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Workday Pro HCM Reporting Certification Exam Guide

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

Topic	Details
Topic 1	Reporting: Business Reporting is used to inform management and investors of information such as financial performance, the market outlook, or the performance of a specific department. Candidates are tested for their business reporting skills.
Topic 2	Calculated Fields: This domain assesses the skills of candidates regarding calculations. A calculation is a deliberate process that transforms one or more inputs into one or more results.

Topic 3	• Human Capital Management: Human capital is a concept used by economists and social scientists to designate personal attributes considered useful in the production process. Candidates are assessed for their HCM skills.
Topic 4	• Composite Reporting: This domain of the Workday Pro HCM Reporting Certification exam measures the skills of HRIS Analysts and covers building and managing Composite Reports to deliver advanced insights across Workday HCM data.

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Workday Pro HCM Reporting Certification Exam Sample Questions (Q25-Q30):

NEW QUESTION # 25

The benefits manager position has recently been filled by a different worker. The previous benefits manager has transferred ownership of the report schedules to the new manager. Month end is coming up and the new manager is wondering which reports are scheduled to be run automatically.

Where can the manager view this information?

- A. My Reports Library
- **B. The Scheduled Future Processes report**
- C. My Tasks
- D. The Process Monitor report

Answer: B

Explanation:

Workday provides the Scheduled Future Processes report to review which reports are scheduled to run automatically. This report displays the recurrence details and execution times of all scheduled reports, allowing managers to confirm upcoming automated report runs.

From the Workday Reporting documentation:

"Workday provides scheduling options to run reports at set frequencies. You can confirm upcoming scheduled report runs in the Scheduled Future Processes report." Therefore, the correct answer is D. The Scheduled Future Processes report.

NEW QUESTION # 26

You want to create a report that groups all employees by area code. However, the field you are pulling from contains the entire phone number.

- A. Format Number
- B. Format Text
- C. Concatenate Text
- **D. Substring Text**

Answer: D

Explanation:

The Substring Text function in Workday calculated fields extracts a portion of a string based on character position and length. To

capture the area code from a phone number (e.g., the first three digits of a 10-digit number), you define the substring starting at position 1 with a length of 3.

From Workday Reporting documentation:

"Substring Text - Returns a portion of a text string based on a starting position and specified length." Example: Phone number 4155551234 → Substring(1,3) = 415.

Therefore, the correct choice is A. Substring Text.

NEW QUESTION # 27

You need to create a matrix report that evaluates the effectiveness of recruiters on each region.

How can you ensure the report displays the percentage of hires for each recruiter in relation to all recruiters and regions?

- A. Use a Count summarization to aggregate all data at the row level
- **B. Select the Percent of Overall Total option on the Number of Hires summarization**
- C. Create a calculated field using the Sum function on the Number of Hires summarization
- D. Create a Calculation summarization to show the percentage of hires for each region

Answer: B

Explanation:

Matrix reports in Workday allow grouping of data, applying summarizations, and drilling into the summaries for deeper analysis. To calculate percentages relative to the overall total, Workday provides a built-in summarization option called "Percent of Overall Total." This option is applied to numeric summarizations like "Number of Hires." From the Workday Reporting Guide:

"Matrix reports allow you to group data, summarize the metrics for each grouping, and drill into the summarizations for further analysis."

"You can apply different summarizations such as Count, Sum, Average, and Percent of Overall Total on numeric fields." (Matrix Report Options - Workday Module 1 Binder) Therefore, to show the percentage of hires per recruiter relative to the grand total across recruiters and regions, you would select "Percent of Overall Total" on the Number of Hires summarization.

NEW QUESTION # 28

A Hire event has an Effective Date of 09/02/2023.

What would be the Record Date of the Hire event on the Trended Workers object?

- A. 9/1/2023
- B. 10/31/2023
- **C. 9/30/2023**
- D. 9/2/2023

Answer: C

Explanation:

In Workday trending reports, the Record Date for a transaction is not always the same as the event's Effective Date. Instead, trending data is captured based on the periodicity of the trended workers configuration, most commonly set to the end of each month. For Hire events, the Effective Date is when the change takes effect in the system, but the trended data is stored using the month-end Record Date.

From the Workday binder: "Trended Workers captures snapshots of worker data at periodic intervals (e.g., monthly, quarterly). A transaction such as a hire or termination is recorded in trending as of the last day of the period in which the effective date occurs." In this scenario, the Hire Effective Date of 09/02/2023 falls in September. The Record Date is therefore the last day of September, 09/30/2023, not the effective date itself.

Thus, the correct answer is C. 9/30/2023.

NEW QUESTION # 29

A recruiter is running a dashboard and no data is appearing in the Top New Applications by Job Profile worklet tile.

What could be the cause of the issue?

- A. The dashboard configuration does not include Top New Applications by Job Profile as a required worklet.
- B. The recruiter does not have access to the Top New Applications by Job Profile report.
- C. The recruiter does not have access to the domain securing the dashboard.

- **D. The recruiter has constrained access to the report's data source or data source filter.**

Answer: D

Explanation:

If a recruiter sees an empty dashboard tile, the most likely cause is constrained security access. Even though the dashboard is properly configured and the worklet is enabled, Workday's security framework ensures that report results vary by user depending on their role and assigned constraints.

From the Workday Reporting binder: "Report results differ between users if security constraints apply. Constrained security groups grant access only to a subset of data... Unconstrained security groups grant users access to all target instances of a securable item". In this scenario, the recruiter likely has constrained access to only their supervisory organization or region. As a result, the "Top New Applications by Job Profile" report returns no records in the worklet tile.

Other options are less likely: if the recruiter lacked access to the report entirely, the tile would not appear; required vs. optional dashboard configuration would not impact existing data visibility; and domain-level security applies to report access, not data filtering.

Therefore, the correct answer is C. The recruiter has constrained access to the report's data source or data source filter.

NEW QUESTION # 30

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