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Workday Pro HCM Core Exam Guide

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Workday Pro HCM Reporting Certification Exam Sample Questions (Q59-Q64):

NEW QUESTION # 59

You are viewing a worker's Workday profile and would like to know more about the data behind the worker's job profile of Senior Benefits Analyst so that you can plan a report.

What is the quickest way to identify the business object associated with this field and other relevant field values relating to this instance?

- A. Run the Report Fields report.
- **B. Select the job profile's Related Actions icon and select Reporting > Report Fields and Values.**
- C. Create a custom report using the Create Custom Report task.
- D. Run the Business Object Details report for the Job Profile business object.

Answer: B

Explanation:

The Report Fields and Values option is available via the Related Actions icon for fields on worker profiles. This is the quickest way to see which business object is tied to the field (e.g., Job Profile) and which field values are available for reporting.

From the Workday documentation:

"To determine which business object a field belongs to and the values available for that field, select the Related Actions > Reporting > Report Fields and Values option." Thus, the quickest method is B. Select the job profile's Related Actions icon and select Reporting > Report Fields and Values.

NEW QUESTION # 60

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

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 B. The Scheduled Future Processes report.

NEW QUESTION # 61

You transferred ownership of your report to an HR Analyst. Then, you run the Custom Report Exception Audit report, and a critical error appears next to the report you just transferred.

Why could this be?

- A. The HR Analyst is not in the same location as you are.
- B. The report has prompts.
- **C. The HR Analyst does not have access to all of the fields on the report.**
- D. The report is not shared with anyone.

Answer: C

Explanation:

The Custom Report Exception Audit report identifies errors in custom reports, such as missing security access. If a new report owner does not have access to one or more fields on the report, it will trigger a critical error.

From the Workday Reporting documentation:

"The Custom Report Exception Audit report identifies issues such as missing field access when ownership of a report is transferred." Therefore, the correct answer is A. The HR Analyst does not have access to all of the fields on the report.

NEW QUESTION # 62

A composite report sorts output based on the last column in ascending order. You want the sort to be based on the second to last column in descending order.

Where do you make this change?

- A. Dynamic data row
- B. Combine data row
- C. Second to last column
- D. Report settings

Answer: C

Explanation:

In Workday composite reports, sorting behavior is controlled at the column level, not globally. Each column in a composite report can be configured with its own sort order (ascending or descending). When a composite report is sorting by the last column, it means that column has an active sort configuration applied.

To change the sort to the second to last column and set it to descending, you must edit that specific column's configuration and adjust the sort settings accordingly. Workday evaluates column sorting in sequence, and the active column-level sort determines the output order.

From the Workday HCM Reporting documentation:

"Composite reports support column-based sorting. Sorting is defined within the column configuration and determines the order in which results display."

"To change sort behavior, update the sort settings on the appropriate column." The other options are incorrect because dynamic data rows control layout flexibility, combine data rows merge subreport results, and report settings manage prompts and general options-not sorting logic.

NEW QUESTION # 63

You want to view benefit cost by benefit enrollment for the current year compared to the prior year to evaluate increases or decreases in plan enrollment, displaying formatted cost and count variance calculations.

What type of report would allow you to do this?

- A. Trending Report
- B. Composite Report
- C. Advanced Report
- D. Matrix Report

Answer: A

Explanation:

To evaluate year-over-year changes in benefit costs and enrollments, you need historical data comparisons over time. The Trending Report type is designed for exactly this use case, leveraging data sources like Trended Workers to display snapshots at periodic intervals and calculate variances between time periods.

From the Workday binder: "Trending reports allow you to track changes to worker data across time. These reports support analysis of headcount, demographics, benefit enrollments, and cost variances year-over-year or month-over-month." Advanced and Matrix reports provide strong analysis capabilities, but they are based on current or related effective-dated data, not time-series snapshots. Composite reports combine multiple subreports but do not inherently manage trending data or variance calculations across years. Therefore, the only correct option for year-over-year benefit enrollment and cost variance is D. Trending Report.

NEW QUESTION # 64

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