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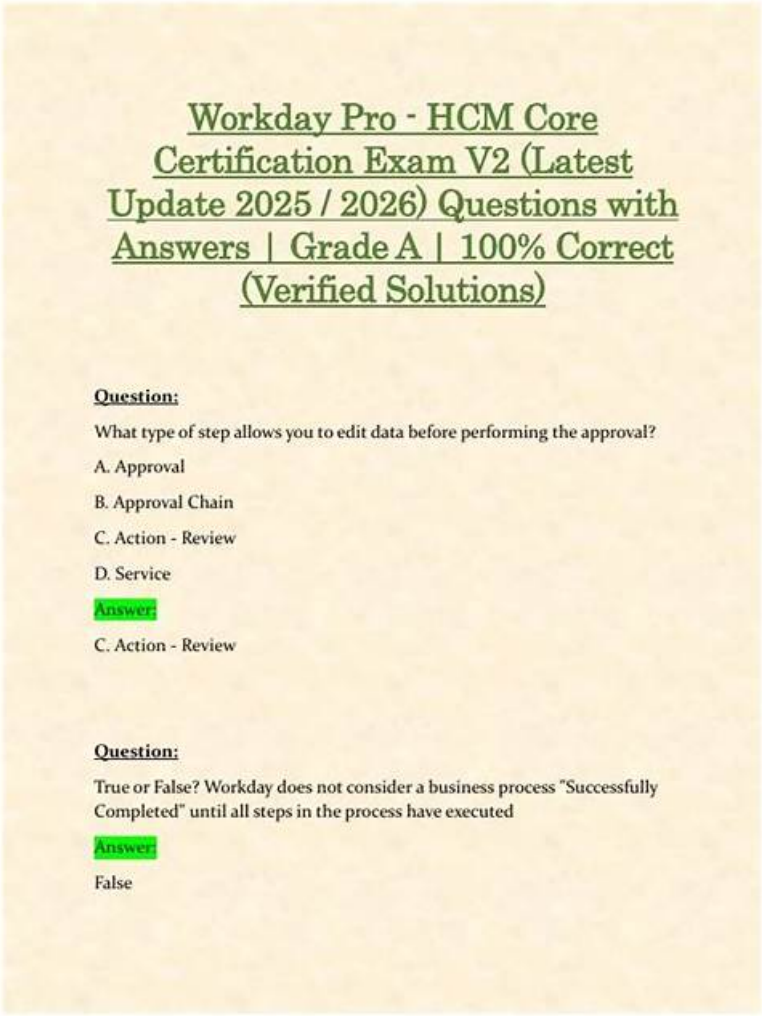
Workday Pro - HCM Core Certification Exam V2 (Latest Update 2025 / 2026) Questions with Answers | Grade A | 100% Correct (Verified Solutions)

Question:

What type of step allows you to edit data before performing the approval?

A. Approval

B. Approval Chain

C. Action - Review

D. Service

Answer:

C. Action - Review

Question:

True or False? Workday does not consider a business process "Successfully Completed" until all steps in the process have executed

Answer:

False

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

Topic	Details
Topic 1	• Business Process Security: 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.

Topic 2	• Sorting and Filtering: This section of the exam measures the skills of Workday Report Developers and focuses on improving data presentation. Candidates are evaluated on their ability to apply effective sorting, filtering, and logic-building techniques to generate accurate results.
Topic 3	• 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.
Topic 4	• Scheduling Reports: This section of the exam measures the skills of Report Administrators and covers running, scheduling, and configuring reports with dynamic criteria. It emphasizes automation and time-based execution for reporting efficiency.
Topic 5	• 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.
Topic 6	• 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.
Topic 7	• 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.
Topic 8	• Staffing Models: This section of the exam measures the skills of Workday Functional Consultants and focuses on understanding staffing models used in Workday. It includes identifying the characteristics of position management and job management models, setting position restrictions, and applying them when creating positions. Candidates must understand how staffing models support workforce planning and organizational efficiency.
Topic 9	• Job Profiles: 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.
Topic 10	• 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.
Topic 11	• 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.
Topic 12	• 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.
Topic 13	• 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.

Topic 14	• Business Process Steps: This section of the exam measures the skills of Workday Implementation Consultants and focuses on executing tasks, approvals, and subprocesses within business workflows. Candidates demonstrate managing approvals and maintaining approval chains for accurate process tracking.
Topic 15	• Business Process Management: This section of the exam measures the skills of HRIS Administrators and covers managing both mass and individual business processes. It emphasizes handling multiple workflow tasks efficiently and ensuring accuracy in execution.

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Workday Pro HCM Core Certification Exam Sample Questions (Q18-Q23):

NEW QUESTION # 18
Your client wants to select a staffing model that will allow them totrack the time to fill a position.
What staffing model should they use?

- A. Customer-defined staffing model
- B. Job Management
- C. A hybrid staffing model
- D. Position Management

Answer: D

Explanation:
The correct answer isC - Position Management.
In Workday,Position Managementis the staffing model used when an organization needs totrack headcount, vacancies, and time-to-fillfor each position individually. Each position represents a distinct job slot that must be filled by a worker, providing clear visibility into when a position is open, filled, or closed.
This model is ideal for organizations that require detailed tracking of resource allocation, workforce planning, and recruiting metrics such as"time to fill". Because each position must exist before a hire can occur, Workday automatically records thedate the position is openedand thedate it is filled, allowing accurate reporting on recruitment cycle times.
In contrast,Job Managementgroups workers under jobs rather than individual positions and does not provide vacancy-level tracking, making it unsuitable for time-to-fill analysis.
Reference:Workday Pro HCM -Staffing Models and Position Management Guide, "Comparing Position Management and Job Management Models."

NEW QUESTION # 19
You created aRole-Based (Constrained)security group and aUser-Basedsecurity group. Both security groups have access to approve compensation changes.
What access will members of each group have?

- A. Role-Based (Constrained) can approve compensation of workers they are assigned to support. User- Based can approve compensation of all workers.
- B. Role-Based (Constrained) can approve the compensation of all workers. User-Based can approve the compensation of workers they are assigned to support.
- C. Both security groups can approve compensation of all workers.

- D. Both security groups can approve compensation of all workers they are assigned to support.

Answer: A

Explanation:
The correct answer isA - Role-Based (Constrained) can approve compensation of workers they are assigned to support. User-Based can approve compensation of all workers.
In Workday,Role-Based (Constrained)security groups restrict access based on an assigned organization or supervisory hierarchy. Members of a constrained role (such asCompensation Partner) can perform actions- like approving compensation changes-only for workers within their assigned supervisory organizations.
Conversely,User-Basedsecurity groups arenot tied to an organizationunless specifically constrained, and typically haveunconstrained, tenant-wide access. When both security groups have access to the same domain or business process (e.g., "Approve Compensation Change"), theUser-Basedgroup can approve changes for all workers, while theRole-Based (Constrained)group's access is limited by their assigned scope.
Reference:Workday Pro HCM -Security Fundamentals, "Constrained vs. Unconstrained Access in Role- Based and User-Based Security Groups."

NEW QUESTION # 20
An end user is creating a new cost center. What determines the values that the user can select in the subtype field?

- A. Subtypes that default based on the location of the cost center.
- B. Subtypes configured to be used for the Cost Center organization type.
- C. Subtypes that default based on the role of the end user.
- D. Subtypes that Workday recommends be used for the Cost Center organization type.

Answer: B

Explanation:
Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Organizations Configuration and Setup Guide, 2023R2):
The values available in theSubtype fieldwhen creating a newCost Centerare determined by thesubtypes configured for that specific organization type. Each organization type (e.g., Company, Cost Center, Region, or Supervisory) can have one or more associated subtypes that define additional categorization or behavior.
During configuration, administrators define which subtypes are valid for each organization type. Hence, when an end user creates a Cost Center, only thesubtypes associated with the "Cost Center" organization type will appear in the selection list.
Options A, C, and D are incorrect because subtypes arenot influenced by location, user role, or system recommendations- they are strictly defined in the configuration setup.
Reference (Paraphrased Source):
Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Defining Organization Types and Subtypes."

NEW QUESTION # 21
You want the company organization to default in when you hire workers. What task should you run from the supervisory organization to accomplish this?

- A. Assign Roles
- B. Edit Supervisory Organization
- C. Create Position
- D. Edit Name/Code

Answer: B

Explanation:
Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Organizations Configuration Guide, 2023R2):
To have theCompany Organizationautomatically default when hiring workers into a supervisory organization, you must update the organization settings through theEdit Supervisory Organizationtask.
This task allows you to definedefault organization assignments, includingCompany,Cost Center,Region, andCustom Organizations. Once these defaults are set, Workday automatically populates these values during staffing events such asHireorAdd Job, reducing manual entry and ensuring consistent data alignment across the hierarchy.

Option B (Create Position) is used to define positions within the supervisory org, not defaults.
Option C (Edit Name/Code) modifies identifiers only.
Option D (Assign Roles) relates to security role assignments.
Therefore,Edit Supervisory Organizationis the correct task to establish the default Company for new hires.
Reference (Paraphrased Source):
Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Defining Default Organization Assignments."

NEW QUESTION # 22
You want a report's results to display only workers located in Toronto and Montreal. What report configuration accomplishes this?

- A. Sort
- B. Filter
- C. Sub Level Sort
- D. Share

Answer: B

Explanation:
The correct answer isFilter.
In Workday reporting,filtersare used to narrow down report results based on specific data criteria, such as location, supervisory organization, or worker type. By applying afilter conditionto include only workers whose location equalsTorontoorMontreal, the report output dynamically restricts data to meet those parameters.
Filters can be added to bothcustomandadvanced reportsand can include multiple conditions combined with logical operators (AND/OR). UnlikeSort(which arranges results in a specific order) orShare(which defines who can view or edit the report), aFilterdirectly controls which data rows appear in the report output, ensuring that only relevant workers are displayed.
Reference:Workday Pro HCM -Reporting Fundamentals, "Using Filters to Refine Report Results" section.

NEW QUESTION # 23
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