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

Topic	Details
Topic 1	<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 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"> 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 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.

Workday Pro HCM Reporting Certification Exam Sample Questions (Q27-Q32):

NEW QUESTION # 27

A report that uses an indexed data source is running slowly for an HR analyst. The report is sorted by the Worker object field. What can you do to improve the sorting performance?

- A. Select the Sort by First Accessible Column checkbox
- B. Sort by the Full Name (text) field instead
- C. Create a calculated field that only pulls the first name of the worker
- D. Change the data source on the report

Answer: B

Explanation:

When reports use Indexed Data Sources, performance issues can arise if sorting is attempted on fields that are not indexed. In the case of the Worker object, sorting directly by the Worker object field is slower. Workday best practice is to sort by text-based fields such as the "Full Name (text)" field, which improves query performance because it leverages indexed fields.

From the Workday reporting materials:

*For indexed data sources, performance improves when sorting by text fields such as Full Name (text), instead of object fields. Sorting by object fields causes slower performance, whereas text-based fields use the

NEW QUESTION # 28

An HR analyst has many visualizations in different discovery boards that use the Workers for HCM Reporting data source on the Worker primary business object. The analyst wants to drill into one of the visualizations by Worker. Upon drilling, the analyst notices that Worker is not a listed Drill By field option. They want to drill by Worker without editing the Drill By list of the other visualizations.

How would the analyst configure this?

- A. Add Worker as a Drill By field from the Maintain Field Lists for Discovery Boards report.
- B. Create a control from a sheet filter and filter the data by Worker from the Control Panel.
- C. Drag and drop the Worker field in one of the dimensions of this visualization in the Builder Panel.
- D. Override the Drill By field list and add Worker in the Configuration Panel for this visualization.

Answer: D

Explanation:

In Discovery Boards, drill behavior is defined in the Drill By field list. To add Worker as a drillable option in just one visualization, the analyst can override the Drill By list in the Configuration Panel of that visualization. This allows Worker to appear as a drill dimension without altering the defaults applied across other visualizations.

From the Workday documentation: "You can override Drill By field lists in the visualization configuration panel. This enables drill customization on a per-visualization basis without impacting other discovery boards." The other options are less appropriate: Maintain Field Lists changes the default for all boards; adding Worker as a dimension affects grouping, not drilling; and sheet filter controls allow filtering but do not add drill options.

Thus, the correct choice is D. Override the Drill By field list and add Worker in the Configuration Panel for this visualization.

NEW QUESTION # 29

You have created a composite report and are trying to add a matrix report as a subreport. However, when trying to configure a

Data column, the matrix report is not available to select in the Sub Report Name field.
What can you check to identify the cause of this issue?

- A. Check that the summarization fields in the matrix report also match the selections in the Field to Aggregate field in the Data column settings.
- **B. Check that every field in the composite report's set of fields that are enabled for filtering and grouping also exists as a group-by field in the matrix report.**
- C. Check that the prompt defaults in the matrix report align with the prompt defaults defined in the composite report's Report Settings.
- D. Check that the configurations on the Filter Data in Sub Report grid also exist in the Filter tab of the matrix report definition.

Answer: B

Explanation:

For a matrix report to be used as a subreport in a composite report, the group-by fields in the matrix report must align with the fields enabled for filtering and grouping in the composite report. If this alignment does not exist, Workday does not allow the matrix report to appear as a valid subreport option in the Sub Report Name dropdown.

From the Workday binder: "To include a matrix report as a subreport in a composite, the group-by fields of the matrix must match the fields enabled for grouping in the composite report. If these do not match, the matrix will not appear in the Sub Report Name selection." Other factors such as prompt defaults or filter settings may impact usability, but they do not prevent the matrix report from being selectable. The key dependency is the field alignment between the composite and the matrix group-by fields.

Therefore, the correct answer is A. Check that every field in the composite report's set of fields that are enabled for filtering and grouping also exists as a group-by field in the matrix report.

NEW QUESTION # 30

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. Edit the standard report
- **C. Copy and modify the standard report**
- D. Create a custom report from scratch

Answer: C

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 # 31

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

Answer: B

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 # 32

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