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

Topic	Details
Topic 1	<ul style="list-style-type: none"><li>• <b>Building Custom Reports:</b> 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 2	<ul style="list-style-type: none"> <li>• <b>Report Security:</b> This section of the exam measures the skills of Workday Access Control Specialists and focuses on implementing security controls in report design. It covers sharing options, user access considerations, and transferring ownership responsibly.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>• <b>Business Process Steps:</b> 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.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>• <b>Compensation:</b> 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 5	<ul style="list-style-type: none"> <li>• <b>Business Process Configuration: Definition-Level:</b> 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 6	<ul style="list-style-type: none"> <li>• <b>Staffing Models:</b> 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.</li> </ul>
Topic 7	<ul style="list-style-type: none"> <li>• <b>Business Process Framework:</b> 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 8	<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 9	<ul style="list-style-type: none"> <li>• <b>Business Process Configuration: Step-Level:</b> This section of the exam measures the skills of Business Process Developers and focuses on customizing workflows. It includes creating condition rules, configuring advanced routing, customizing notifications, and adding help text to enhance user experience and control workflow behavior.</li> </ul>
Topic 10	<ul style="list-style-type: none"> <li>• <b>Prompting:</b> 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>Scheduling Reports:</b> 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.</li> </ul>

## Workday Pro HCM Core Certification Exam Sample Questions (Q61-Q66):

### NEW QUESTION # 61

Your company would like to automatically increase pay after 12 months of employment, but only after 400 hours worked.

What configuration will achieve this oncompensation steps?

- A. Set a duration of 12 months.
- B. Select the Assign First Step During Compensation Proposal checkbox and set a progression rule that counts 12 months.
- **C. Set a duration of 12 months and a step progression rule that counts the number of hours worked.**
- D. Set a progression rule that counts the number of hours worked.

**Answer: C**

Explanation:

Compensation steps in Workday are designed to support structured, automatic pay progression based on time, service, or measurable criteria. To meet the requirement in this scenario, the configuration must enforce two separate conditions before the employee progresses to the next step: completion of 12 months of duration and accumulation of 400 worked hours.

In Workday, duration defines the minimum amount of time an employee must remain on a compensation step before becoming eligible for progression. Setting the duration to 12 months ensures the employee cannot advance earlier than one year of service. However, duration alone is insufficient when additional criteria—such as hours worked—must also be met.

This is where step progression rules are used. A step progression rule allows administrators to define measurable thresholds, such as hours worked, that must be satisfied before progression occurs. By configuring a rule that counts 400 hours worked, Workday ensures that employees who do not meet the hours requirement will not advance, even if they have completed 12 months.

Options A and B only configure one condition and do not satisfy the full requirement. Option C applies to initial step assignment, not progression eligibility.

Therefore, combining a 12-month duration with a step progression rule based on hours worked is the correct and Workday-supported configuration, making option D the correct answer.

### NEW QUESTION # 62

What does the Gross Up checkbox on a one-time payment plan indicate?

- A. You want Workday to show the taxes to the user when requesting a one-time payment.
- B. You want Workday to require a compensation partner to manually update the gross-up amount.
- C. You want Workday to apply taxes on the one-time payment.
- **D. You want Workday to automatically adjust the one-time payment so the employee receives the full amount after taxes.**

**Answer: D**

Explanation:

The Gross Up option on a one-time payment plan instructs Workday to calculate and add additional earnings so that the employee receives a net amount equal to the target value, after applicable taxes are withheld.

This is commonly used for bonuses, relocation payments, or awards where the employer agrees to cover the tax impact.

When Gross Up is enabled, Workday works with Payroll to determine the required gross amount that results in the desired net payment. Taxes are always applied by payroll regardless of this setting; the checkbox simply controls whether Workday compensates for them.

Gross Up does not require manual adjustment, nor does it only display tax information. It is an automated calculation designed to meet net-pay commitments.

Therefore, option A is the correct answer.

### NEW QUESTION # 63

You must add an approval by the HR executive on the Hire business process. To reduce the number of tasks sent to the HR executive, you want to group the steps to approve the hire details, compensation, and organization assignment details.

After you add a step to group all approvals, what additional task must you complete?

- A. Maintain Step Conditions
- **B. Configure Consolidated Template**
- C. Configure Consolidated Approval
- D. Maintain Step Delay

**Answer: B**

Explanation:

In Workday HCM, consolidated approvals are used within business process definitions to reduce approval fatigue by grouping multiple related approval steps into a single task for the approver. This is especially useful for senior leaders, such as HR executives, who otherwise might receive several separate approval tasks for the same transaction—such as hire details, compensation, and organization assignments.

When you add a Consolidated Approval step to a business process, that step alone does not define what information is presented to the approver. To complete the configuration and make the consolidated approval functional, you must also complete the Configure Consolidated Template task. This task defines the approval layout and content, specifying which sections, fields, and business process steps are grouped and displayed together in the single approval task.

Without configuring the consolidated template, Workday does not know how to combine the approval content, and the consolidation will not behave as intended. The template controls the user experience for the approver and ensures all required

information is reviewed in one place.

The other options do not meet this requirement. Maintain Step Conditions controls when a step runs but does not define consolidation behavior. Configure Consolidated Approval is not a delivered standalone task; consolidation is driven by the step and its template. Maintain Step Delay controls timing, not task grouping.

From a Workday Pro HCM best-practice perspective, adding a consolidated approval step must always be paired with Configure Consolidated Template to complete the setup. Therefore, the correct and Workday-verified answer is Configure Consolidated Template.

#### NEW QUESTION # 64

A worker in a job management organization retires.

Which statement describes what happens to the worker's job?

- A. The job overlaps with the manager's position until filled.
- B. The job remains open and available for backfill.
- C. The job no longer exists.
- D. The job is frozen until filled.

**Answer: C**

Explanation:

In Workday HCM, it is critical to understand the distinction between job management and position management, as worker movement and vacancy behavior differ significantly between the two staffing models. In a job management organization, workers are hired into jobs, not into discrete position objects.

Jobs in this model do not represent fixed headcount slots; instead, they are simply descriptive attributes assigned to workers.

When a worker in a job management organization retires, the worker's job assignment ends with the worker.

Because job management does not maintain a separate position record, there is no concept of a job remaining open, being frozen, or awaiting backfill. Once the worker exits the organization, the job itself effectively no longer exists unless another worker is hired into the same job profile through a separate hiring event.

Option A is incorrect because leaving a role open for backfill applies only to position management, where positions are persistent objects that can remain vacant and be refilled. Option B is invalid, as Workday does not support overlapping jobs in this manner.

Option D is also incorrect because freezing applies to positions, not jobs.

From a Workday Pro HCM best-practice perspective, this behavior reinforces why job management is often used for organizations that require greater flexibility, such as high-volume or seasonal hiring. There is no headcount lock tied to individual jobs, and staffing levels are managed through hiring rules and organizational limits rather than position vacancies.

Therefore, the correct and Workday-verified outcome is that the job no longer exists once the worker retires in a job management organization.

#### NEW QUESTION # 65

Refer to the following scenario to answer the question below.

A position has the following restrictions:

\* Job Profile: Staff HR Representative

\* Location: New York, San Francisco

\* Worker Type: Employee

All other optional values are blank.

An HR Partner hires an employee into this position.

What is the status of this position?

- A. Closed
- B. Filled
- C. Frozen

**Answer: B**

Explanation:

In Workday HCM, within the position management staffing model, each position represents a single headcount slot that can be occupied by only one worker at a time. The status of a position automatically updates based on staffing activity, particularly when a worker is hired, transferred, or terminated.

In this scenario, an HR Partner successfully hires an employee into the position. Once the hire transaction is completed and reaches the completion step of the Hire business process, Workday assigns the worker to the position. As a result, the position's status

automatically changes to Filled. This status indicates that the position is currently occupied by a worker and is no longer available for hiring or backfill unless the incumbent leaves the position.

The defined hiring restrictions-job profile, location, and worker type-are used only to control who can be hired into the position. Once a worker who meets these restrictions is hired, those restrictions no longer influence the position's status. The fact that all other optional values are blank does not affect the outcome, as unrestricted fields do not prevent the position from being filled.

Option B, Closed, would apply only if the position were explicitly closed through a position management action, such as eliminating the role. Option C, Frozen, would apply if the position were intentionally placed on hold to prevent hiring, which is not described in this scenario.

From a Workday Pro HCM perspective, the system behavior is clear and consistent: when a worker is hired into a position-managed role, the position becomes Filled. Therefore, the correct and Workday-verified answer is Filled.

## NEW QUESTION # 66

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