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## Workday Workday-Pro-HCM-Core Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"> <li>Navigation, Finding Data, and Business Objects: This section of the exam measures the skills of Workday HCM Analysts and focuses on navigating the Workday interface efficiently, finding relevant data, and understanding how business objects function. Candidates are tested on their ability to apply navigation techniques, recognize the structure and purpose of Workday business objects, and link them to organizational data management processes.</li> </ul>
Topic 2	<ul style="list-style-type: none"> <li>Compensation: This section of the exam measures the skills of Compensation and Benefits Managers and involves building and maintaining compensation frameworks. It includes defining eligibility rules, configuring compensation packages, salary plans, and allowance plans. Candidates must understand compensation defaulting, manage worker compensation events, and ensure alignment with organizational pay structures.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>Business Process Configuration: Definition-Level: This section of the exam measures the skills of Workflow Configuration Specialists and focuses on defining and validating business process steps. Candidates apply validation conditions, set process rules, and order steps efficiently to improve workflow accuracy.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>Reporting Overview: This section of the exam measures the skills of Workday Reporting Analysts and introduces candidates to standard report modification. It focuses on copying, editing, and adapting reports to meet organizational requirements.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>Jobs and Positions: This section of the exam measures the skills of HR Operations Specialists and focuses on managing positions and employee life cycle processes. It includes creating positions, applying hiring restrictions, performing job changes, managing staffing movements, and handling employee terminations. The section also covers contingent worker management and contract administration.</li> </ul>
Topic 6	<ul style="list-style-type: none"> <li>Organizations: This section of the exam measures the skills of HR System Administrators and covers managing organizational structures in Workday. It includes creating and maintaining organization types such as supervisory and cost center hierarchies, configuring reporting structures, and defining locations. Candidates also demonstrate the ability to assign workers, establish leadership roles, and manage the relationships between organizations and employees.</li> </ul>
Topic 7	<ul style="list-style-type: none"> <li>Building Custom Reports: This section of the exam measures the skills of Workday Data Analysts and involves creating custom reports using standard or indexed data sources. It includes adding business object fields, enabling web services, and building reports that support decision-making.</li> </ul>
Topic 8	<ul style="list-style-type: none"> <li>Security: This section of the exam measures the skills of Workday Security Administrators and covers maintaining secure access within Workday. It includes managing functional areas, domains, and security policies; distinguishing between user-based and role-based groups; and updating permissions. Candidates demonstrate how to maintain domain and business process security effectively.</li> </ul>
Topic 9	<ul style="list-style-type: none"> <li>Business Process Framework: This section of the exam measures the skills of Business Process Designers and focuses on how organizations, security, and processes interact. It includes identifying rule-based and organization-specific process definitions and understanding key business process concepts such as events, steps, and types.</li> </ul>
Topic 10	<ul style="list-style-type: none"> <li>Prompting: This section of the exam measures the skills of Report Designers and focuses on configuring prompts in report definitions. It involves identifying built-in prompts and optimizing their use to create interactive reports.</li> </ul>

Topic 11	<ul style="list-style-type: none"> <li>• <b>Business Process Security:</b> This section of the exam measures the skills of System Security Analysts and focuses on how business process security interacts with overall configurable security in Workday. Candidates ensure secure process execution through appropriate role and domain control.</li> </ul>
Topic 12	<ul style="list-style-type: none"> <li>• <b>Job Profiles:</b> This section of the exam measures the skills of Talent Management Specialists and includes creating, editing, and managing job profiles. It also covers understanding the relationship between job profiles, jobs, positions, and workers. Candidates are expected to create job family groups, build job requisitions, and ensure job structures align with workforce needs.</li> </ul>

## Workday Pro HCM Core Certification Exam Sample Questions (Q144-Q149):

### NEW QUESTION # 144

A member of the HR Partner Role-Based security group transfers to a different position on another team. What subprocess in Change Job will address their security group membership?

- A. Assign Pay Group
- B. Manage Business Processes for Worker
- **C. Assign Roles**
- D. Manage Job History

**Answer: C**

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Security and Business Process Framework Guide, 2023R2):

When a worker who is part of a Role-Based Security Group (RBSG) transfers to a different position, Workday automatically reviews the roles associated with their supervisory organization through the Assign Roles subprocess.

The Assign Roles subprocess within the Change Job business process ensures that role assignments (such as HR Partner, Manager, or Payroll Partner) are updated according to the new supervisory organization's configuration. This automation helps maintain proper security access and prevents users from retaining permissions tied to their previous role or organization.

Option A (Assign Pay Group) manages payroll assignment, not security.

Option B (Manage Job History) records past job data, unrelated to role security.

Option D (Manage Business Processes for Worker) handles process configurations, not security group updates.

Thus, Assign Roles is the correct subprocess to maintain accurate security group membership during position changes.

Reference (Paraphrased Source):

Workday Pro HCM Core - Security and Business Process Configuration Guide (2023R2), Section: "Role Assignments in Staffing Events."

### NEW QUESTION # 145

Which of these are examples of user-based security groups? (Select two correct answers.)

- **A. Security Administrator**
- **B. HR Administrator**
- C. Managers
- D. Compensation Partner

**Answer: A,B**

Explanation:

From the Workday Module 2 Binder:

"User-based security groups include roles such as Security Administrator and HR Administrator.

These are assigned directly to individual users and determine their access and capabilities within the tenant."

- Workday Module 2 Binder, Security Configuration Section

\* User-Based Security Groups are directly assigned to specific users, rather than based on roles or job positions.

\* Security Administrator and HR Administrator are classic examples - they're given to individual users based on need or access level.

\* Compensation Partner and Managers are role-based security groups, which are tied to a worker's role within an organization, not directly to a user.

### NEW QUESTION # 146

You have a seniority dynamic calculated plan that increases the amount of the plan every three years of an employee's employment. An employee reaches their sixth anniversary.

What do you need to do to make sure this employee's plan updates with the new amount?

- A. You need to create a custom audit report and submit a Request Compensation Change to update the amount.
- B. You need to set up a Compensation Plan Adjustment Process to evaluate and update anyone assigned to the plan.
- **C. You do not need to do anything. Workday will check daily and automatically change the amount for the employee.**
- D. You need to schedule a Mass Operation Management task to evaluate and update anyone assigned to the dynamic plan.

**Answer: C**

Explanation:

Dynamic calculated compensation plans in Workday are designed to automatically recalculate compensation amounts based on predefined criteria, such as seniority, service dates, or anniversaries.

When a plan is configured as a seniority dynamic calculated plan, Workday continuously evaluates the employee's service milestones without requiring manual intervention.

In this scenario, the plan is configured to increase every three years of employment. When the employee reaches their sixth anniversary, the condition for the next increase is automatically met. Workday recalculates the plan amount based on the updated seniority value and applies the new amount accordingly.

There is no requirement to run a compensation adjustment process, mass operation, or manual compensation change. These tools are typically used for fixed or manual compensation updates, not for plans driven by dynamic calculations. Workday evaluates dynamic plans as part of its standard processing, ensuring values remain accurate over time.

Options A and B introduce unnecessary administrative effort and are not required for dynamic plans. Option D incorrectly assumes manual intervention is needed, which defeats the purpose of a dynamic calculated plan.

Therefore, no action is required—the system updates the amount automatically—making option C the correct answer.

### NEW QUESTION # 147

When hiring employees, you want Company 1000 to be the default, and you want Company 1000 to be the only company that can be selected.

How do you configure Company 1000 to accomplish this?

- A. Configure it as the default organization.
- **B. Configure it as the default and allowed organization.**
- C. Configure it as the superior and subordinate organization.
- D. Configure it as the allowed organization.

**Answer: B**

Explanation:

In Workday HCM, organizations such as Company are used extensively during hiring, job changes, and other staffing events. To control how an organization is presented and selected during these processes, Workday provides two important configuration concepts: default organizations and allowed organizations.

Understanding the distinction between these two is essential to achieving the desired behavior.

If Company 1000 needs to be both automatically selected and the only selectable option during the hiring process, it must be configured as both the default and allowed organization. Setting Company 1000 as the default organization ensures that it is pre-populated on the hire event, reducing data entry and minimizing user error. However, default alone does not restrict users from changing the value.

To ensure that Company 1000 is the only company that can be selected, it must also be configured as an allowed organization.

Allowed organizations define which values are valid and selectable for a given organization type. By limiting the allowed organization list to Company 1000, Workday prevents users from selecting any other company during the hiring process.

Option A is incomplete because configuring an organization as default does not prevent other companies from being selected. Option D is also insufficient because allowed organization alone does not ensure the value defaults automatically. Option C is unrelated, as superior and subordinate relationships define hierarchy, not selection behavior.

From a Workday Pro HCM best-practice standpoint, combining default and allowed organization configuration provides both efficiency and control. Therefore, the correct and fully verified answer is Configure it as the default and allowed organization.

### NEW QUESTION # 148

Your client frequently has special projects their employees work on. These projects are temporary and are staffed with existing employees. Your client needs a way to assign a temporary manager for each project and be able to see all the team members in the tenant. What organization type will allow them to accomplish this?

- A. Supervisory
- B. Location Hierarchy
- C. Pay Group
- **D. Matrix**

**Answer: D**

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Organization Types and Structures Guide, 2023R2):

The correct organization type for managing temporary project-based teams is a Matrix Organization.

Matrix organizations are designed to group employees from different supervisory organizations to work together on a temporary or functional basis, such as projects or task forces.

This structure allows the assignment of a temporary manager (Matrix Manager) who oversees project-related activities without changing employees' primary supervisory reporting relationships. The matrix manager gains visibility into all assigned members, enabling effective project oversight.

Options A (Location Hierarchy) manages physical work locations, not project teams.

Option B (Supervisory) defines permanent reporting structures.

Option D (Pay Group) organizes workers for payroll purposes only.

Thus, Matrix Organization provides the flexibility and visibility required for cross-functional, project-based staffing.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Matrix Organizations and Project-Based Management."

### NEW QUESTION # 149

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