

Fantastic Workday-Pro-HCM-Core Test Preparation - Pass Workday-Pro-HCM-Core Exam



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

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

Topic 4	<ul style="list-style-type: none"> 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.
Topic 5	<ul style="list-style-type: none"> 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.
Topic 6	<ul style="list-style-type: none"> 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.
Topic 7	<ul style="list-style-type: none"> 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.
Topic 8	<ul style="list-style-type: none"> 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.
Topic 9	<ul style="list-style-type: none"> 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.
Topic 10	<ul style="list-style-type: none"> 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.
Topic 11	<ul style="list-style-type: none"> 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.
Topic 12	<ul style="list-style-type: none"> 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.
Topic 13	<ul style="list-style-type: none"> 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.
Topic 14	<ul style="list-style-type: none"> 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.
Topic 15	<ul style="list-style-type: none"> 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.

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Workday Pro HCM Core Certification Exam Sample Questions (Q35-Q40):

NEW QUESTION # 35

You want all managers to approve both hire details and proposed compensation. The consolidated approval chain step displays after Propose Compensation and the completion step, Review Employee Hire. What statement describes the action that happens next?

- A. You receive a critical error because the consolidated approval chain step should be the completion step.
- B. You receive a critical error because the step order should be Review Employee Hire, Propose Compensation (completion step), and then consolidated approval chain.
- C. You execute the business process successfully to meet the business need.
- D. You receive a warning because the consolidated approval chain step should be the completion step.

Answer: A

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Business Process Configuration Guide 2023R2):

A Consolidated Approval Chain Step allows multiple approval actions within a business process to be combined into a single, streamlined approval task. However, this step must be the final step before the completion step in a business process.

If the Consolidated Approval Chain appears after the completion step, Workday will trigger a critical error because the step order violates the BP framework rules. The system expects the consolidated approval to act as the last step to ensure that all approvals are received before the event finalizes.

Therefore, Option C is correct - a critical error occurs because the Consolidated Approval Chain Step must immediately precede the completion step, not follow it.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Consolidated Approval Chains and Step Sequence Rules."

NEW QUESTION # 36

What options are available when configuring a business process notification?

- A. On exit
- B. Recipient based on Workday Account
- C. Trigger on In Progress
- D. Sender based on Workday Account

Answer: B

Explanation:

When configuring Business Process Notifications in Workday, administrators can define the recipient based on a specific Workday Account. This allows precise targeting of individuals or security groups (e.g., HR Partner, Manager, or specific role-based accounts) who should receive the notification.

Option D is correct because "Recipient based on Workday Account" ensures the system routes the notification to the appropriate user or group dynamically, based on the context of the business event. This is essential for process transparency and timely action. Option A (Sender based on Workday Account) is incorrect - the sender is system-defined ("Workday Notification"), not

configurable by user account.

Option B (On exit) and Option C (Trigger on In Progress) are not valid notification configuration options; triggers are defined by processstatus changes such as "Awaiting Action," "Completed," or "Denied." Reference (Paraphrased Source): Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Business Process Notifications and Recipient Configuration."

NEW QUESTION # 37

Which tasks can be executed from a business process step to create a new condition rule? (Select two correct answers.)

- A. Maintain Step Conditions
- B. Maintain Step Delay
- C. Maintain Advanced Routing Restrictions
- D. Create Condition Rule

Answer: A,D

Explanation:

In Workday, condition rules determine whether a step executes, routes, or triggers based on defined criteria such as job attributes, location, or organization. There are two primary ways to create or associate condition rules directly from a business process step:

* Create Condition Rule (Option C)- allows a user to define a new condition rule directly from within the step configuration screen. This opens the condition rule editor where criteria can be defined using Workday attributes.

* Maintain Step Conditions (Option D)- provides the option to assign existing condition rules or create new ones for the selected step. This is often used to ensure that certain steps run only when specific business conditions are met.

Options A and B are incorrect:

* Maintain Advanced Routing Restrictions(A) is related to security routing and worktag-based participant logic, not condition rule creation.

* Maintain Step Delay(B) controls timing (delaying execution by hours or days), unrelated to conditions.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Framework and Condition Rule Configuration Guide (2023R2)

- Sections: "Creating and Maintaining Condition Rules" and "Step-Level Configuration."

NEW QUESTION # 38

Which of these are examples of user-based security groups?(Select two correct answers.)

- A. Security Administrator
- B. HR Administrator
- C. Compensation Partner
- D. Managers

Answer: A,B

Explanation:

From the Workday Module 2 Binder:

"User-based security groups include roles such as Security Administrator and HR Administrator.

These are assigned directly to individual users and determine their access and capabilities within the tenant."

- Workday Module 2 Binder, Security Configuration Section

* User-Based Security Groups are directly assigned to specific users, rather than based on roles or job positions.

* Security Administrator and HR Administrator are classic examples - they're given to individual users based on need or access level.

* Compensation Partner and Managers are role-based security groups, which are tied to a worker's role within an organization, not directly to a user.

NEW QUESTION # 39

What must your client do before they can start hiring within a position management staffing model supervisory organization?

- A. Set hiring restrictions on the supervisory organization.
- B. Have at least one member hired into the supervisory organization.
- C. Use the Edit Staffing Model task to select the staffing model.

- D. Have an open, approved position.

Answer: D

Explanation:

The correct answer is B - Have an open, approved position.

In Workday's Position Management staffing model, each hire is tied to a specific position. Before a worker can be hired, a position must exist, be opened, and be approved through the appropriate business process.

Once a position is approved, it becomes available for the Hire or Add Job process. Without an approved position, no worker can be assigned under that supervisory organization. The position serves as the structural foundation for tracking headcount, job details, and time-to-fill metrics.

Options A and C refer to configuration prerequisites, but the question specifically focuses on the operational readiness to hire.

Option D is incorrect because a hire cannot occur until after a position exists.

Reference: Workday Pro HCM - Staffing Models and Hiring Processes, "Position Management Model - Creating and Approving Positions."

NEW QUESTION # 40

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