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

Topic	Details
Topic 1	<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 2	<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 3	<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.
Topic 4	<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.

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Workday Pro HCM Reporting Certification Exam Sample Questions (Q29-Q34):

NEW QUESTION # 29

You are building a report that shows employee performance ratings and their associated performance review details. The report uses the Performance Review primary business object. Using a calculated field, what formula should you use to retrieve the employee's job title from the related Worker business object?

- A. Aggregate Related Instances
- B. Evaluate Expression Band
- C. **Lookup Related Value**
- D. Lookup Range Band

Answer: C

Explanation:

The correct choice is Lookup Related Value, because this function allows you to retrieve a field from a related business object that is not directly stored on your primary object. In this scenario, the primary business object is Performance Review, which holds performance-related data but not job-related data such as Job Title. Since Job Title resides on the Worker business object, you need to link from Performance Review to Worker and then retrieve Job Title.

The Workday reporting guide explains: "Lookup Related Value - Returns a field from a related business object. Use this to bring data from associated objects into a report when the field is not directly available on the primary object.". This ensures the Performance Review data can be combined with Job Title for meaningful insights.

By contrast, Aggregate Related Instances is used to roll up multiple related values, Range Band applies thresholds, and Evaluate Expression Band is used for conditional ranges, not cross-object retrieval.

NEW QUESTION # 30

The Chief Learning Officer wants you to build a report that lists all current learning content and any information you have relating to ratings and popularity.

How should you find the relevant fields and data sources that are available for you to create this report?

- A. **Run the Business Object Details report**
- B. Access the View Custom Report task
- C. Run the Workday Standard Reports report
- D. View the Learning dashboard

Answer: A

Explanation:

To locate the correct fields and data sources for a custom report, Workday provides the Business Object Details report. This report displays all available fields, relationships, and related business objects that can be included in reporting. It ensures report writers can confirm which fields (e.g., Learning Content, Ratings, Popularity) are accessible for use.

From the Workday Reporting documentation:

"The report data source provides the view into the primary business object. This object gives you access to class report fields as

well as links to related business objects."

"The Business Object Details report is used to view which fields are available for reporting." Therefore, the correct answer is B. Run the Business Object Details report.

NEW QUESTION # 31

You would like to create an advanced report that contains information about employees and their dependents. Where can you go to identify the field that links the two business objects, Worker and Dependent?

- A. The business object's Related Actions > Reporting > Report Fields and Values
- B. The Related Business Object column of the Report Fields report
- **C. The Related Business Objects tab of the Business Object Details report**
- D. The Columns tab of a report definition

Answer: C

Explanation:

To connect multiple business objects in reporting, Workday provides the Business Object Details report. The Related Business Objects tab within this report shows how different business objects are linked (e.g., Worker to Dependent). This enables report writers to identify which fields connect the primary and secondary objects.

From the Workday Reporting documentation:

"The report data source provides the view into the primary business object. This object gives you access to class report fields as well as links to related business objects." Therefore, the correct answer is C. The Related Business Objects tab of the Business Object Details report.

NEW QUESTION # 32

A customer was receiving a report on a weekly basis but has not received it since the new year started. What task should you use to confirm the report frequency?

- A. View Alerts
- B. Mass Operation Management
- **C. Scheduled Future Processes**
- D. Run History

Answer: C

Explanation:

When a report is scheduled to run at a recurring interval (daily, weekly, monthly, etc.), Workday tracks this under the Scheduled Future Processes report. This task allows administrators and report owners to view when reports are set to run, the frequency of execution, and the schedule start and end dates. If a report stopped running after the new year began, the most likely cause is that the scheduling end date expired on December 31, meaning no new jobs were generated for the new year.

From the Workday Reporting binder: "Workday provides scheduling options to run reports at set frequencies. You can confirm upcoming scheduled report runs in the Scheduled Future Processes report." This provides visibility into whether the report is still scheduled and when it is next expected to execute.

The other answers are incorrect: View Alerts relates to system notifications, Mass Operation Management is not for reporting, and Run History shows past runs but not future scheduling. The correct option is C. Scheduled Future Processes.

NEW QUESTION # 33

Two people run the same report. One person can view all columns but the other person can only view some columns. Why is the second user missing columns?

- A. The report uses an indexed data source.
- B. The second user is not the report owner.
- **C. The second user does not have access to the domain that secures the field.**
- D. The first user did not manually share the report with the second user.

Answer: C

Explanation:

Access to report fields in Workday is governed by security domains. If a user lacks access to the security domain that secures specific report fields, those fields will not appear in the report output for that user.

From the Workday Reporting documentation:

"A security group gets access to a security domain, which is a predefined set of related securable items. Securable items can include reports, tasks, data sources, and report fields." Therefore, the correct answer is C. The second user does not have access to the domain that secures the field.

NEW QUESTION # 34

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