment (45-50%)

#### Understand Dynamics 365 Human Resources Components

*May include but is not limited to:*

- Describe the components and experiences of Dynamics 365 Human Resources
- Identify features of Dynamics 365 Human Resources
- Identify benefits of using Dynamics 365 Human Resources
- Describe how data is shared and separated per company in Dynamics 365 Human Resources
- Describe the technology and integration of Dynamics 365 Human Resources with other Dynamics 365 applications
- Describe and use the Microsoft Excel add-in with Dynamics 365 Human Resources

#### Understand basic navigation in Dynamics 365 for Talent

*May include but is not limited to:*

- Describe the user interface components of Dynamics 365 Human Resources
- Describe the use case scenarios for workspaces and provide examples of workspaces

- Identify the components of a Dynamics 365 Human Resources workspace
- Navigate and perform searches in the web interface
- Set up core prerequisites and parameters for using Dynamics 365 Human Resources

### **Use People Analytics and Personnel Management in Dynamics 365 Human Resources**

*May include but is not limited to:*

- Describe features of the People workspace
- Use the People workspace to view and edit personal information
- Enroll in benefits by using the people workspace
- Check FMLA eligibility request time-off in the People workspace
- View leave and absence information
- View or update emergency contact information or certificates and tests for a person

### **Use the Employee and Manager self-service features**

*May include but is not limited to:*

- Describe features for employee self-service
- Describe features for manager self-service
- Use the Employee self-service workspace to manage personal information
- Review and update performance information
- Add and share feedback to another employee
- View team information in the manger self-service portal
- View and update skill information and perform a skill gap analysis
- Describe and use the mobile device for employee and manager self-service

## **Set Up and Use the Human Resources Application (50-55%)**

### **Manage worker information**

*May include but is not limited to:*

- Understand worker and position data
- Describe the difference between jobs and positions
- Set up and manage jobs
- Create and assign positions to workers
- Explain Personnel actions
- Enable and use Worker actions and Position actions
- Configure prerequisites for positions and jobs
- Configure and loan equipment to workers
- Define parameters and shared parameters for human resources
- Identify key configurations for human resources
- Hire and retire a worker

- Enter worker details

## **Set Up and manage benefit information**

*May include but is not limited to:*

- Explore the Benefit management workspace
- Describe the difference between benefits and benefit elements
- Describe the various types of benefits
- Configure benefit elements
- Define eligibility rules
- Process eligibility rules for workers
- Enroll a single worker in a benefit
- Enroll mass workers in a benefit
- Maintain dependents and beneficiary information

## **Configure compensation information**

*May include but is not limited to:*

- Describe examples of fixed and variable compensation plans
- Use recommendations with compensation
- Review and make changes to compensation plans
- Define mandatory confirmation for compensation plans
- Describe the range utilization matrix
- Define reference points
- Create compensation grids
- Define eligibility rules for compensation
- Configure pay rate conversions
- Set up and use vesting rules
- Configure and use pay for performance features
- Describe compensation process events
- Perform the compensation processes
- Adjust compensation for an employee

## **Manage Leave and absences**

*May include but is not limited to:*

- Explain the Leave and absence administration process
- Describe Leave and absence transactions
- Request and process time off requests
- Explore Leave types and Leave plans
- Set up and configure Leave and absence plans
- View time off requests and approved time off
- Use the Leave and absence workspace

## Use compliance features in Dynamics 365 Human Resources

*May include but is not limited to:*

- Define templates for physical job requirements
- Configure the physical requirements for a job
- Create an accommodation request
- Grant or deny work environment accommodation requests

**See below changes as of February 4, 2020...**

## Exam Design

### Audience Profile

Candidates for this exam are Microsoft Dynamics 365 partners who set up and use the application functionality in Microsoft Dynamics 365 ~~for Talent~~ Human Resources and provide support for the application. This exam is also appropriate for sales personnel who have a background in business solutions and would like to demonstrate functional understanding of the Microsoft Dynamics 365 ~~for Talent~~ Human Resources application.

Candidates typically should have a strong understanding of human capital management, ~~human resource management~~ operational HR processes, and experience deploying, maintaining, and using Microsoft Dynamics 365 ~~for Talent~~ Human Resources.

## Skills measured

### Understand the Dynamics 365 ~~for Talent~~ Human Resources Environment (~~20-25~~ 45-50%)

#### Understand Dynamics 365 ~~for Talent~~ Human Resources Components

*May include but is not limited to:*

- Describe the components and experiences of Dynamics 365 ~~for Talent~~ Human Resources
- Identify features of Dynamics 365 ~~for Talent~~ Human Resources
- Identify benefits of using Dynamics 365 ~~for Talent~~ Human Resources
- Describe how data is shared and separated per company in Dynamics 365 ~~for Talent~~ Human Resources
- Describe the technology and integration of Dynamics 365 ~~for Talent~~ Human Resources with other Dynamics 365 applications
- Describe and use the Microsoft Excel add-in with Dynamics 365 ~~for Talent~~ Human Resources

## Understand basic navigation in Dynamics 365 for Talent

*May include but is not limited to:*

- Describe the user interface components of Dynamics 365 ~~for Talent~~Human Resources
- Describe the use case scenarios for workspaces and provide examples of workspaces
- Identify the components of a Dynamics 365 ~~for Talent~~Human Resources workspace
- Navigate and perform searches in the web interface
- Set up core prerequisites and parameters for using Dynamics 365 ~~for Talent~~Human Resources

## Use People Analytics and Personnel Management in Dynamics 365 ~~for Talent~~Human Resources

*May include but is not limited to:*

- Describe features of the People workspace
- Use the People workspace to view and edit personal information
- Enroll in benefits by using the people workspace
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## Use the Employee and Manager self-service features

*May include but is not limited to:*

- Describe features for employee self-service
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- Use the Employee self-service workspace to manage personal information
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- Add and share feedback to another employee
- View team information in the manger self-service portal
- View and update skill information and perform a skill gap analysis
- Describe and use the mobile device for employee and manager self-service

## ~~Manage the Attract and Recruiting Processes (25-30%)~~

### ~~Manage jobs~~

~~*May include but is not limited to:*~~

- ~~1. Create new jobs~~
- ~~2. Import jobs from Excel~~
- ~~3. Update job details~~
- ~~4. Define the job settings~~

### ~~Create, accept, reject, and manage applicants~~

~~*May include but is not limited to:*~~

- 1.— Manually add an applicant
- 2.— Import applicants by using Microsoft Excel
- 3.— Setup integrations for applicants to apply
- 4.— Communicate with applicants
- 5.— Request candidate availability
- 6.— Reject an applicant
- 7.— Update the applicant status

### **Schedule and manage interviews**

*May include but is not limited to:*

- 1.— Request candidate availability
- 2.— Identify options for defining the interview
- 3.— Schedule an interview
- 4.— Send schedule and summary to the interview team
- 5.— Conduct interviews and provide interview feedback and recommendations

### **Create and manage offers**

*May include but is not limited to:*

- 1.— Define offer settings
- 2.— Maintain the status of the offer
- 3.— Start the onboarding process

## **Configure and Use the Onboarding, Offboarding, and Transition Processes (15-20%)**

### **Use the Onboarding Modular application**

*May include but is not limited to:*

- 1.— Describe scenarios for using the onboarding modular application
- 2.— Create, import and migrate employees into the Onboarding modular application

### **Design and configure welcome guides**

*May include but is not limited to:*

- 1.— Describe the components of a welcome guide
- 2.— Create new welcome guides from samples
- 3.— Design a new welcome guide template
- 4.— Build an activities list for a welcome guide
- 5.— Add contacts and resources to a welcome guide
- 6.— Send a guide to a worker

### ~~Set up and use task management~~

~~May include but is not limited to:~~

- ~~1. Describe the various types of task management scenarios~~
- ~~2. Provide examples for uses of task management~~
- ~~3. Describe the setup components for a task management checklist~~
- ~~4. Create checklists~~
- ~~5. Apply a checklist to a worker~~

## Set Up and Use the Talent Human Resources Application (20-2550-55%)

### Manage worker information

May include but is not limited to:

- Understand worker and position data
- Describe the difference between jobs and positions
- Set up and manage jobs
- Create and assign positions to workers
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- Identify key configurations for human resources
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- Enter worker details

### Set Up and manage benefit information

May include but is not limited to:

- Explore the Benefit management workspace
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- Process eligibility rules for workers
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- Enroll mass workers in a benefit
- Maintain dependents and beneficiary information

### Configure compensation information

May include but is not limited to:



- Describe examples of fixed and variable compensation plans
- Use recommendations with compensation
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*May include but is not limited to:*

- Explain the Leave and absence administration process
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- Request and process time off requests
- Explore Leave types and Leave plans
- Set up and configure Leave and absence plans
- View time off requests and approved time off
- Use the Leave and absence workspace

### **Use compliance features in Dynamics 365 ~~for Talent~~ Human Resources**

*May include but is not limited to:*

- Define templates for physical job requirements
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- Create an accommodation request
- Grant or deny work environment accommodation requests

## **~~Set Up and Use Gauge (10-15%)~~**

### **~~Describe scenarios for using Gauge~~**

*~~May include but is not limited to:~~*

- ~~1. Describe examples of how you can use Gauge~~
- ~~2. Describe the features of Gauge~~

3. Identify terminology and features in Gauge

### **Set up questions and question sets**

*May include but is not limited to:*

1. Describe the features of assessments and surveys
2. Create a question set
3. Describe and use question features
4. Add questions to question set

### **Create and manage projects**

*May include but is not limited to:*

1. Create a project
2. Import a question set
3. Add participants or reviewers to a project
4. Send invites to participants
5. Respond to a survey or assessment
6. Analyze survey or assessment results