

Workday Workday-Pro-HCM-Core Exam | Accurate Workday-Pro-HCM-Core Test - Fast Download of Workday-Pro-HCM-Core Exam Questions Fee



Workday Pro HCM Core Exam Guide

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This study guide is designed to help you prepare for the Workday Pro exam. This guide provides general testing information and outlines the specific topics covered in each segment of the exam.

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

Topic	Details
Topic 1	<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 2	<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 3	<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 4	<ul style="list-style-type: none"> • Business Process Configuration: Definition-Level: This section of the exam measures the skills of Workflow Configuration Specialists and focuses on defining and validating business process steps. Candidates apply validation conditions, set process rules, and order steps efficiently to improve workflow accuracy.
Topic 5	<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.
Topic 6	<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 7	<ul style="list-style-type: none"> • Report Security: This section of the exam measures the skills of Workday Access Control Specialists and focuses on implementing security controls in report design. It covers sharing options, user access considerations, and transferring ownership responsibly.
Topic 8	<ul style="list-style-type: none"> • Business Process Framework: This section of the exam measures the skills of Business Process Designers and focuses on how organizations, security, and processes interact. It includes identifying rule-based and organization-specific process definitions and understanding key business process concepts such as events, steps, and types.
Topic 9	<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 10	<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 11	<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 12	<ul style="list-style-type: none"> • Building Custom Reports: This section of the exam measures the skills of Workday Data Analysts and involves creating custom reports using standard or indexed data sources. It includes adding business object fields, enabling web services, and building reports that support decision-making.
Topic 13	<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 14	<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 15	<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 16	<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.

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Workday Pro HCM Core Certification Exam Sample Questions (Q47-Q52):

NEW QUESTION # 47

What is the function of job profiles?

- A. Job profiles are optional fields for hiring and contract processes.
- **B. Job profiles include the general characteristics of position.**
- C. Job profiles are assigned only to jobs.
- D. Job profiles are required when creating a position.

Answer: B

Explanation:

In Workday HCM, job profiles are core configuration objects that define the general characteristics of work performed in the organization. Their primary function is to standardize and describe roles consistently across the enterprise, regardless of whether the organization uses job management, position management, or a hybrid staffing model. Job profiles capture high-level attributes such as job title, job family, job family group, management level, job category, worker type eligibility, and other structural elements that describe the nature of the work.

The correct statement is that job profiles include the general characteristics of position. In position management organizations, every position is associated with a job profile, which supplies these shared characteristics. This ensures that multiple positions performing the same type of work are aligned to the same job definition, supporting consistency in staffing, compensation, reporting, and organizational analysis.

Option A is incorrect because job profiles are not optional; they are foundational to staffing and compensation processes. Option B is inaccurate because job profiles are not assigned only to jobs—they are used across both job management and position management models. Option D is also incorrect because while job profiles are required for creating positions, that statement describes a dependency, not the function of job profiles.

From a Workday Pro HCM best-practice perspective, job profiles serve as the single source of truth for job architecture, enabling scalable workforce management, consistent reporting, and effective compensation governance. They allow organizations to evolve roles over time while maintaining structural alignment across workers and positions.

Therefore, the correct and Workday-verified function of job profiles is that they include the general characteristics of positions.

NEW QUESTION # 48

After creating a new allowance plan, how can you assign the plan to all eligible employees?

- A. Use the Employee Compensation Plans - Allowance report and enter Change Job events.
- **B. Use the Rollout Compensation Plans to Employee task and select the eligibility rule.**
- C. Run the Compensation Plan Assignment Audit report and submit Request Compensation Changes.
- D. Use the View Compensation Plan Rollout Process task to assign employees.

Answer: B

Explanation:

Workday provides the Rollout Compensation Plans to Employee task to efficiently assign newly created compensation plans to employees who meet defined eligibility criteria. This task evaluates the eligibility rule attached to the plan and assigns the plan to all qualifying employees in bulk.

Manual approaches such as Request Compensation Change or Change Job events are inefficient and not scalable. The View Compensation Plan Rollout Process task is informational and does not perform assignments.

Using the rollout task ensures consistency, reduces administrative effort, and aligns with Workday best practices for plan deployment.

Therefore, option B is the correct answer.

NEW QUESTION # 49

What HR organization type is required for every worker?

- A. Company
- **B. Supervisory**
- C. Cost Center
- D. Matrix

Answer: B

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Organizations and Staffing Structure Guide, 2023R2):

In Workday, every worker must belong to exactly one Supervisory Organization. The Supervisory Organization defines the management hierarchy and reporting structure for workers and positions. It serves as the foundation for staffing, business process routing, security role assignment, and approval workflows.

When hiring or transferring a worker, assigning them to a supervisory organization ensures that the worker's manager, HR partner, and other role-based participants are correctly identified. Without this relationship, the worker cannot be successfully staffed or managed within the tenant.

Options B (Matrix), C (Cost Center), and D (Company) may also be required for organizational reporting or accounting, but only Supervisory Organizations are mandatory for all workers because they define managerial oversight and operational hierarchy. Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Supervisory Organizations as the Basis of Staffing Structure."

NEW QUESTION # 50

You are not able to select the security group needed on a review step in a business process definition.

What do you need to update to provide permissions to the review step?

- **A. Who Can Do Action Steps in the Business Process**
- B. Who Can Do Actions on Entire Business Process
- C. Who Can Start the Business Process
- D. Policy Restrictions

Answer: A

Explanation:

In Workday HCM, business process security controls which security groups can participate in specific steps within a business

process definition. Each step type-such as approval, review, or To Do-requires explicit permission for a security group to be eligible for selection. If a security group does not appear as an option when configuring a review step, it means the group has not been granted permission to act on that type of step.

To resolve this issue, you must update Who Can Do Action Steps in the Business Process. This section of the business process security policy defines which security groups are authorized to perform step-level actions

, including review, approve, or to-do actions. Once the appropriate security group is added here and the changes are activated, the group becomes available for selection on the review step.

The other options do not address this requirement. Policy Restrictions control conditional logic and constraints, not step eligibility.

Who Can Start the Business Process governs initiation permissions only and does not affect step assignment. Who Can Do Actions on Entire Business Process grants high-level actions such as cancel or rescind but does not authorize participation in individual steps like reviews.

From a Workday Pro HCM best-practice perspective, configuring Who Can Do Action Steps in the Business Process ensures precise control over step participation while maintaining separation of duties. After updating this section, administrators must remember to run Activate Pending Security Policy Changes for the update to take effect.

Therefore, the correct and Workday-verified answer is Who Can Do Action Steps in the Business Process.

NEW QUESTION # 51

You want to stop a consolidated approval chain after a vice president approves the task.

What type of condition rule do you add to accomplish this?

- A. Exit
- B. Validation
- C. While Running
- D. Entry

Answer: A

Explanation:

In Workday HCM, condition rules are used within business process definitions to control when steps start, continue, or stop executing. When working with consolidated approvals, it is common to define stopping points so that once a required level of approval is met-such as approval by a vice president-the approval chain does not continue unnecessarily.

To stop a consolidated approval chain after a vice president approves the task, you must use an Exit condition rule. Exit conditions are evaluated after a step completes and determine whether the business process should continue to subsequent steps or stop processing additional steps. When the exit condition evaluates to true, Workday exits the process flow at that point.

This behavior makes exit conditions ideal for scenarios where hierarchical or role-based approval chains should end once a certain authority level has approved. In this case, once the vice president approval is completed, the exit condition prevents additional approvers from receiving the task.

The other condition types do not meet this requirement. Entry conditions control whether a step starts at all but do not stop a process once it has begun. Validation conditions are used to enforce data accuracy and prevent submission if requirements are not met. While Running conditions are evaluated while a step is in progress and are typically used to cancel or reroute steps if circumstances change.

From a Workday Pro HCM best-practice perspective, exit condition rules are the correct and recommended method for ending approval chains early when business requirements are satisfied. Therefore, the correct and Workday-verified answer is Exit

NEW QUESTION # 52

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