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

Topic	Details
Topic 1	<ul style="list-style-type: none"><li>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.</li></ul>
Topic 2	<ul style="list-style-type: none"><li>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.</li></ul>
Topic 3	<ul style="list-style-type: none"><li>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.</li></ul>

Topic 4	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 6	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 7	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 8	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 9	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 10	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 11	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 12	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 13	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 14	<ul style="list-style-type: none"> <li>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.</li> </ul>

Topic 15	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 16	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 17	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 18	<ul style="list-style-type: none"> <li>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.</li> </ul>

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### Workday Pro HCM Core Certification Exam Sample Questions (Q21-Q26):

#### NEW QUESTION # 21

You are configuring the Job Change business process. You need to determine whether to send a step to the current manager or the proposed manager.

What option can you use?

- A. Validation Condition rule
- B. Maintain Advanced Routing Restriction
- C. Routing Modifier**
- D. Entry Condition rule

**Answer: C**

**Explanation:**

The correct option is Routing Modifier.

In Workday, Routing Modifiers are used to dynamically adjust the routing of approval or review steps within a business process based on contextual changes, such as whether a worker's supervisory organization or manager is changing. This configuration allows the system to intelligently determine whether the approval or notification step should go to the current manager (before the change) or the proposed manager (after the change).

For example, in the Job Change business process, when an employee is transferring to a new organization or manager, a routing modifier ensures that pre-transfer approvals route to the current manager, while post- transfer approvals route to the new (proposed) manager. This ensures accurate accountability and process flow alignment.

Reference: Workday Pro HCM - Business Process Configuration and Routing, "Using Routing Modifiers in Business Processes" section.

#### NEW QUESTION # 22

You need to give a security group permission to access theChange My Phototask. You do not know what security policy houses the task.

What report could you run to determine the policy to which you need to assign the security group?

- A. View Security Groups for User
- **B. View Security for Securable Item**
- C. View Pending Security Policy Changes
- D. View Security Group

**Answer: B**

Explanation:

The correct report isView Security for Securable Item

In Workday, each task, report, or domain is considered asecurable itemthat is protected by one or more security policies. When an administrator needs to identify which policy governs access to a particular task- such asChange My Photo-they use theView Security for Securable Itemreport.

This report provides detailed insight into:

- \* The domain or business process associated with the securable item,
- \* The relatedsecurity policies,
- \* Whichsecurity groupscurrently have access, and
- \* Thepermissions(view, modify, initiate, etc.) assigned.

Using this report helps determine the correct security domain to update when granting or revoking access.

Reference:Workday Pro HCM -Security Fundamentals, "Analyzing Access Using 'View Security for Securable Item'" section.

#### NEW QUESTION # 23

You want a report's results to be organized by the name of the worker's supervisory organization for any user running the report.

What report configuration accomplishes this?

- A. Share
- **B. Sort**
- C. Subfilter
- D. Filter

**Answer: B**

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Reporting and Analytics Guide, 2023R2): In Workday Reporting, to organize or arrange the display of report results based on specific criteria - such as theSupervisory Organization Name- you use theSortconfiguration option.

Sorting determines the order in which records appear when the report is executed. In this case, by sorting on the Supervisory Organization Name field, all workers will be grouped together under their respective organization, making the output intuitive and structured for analysis.

Option B (Share) controls who has access to the report.

Option C (Filter) limits which records are included in the results.

Option D (Subfilter) refines filter logic but does not control display order.

Thus,Sortis the correct configuration feature to organize report results for any user running the report.

Reference (Paraphrased Source):

Workday Pro HCM Core - Reporting Configuration and Design Guide (2023R2), Section: "Sorting, Grouping, and Display Options in Custom Reports."

#### NEW QUESTION # 24

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. Matrix**

- B. Supervisory
- C. Location Hierarchy
- D. Pay Group

**Answer: A**

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 # 25**

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

**Answer: A,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 # 26**

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