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Workday Pro HCM Reporting Certification Exam Sample Questions (Q51-Q56):

NEW QUESTION # 51
You are viewing a Report Performance Log and notice the Top Level Filter Time is high.
How should you edit the report definition to improve this?

- A. Use built-in data source prompts instead of filters
- B. Use calculated fields instead of filters
- C. Use a different data source
- D. Use subfilters instead of filters

Answer: A

Explanation:
Workday's Report Performance Log highlights processing time contributors such as "Top Level Filter Time." If this is high, the best practice is to replace report filters with built-in data source prompts, since prompts restrict data earlier in processing, improving performance.
From the Workday Reporting documentation:
"To improve report performance, leverage built-in data source prompts instead of filters whenever possible. Prompts reduce the data set retrieved before filters are applied, minimizing filter processing time." Therefore, the correct answer is B. Use built-in data source prompts instead of filters.

NEW QUESTION # 52
The Recruiting department requested a report that shows job applications by recruiting source, displayed through count and percent summaries that they can drill into to further analyze the data.
What report type fulfills these requirements?

- A. nBox
- B. Search
- C. Matrix
- D. Advanced

Answer: C

Explanation:
Workday offers several custom report types: Advanced, Matrix, Composite, Search, and Trending .
Advanced Reports: Allow sorting, filtering, grouping, totals, and charts but are not designed for percentage summarizations across grouped data.
Search Reports: Show search results based on facet filters, not suited for summarization and percentages.
nBox Reports: Used for displaying workers or positions across two dimensions (e.g., performance vs. potential).
Matrix Reports: Specifically designed for grouping data, applying summarizations (count, sum, percent), and drilling

NEW QUESTION # 53
You are configuring a waterfall visualization showing employee movement. To properly display the information, you need the Termination Count field to return as a negative number.

- A. Extract Single Instance
- B. Numeric Constant
- C. Format Number
- D. Arithmetic Calculation

Answer: D

Explanation:

When creating custom reports and visualizations, calculated fields can transform values. To change positive counts into negative values (such as terminations in a waterfall chart), you use the Arithmetic Calculation function. This function allows you to perform math operations (addition, subtraction, multiplication, division) on numeric fields. By multiplying the Termination Count by -1, the result displays as a negative number.

From Workday Reporting documentation:

"Arithmetic Calculation - Performs mathematical operations on numeric fields. You can create new numeric outputs such as percentages, ratios, or negatives by applying arithmetic logic." Thus, the correct answer is C. Arithmetic Calculation.

NEW QUESTION # 54

An HR analyst needs to schedule a collection of diversity reports to the HR director on a monthly basis. What mechanism should the HR analyst use to do this?

- A. Report bursting
- B. Report groups
- C. Alerts
- D. Embedded analytics

Answer: B

Explanation:

Report groups allow multiple reports to be bundled together and scheduled as a package to distribute at a set frequency. In this case, the HR analyst can group all diversity-related reports and schedule them to run automatically each month for the HR director. The Workday documentation explains: "Workday provides additional reporting features such as sharing, scheduling, and exporting reports. Reports can be grouped into report groups for easier scheduling and delivery." .

While Report Bursting is used for distributing a single report with different data slices (e.g., sending each manager their team's results), it is not suited for bundling multiple different reports. Embedded analytics are dashboards, not scheduling tools. Alerts notify users of conditions but do not manage recurring report packages.

Therefore, Report Groups is the correct method for scheduling multiple reports together.

NEW QUESTION # 55

You are building a report to identify employees who have exceeded the allowed number of 10 sick days in the current year.
Using the Sick Days Taken field, what is the correct formula to create a Boolean calculated field that returns True if an employee has exceeded the allowed number of sick days?

- A. Sick Days Taken = False
- B. Sick Days Taken = 10
- C. Sick Days Taken >= 10
- D. Sick Days Taken > 10

Answer: D

Explanation:

To check whether a worker's sick days exceed the threshold of 10, you must define a Boolean condition. The expression Sick Days Taken > 10 evaluates to True when the value is greater than 10, and False otherwise.

From Workday Reporting documentation:

"True/False conditions can be created using numeric comparisons such as greater than (>), less than (<), or equal to (=). These return True or False depending on the worker's data." Thus, the correct formula is A. Sick Days Taken > 10.

NEW QUESTION # 56

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