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

Topic	Details
Topic 1	<ul style="list-style-type: none">• 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.

Topic 2	<ul style="list-style-type: none"> • 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 3	<ul style="list-style-type: none"> • Business Process Configuration: Step-Level: 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.
Topic 4	<ul style="list-style-type: none"> • 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 5	<ul style="list-style-type: none"> • 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 6	<ul style="list-style-type: none"> • 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 7	<ul style="list-style-type: none"> • 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 8	<ul style="list-style-type: none"> • 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 9	<ul style="list-style-type: none"> • 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.
Topic 10	<ul style="list-style-type: none"> • 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 11	<ul style="list-style-type: none"> • Report Security: 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.
Topic 12	<ul style="list-style-type: none"> • 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 13	<ul style="list-style-type: none"> • 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 14	<ul style="list-style-type: none"> • 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.
Topic 15	<ul style="list-style-type: none"> • 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 16	<ul style="list-style-type: none"> • 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 17	<ul style="list-style-type: none"> • 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.

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Workday Pro HCM Core Certification Exam Sample Questions (Q49-Q54):

NEW QUESTION # 49

Your client wants to group job profiles by departments (such as Human Resources, Accounting, Supply Chain). What field should the client use when creating a job profile?

- A. Job Category
- B. Job Classification
- **C. Job Family/Job Family Group**
- D. Job Profile Name

Answer: C

Explanation:

The correct answer is A - Job Family/Job Family Group.

In Workday, Job Families and Job Family Groups are used to organize Job Profiles into logical categories for reporting, analysis, and security. This structure helps organizations group related roles, such as "HR Generalist" and "HR Business Partner" under the Human Resources Job Family, and all HR-related families under the Corporate Services Job Family Group.

When creating or editing a Job Profile, assigning a Job Family allows Workday to automatically associate it with the corresponding Job Family Group. These relationships are vital for talent management, compensation structures, and reporting purposes (for example, grouping compensation grades by department).

Reference: Workday Pro HCM - Job Profiles, Job Families, and Job Family Groups, "Organizing Job Profiles into Hierarchical Structures."

NEW QUESTION # 50

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

- A. Sub Level Sort
- B. Share

- C. Sort
- **D. Filter**

Answer: D

Explanation:

The correct answer is Filter.

In Workday reporting, filters are used to narrow down report results based on specific data criteria, such as location, supervisory organization, or worker type. By applying a filter condition to include only workers whose location equals Toronto or Montreal, the report output dynamically restricts data to meet those parameters.

Filters can be added to both custom and advanced reports and can include multiple conditions combined with logical operators (AND/OR). Unlike Sort (which arranges results in a specific order) or Share (which defines who can view or edit the report), a Filter directly 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 # 51

You recently created a supervisory organization that uses the Position Management staffing model. Before you can hire into the organization, what business process must you execute first?

- **A. Create Position**
- B. Edit Position
- C. Change Job
- D. Hiring Restrictions

Answer: A

Explanation:

The correct answer is B - Create Position.

In Workday, when a supervisory organization uses the Position Management staffing model, each hire must be associated with a specific position. Before initiating a hire, an administrator or HR partner must execute the Create Position business process to establish that position record.

This process defines critical attributes such as:

- * Job Profile (e.g., HR Analyst, Accountant),
- * Location,
- * Time Type (Full-time/Part-time),
- * Worker Type (Employee or Contingent Worker),
- * Availability Date and Earliest Hire Date, and
- * Position Restrictions that control who and how hiring can occur.

Once the position is created and approved through the configured workflow, it becomes available for hiring via the Hire Employee business process. Without an open, approved position, the system will not allow a hire in Position Management organizations.

Reference: Workday Pro HCM - Staffing Model Fundamentals, "Creating Positions and Hiring within Position Management Supervisory Organizations."

NEW QUESTION # 52

Scenario:

A new supervisory organization has been created. The staffing model has been assigned so that there is no limit on the number of jobs that are filled.

Before you can hire into the organization, what business process must you execute first?

- A. Edit Staffing Model
- B. Create Position
- **C. Hiring Restrictions**
- D. Change Job

Answer: C

Explanation:

The correct answer is C - Hiring Restrictions.

When a supervisory organization uses the Job Management staffing model (which has no limit on the number of jobs that can be filled), hiring is controlled through Hiring Restrictions rather than position management.

The Edit Hiring Restrictions business process must be configured before initiating hires to define:

- * Worker Type (Employee or Contingent Worker)
- * Location
- * Job Family and Job Profile
- * Time Type (Full-time or Part-time)

These restrictions determine what roles and worker types can be staffed in that supervisory organization.

Unlike Position Management, there is no need to create or approve individual positions beforehand.

Reference: Workday Pro HCM - Staffing Models and Hiring Configuration, "Establishing Hiring Restrictions in Job Management Organizations."

NEW QUESTION # 53

How can a user become a member of an organization-based security group? (Select two correct answers.)

- A. The user is a member of the Human Resources job family.
- **B. The user is a member of the Information Technology cost center hierarchy.**
- C. The user is located in London, Paris, and Rome.
- **D. The user is a member of the Europe Location Hierarchy.**

Answer: B,D

Explanation:

The correct answers are B and C.

Organization-based security groups derive membership automatically from an organizational structure in Workday—such as supervisory, cost center, region, or location hierarchies. Users are included in the group based on their association with that organization or hierarchy.

* B. If a user is part of the Europe Location Hierarchy, they automatically gain access assigned to that organization-based security group.

* C. Similarly, users belonging to the Information Technology cost center hierarchy are included in the corresponding cost center-based security group.

Options A and D are incorrect because location membership alone (without organizational hierarchy) or job family assignment does not control membership in an organization-based group.

Reference: Workday Pro HCM - Security Fundamentals, "Organization-Based Security Groups and Derived Membership" section.

NEW QUESTION # 54

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