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

Topic	Details
Topic 1	<ul style="list-style-type: none">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 2	<ul style="list-style-type: none">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 3	<ul style="list-style-type: none">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.
Topic 4	<ul style="list-style-type: none">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.

Workday Pro HCM Reporting Certification Exam Sample Questions (Q60-Q65):

NEW QUESTION # 60

A user needs to view additional data on the delivered Headcount By Job Profile report.
What should you recommend?

- A. Export the standard report to a data warehouse
- B. Copy and modify the standard report
- C. Edit the standard report
- D. Create a custom report from scratch

Answer: B

Explanation:

Workday delivers many standard (delivered) reports that are available to all customers. These reports are a great starting point but are not editable directly. If the delivered report does not meet your requirements, you should copy it and then modify the copy to create a custom report. This ensures that you retain the delivered report as-is, while still tailoring the report output to your business needs.

From the Workday Module 1 and 2 Reporting sections:

"Workday delivers standard reports that are available for all customers. If necessary, you can copy many of the Workday-delivered reports to create a custom report and modify it as needed."

"There still may not be a report that meets my specific needs though. In that case, I can either create a report from scratch or copy a delivered report and make changes."

"Standard reports are already available in all customer tenants and span across the functional areas in Workday. Workday creates standard reports using either the report writer tool or XpressO. However, you can copy and modify reports created with report writer as needed." Therefore, the correct recommendation is to copy and modify the delivered Headcount By Job Profile report (Option D) instead of editing the original.

NEW QUESTION # 61

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

Answer: D

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 # 62

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

Answer: D

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 # 63

You need a calculated field that returns whether or not the initiator for a Manage Goals event is the worker's manager.

- A. Evaluate Expression
- B. Evaluate Expression Band
- **C. True/False Condition**
- D. Lookup Related Value

Answer: C

Explanation:

The True/False Condition calculated field is used to return Boolean results (True or False) based on defined criteria. In this scenario, the field must evaluate whether the event initiator equals the worker's manager. By setting that condition, the calculated field will return True if the initiator is the manager and False otherwise.

From Workday Reporting documentation:

"True/False Condition - Creates a Boolean field that evaluates a condition and returns True or False depending on whether the condition is met." Thus, the correct answer is B. True/False Condition.

NEW QUESTION # 64

You are building a report to identify employees who have exceeded the allowed number of 10 sick days in the current year. Using the Sick Days Taken field, what is the correct formula to create a Boolean calculated field that returns True if an employee has exceeded the allowed number of sick days?

- A. Sick Days Taken >= 10
- B. Sick Days Taken = 10
- C. Sick Days Taken = False
- **D. Sick Days Taken > 10**

Answer: D

Explanation:

To check whether a worker's sick days exceed the threshold of 10, you must define a Boolean condition. The expression Sick Days Taken > 10 evaluates to True when the value is greater than 10, and False otherwise.

From Workday Reporting documentation:

"True/False conditions can be created using numeric comparisons such as greater than (>), less than (<), or equal to (=). These return True or False depending on the worker's data." Thus, the correct formula is A. Sick Days Taken > 10.

NEW QUESTION # 65

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