#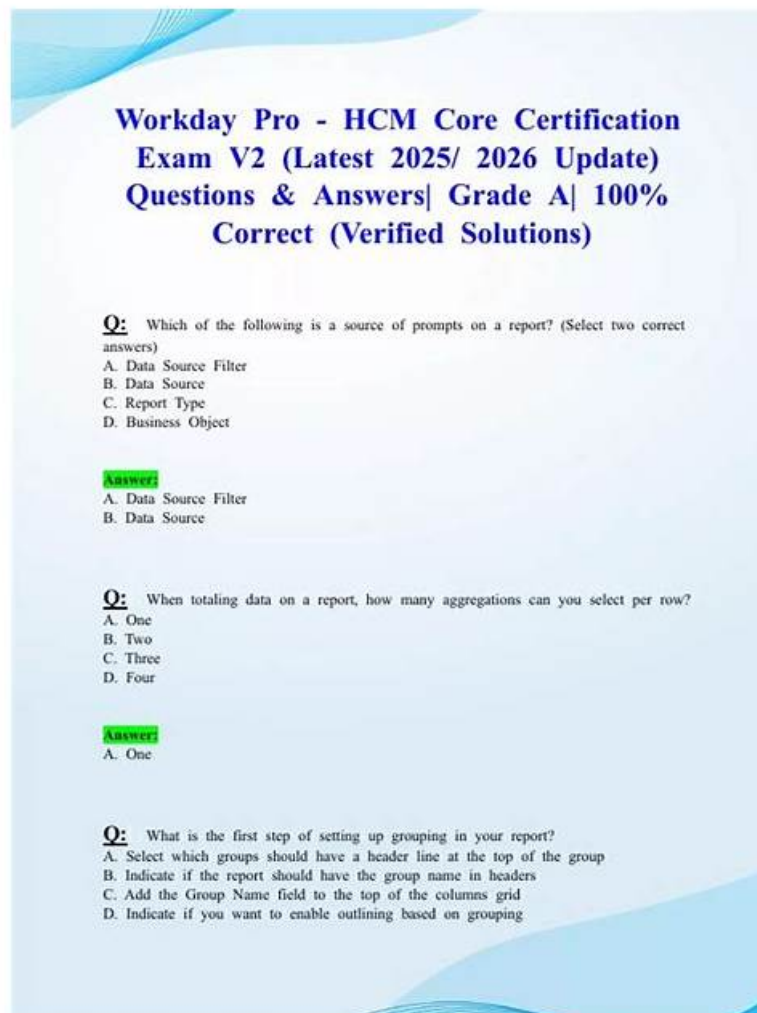 2026 Valid Workday-Pro-HCM-Core Exam Testking - Workday Pro HCM Core Certification Exam Realistic Reliable Exam Review Pass Guaranteed Quiz

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

Topic	Details

Topic 1	• 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 2	• 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 3	• 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 4	• 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 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	• 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 7	• 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 8	• 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 9	• 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 10	• 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 11	• 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	• 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 13	• 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 14	• 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.

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Workday Pro HCM Core Certification Exam Sample Questions (Q107-Q112):

NEW QUESTION # 107
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. Location Hierarchy
- B. Matrix
- C. Supervisory
- D. Pay Group

Answer: B

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 # 108
What report can you run to visualize the organizational structure?

- A. Job Catalog

- B. Find Events
- C. Navigate Hierarchy
- D. Find Workers

Answer: C

Explanation:
In Workday HCM, understanding and reviewing the organizational structure is essential for workforce planning, management reporting, and operational decision-making. Workday delivers several standard reports and tasks, but only one is specifically designed to visually display organizational hierarchies in an intuitive and navigable format: Navigate Hierarchy.
The Navigate Hierarchy report allows users to visually explore organizational structures such as supervisory organizations, company structures, cost centers, and other hierarchy-based organizations. This report presents parent-child relationships clearly, enabling users to drill up and down the hierarchy to understand reporting lines, organizational ownership, and structural alignment. It is especially useful for HR partners, managers, and business leaders who need a quick visual representation of how the organization is structured.
Other options do not meet this requirement. Find Events focuses on business process events and transactions, not organizational relationships. Job Catalog displays job profile details and job architecture information, not organizational hierarchies. Find Workers returns worker records and employment details but does not visualize how organizations are structured.
From a Workday Pro HCM perspective, Navigate Hierarchy is the correct tool when the objective is visualization rather than data extraction. It supports real-time navigation and provides immediate insight into how organizations relate to one another within the tenant. This makes it the preferred and Workday-verified report for reviewing and understanding organizational structures.
Therefore, the correct answer is Navigate Hierarchy, as it is specifically designed to visualize organizational hierarchies in Workday.

NEW QUESTION # 109
What Workday-delivered standard report displays job profile details?

- A. All Jobs
- B. Job Catalog
- C. Job History
- D. Find Workers

Answer: B

Explanation:
Workday provides a wide range of standard delivered reports to support workforce analysis, job architecture review, and organizational planning. When the requirement is to view job profile details, the correct Workday-delivered standard report is the Job Catalog. The Job Catalog report is specifically designed to display detailed information about job profiles that exist in the tenant.
The Job Catalog report presents comprehensive job profile attributes such as job title, job family, job family group, job category, management level, worker type eligibility, and other job architecture-related fields. This report is commonly used by HR administrators, compensation teams, and organizational design partners to review and validate job structures across the enterprise. Because job profiles are foundational objects in Workday HCM, the Job Catalog serves as the primary reporting tool to analyze and audit these profiles.
Other options do not meet this requirement. Find Workers focuses on worker data and employment details, not job profile configuration. Job History reports historical job changes for workers and does not display standalone job profile definitions. All Jobs typically reflects jobs held by workers or staffing data rather than the underlying job profile setup.
From a Workday Pro HCM perspective, understanding the distinction between job profiles and worker job assignments is critical. The Job Catalog report aligns directly with job architecture governance and supports reporting needs related to job design, standardization, and compliance. Therefore, the correct and fully Workday-verified answer is Job Catalog, as it is the standard report that displays detailed job profile information.

NEW QUESTION # 110
You are updating a business process and need to exclude the initiator from completing a step. What task do you use?

- A. Maintain Step Help-Text
- B. Maintain Step Delay
- C. Maintain Step Conditions
- D. Maintain Advanced Routing

Answer: D

Explanation:
When configuring a business process, if the requirement is toexclude the initiator from completing a step, the correct configuration point is withinMaintain Advanced Routing. This task allows administrators to control and customizerouting restrictionsand participant logic for each step.
Using theMaintain Advanced Routingtask, you can define whether the initiator should be included or excluded as a potential assignee for the step. This ensures segregation of duties and compliance - for example, preventing an employee who initiated a Change Job event from approving or reviewing their own transaction.
Options A, B, and D are incorrect:
* Maintain Step Conditions (A)is used to apply condition rules to control whether a step executes but not who performs it.
* Maintain Step Help-Text (B)is used only to provide user instructions within the BP interface.
* Maintain Step Delay (D)controls timing between steps, not participant assignment.
Reference (Paraphrased Source):
Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Advanced Routing and Participant Restrictions" and "Business Process Step Configuration Options."

NEW QUESTION # 111

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

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 # 112

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