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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"> • 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 3	<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 4	<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 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"> • 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 7	<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 8	<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 9	<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 10	<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 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"> • 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.

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Workday Pro HCM Core Certification Exam Sample Questions (Q22-Q27):

NEW QUESTION # 22

What does the Gross Up checkbox on a one-time payment plan indicate?

- A. You want Workday to show the taxes to the user when requesting a one-time payment.
- B. You want Workday to require a compensation partner to manually update the gross-up amount.
- C. You want Workday to automatically adjust the one-time payment so the employee receives the full amount after taxes.
- D. You want Workday to apply taxes on the one-time payment.

Answer: C

Explanation:

The Gross Up option on a one-time payment plan instructs Workday to calculate and add additional earnings so that the employee receives a net amount equal to the target value, after applicable taxes are withheld.

This is commonly used for bonuses, relocation payments, or awards where the employer agrees to cover the tax impact.

When Gross Up is enabled, Workday works with Payroll to determine the required gross amount that results in the desired net payment. Taxes are always applied by payroll regardless of this setting; the checkbox simply controls whether Workday compensates for them.

Gross Up does not require manual adjustment, nor does it only display tax information. It is an automated calculation designed to meet net-pay commitments.

Therefore, option A is the correct answer.

NEW QUESTION # 23

You need to prevent Contingent Workers from accessing the Pay App (Delivered Worklet) on their Home landing page. How do you accomplish this?

- A. Add the security group to the business process security policy.
- B. Add the security group to the domain security policy.
- C. Remove the security group from the business process security policy.
- D. Remove the security group from the domain security policy.

Answer: D

Explanation:

In Workday HCM, access to worklets, including delivered worklets such as the Pay App, is governed by domain security, not business process security. Worklets display data and provide navigation to reports, tasks, and applications, all of which rely on domain-level permissions to control visibility and access.

To prevent Contingent Workers from seeing or accessing the Pay App on their Home landing page, you must remove their associated security group from the domain security policy that grants access to pay-related data. Once domain access is removed, the Pay App will no longer appear for those users because Workday dynamically displays worklets based on the user's domain permissions.

Business process security policies control who can participate in transactional processes—such as initiating or approving a Hire, Change Job, or Termination—and do not influence whether a worklet appears on the Home page. Therefore, options B and D are incorrect because modifying business process security would not affect worklet visibility.

Option C is also incorrect because adding a security group to a domain security policy would grant access, not restrict it.

From a Workday Pro HCM best-practice perspective, restricting access to delivered worklets is always achieved through domain security policy configuration. This ensures consistent behavior across dashboards, reports, and applications tied to sensitive data such as compensation and payroll.

Therefore, the correct and Workday-verified way to prevent Contingent Workers from accessing the Pay App is to remove the security group from the domain security policy.

NEW QUESTION # 24

You want to award multiple one-time payments to an employee using different one-time payment plans and different scheduled payment dates, while sharing the same reason and effective date.

What must you configure to allow this?

- A. Select Disable Pay Date Help Text for One-Time and Referral Payment Processes on Edit Tenant Setup - HCM.
- B. Edit the Request One-Time Payment business process and add a Review step.
- **C. Select Enable Multiple One-Time Payments on Edit Tenant Setup - HCM.**
- D. Configure the same eligibility rules on all one-time payment plans and include them in the compensation package.

Answer: C

Explanation:

By default, Workday restricts users to entering one one-time payment per event when the reason and effective date are the same. To support scenarios where multiple one-time payments are required—such as bonuses, awards, or stipends paid on different dates—the tenant-level setting **Enable Multiple One-Time Payments** must be enabled.

This configuration is found in **Edit Tenant Setup - HCM** and allows users to enter multiple one-time payment rows within the same event, even when the effective date and reason are identical.

Business process steps, eligibility rules, and UI help text do not control the system's ability to accept multiple one-time payments in a single transaction. Without this tenant setting enabled, Workday enforces a single-payment limitation.

Therefore, enabling **Enable Multiple One-Time Payments** is required, making option A correct.

NEW QUESTION # 25

You want to prevent an HR Partner from accessing the Find Workers report. What must you update?

- A. Maintain Assignable Roles
- B. Business Process Security Policy
- C. Maintain Functional Areas
- **D. Domain Security Policy**

Answer: D

Explanation:

The correct answer is C - Domain Security Policy.

In Workday, reports and data access are controlled by domain security policies, whereas business process security policies control who can initiate or act on transactions. The Find Workers report accesses worker data fields that are part of the Worker Data: Public, Personal, and Employment domains.

To restrict the HR Partner security group from accessing the Find Workers report, you must update the domain security policy that governs the worker data used by that report. By removing the HR Partner group from the View permissions of the relevant domains, you effectively prevent them from retrieving worker information through that report.

Reference: Workday Pro HCM - Security Fundamentals, "Domain Security Policies and Data Access Controls" section.

NEW QUESTION # 26

You have a seniority dynamic calculated plan that increases the amount of the plan every three years of an employee's employment. An employee reaches their sixth anniversary.

What do you need to do to make sure this employee's plan updates with the new amount?

- **A. You do not need to do anything. Workday will check daily and automatically change the amount for the employee.**
- B. You need to set up a Compensation Plan Adjustment Process to evaluate and update anyone assigned to the plan.
- C. You need to schedule a Mass Operation Management task to evaluate and update anyone assigned to the dynamic plan.
- D. You need to create a custom audit report and submit a Request Compensation Change to update the amount.

Answer: A

Explanation:

Dynamic calculated compensation plans in Workday are designed to automatically recalculate compensation amounts based on predefined criteria, such as seniority, service dates, or anniversaries.

When a plan is configured as a seniority dynamic calculated plan, Workday continuously evaluates the employee's service milestones

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