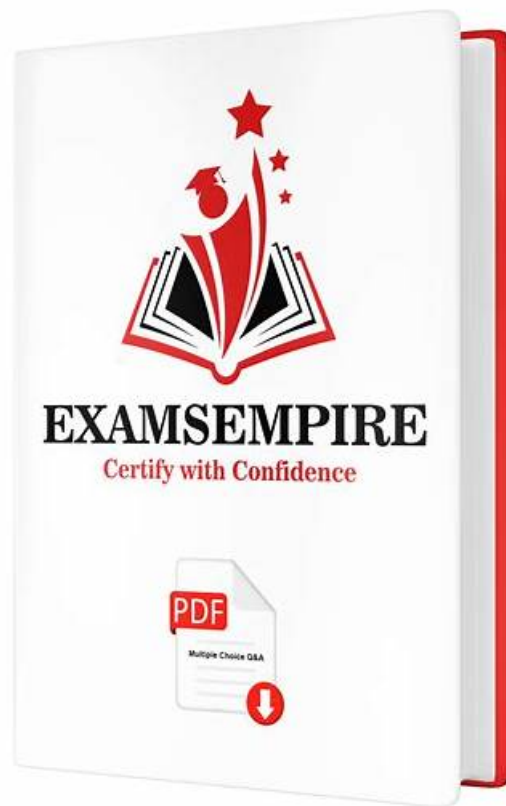


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Workday Workday-Pro-HCM-Reporting Exam Syllabus Topics:

| Topic | Details |
|---------|---|
| Topic 1 | <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 2 | <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 3 | <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. |
| Topic 4 | <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. |

Workday Pro HCM Reporting Certification Exam Sample Questions (Q16-Q21):

NEW QUESTION # 16

You need to create a matrix report that evaluates the effectiveness of recruiters on each region.

How can you ensure the report displays the percentage of hires for each recruiter in relation to all recruiters and regions?

- A. Create a calculated field using the Sum function on the Number of Hires summarization
- **B. Select the Percent of Overall Total option on the Number of Hires summarization**
- C. Create a Calculation summarization to show the percentage of hires for each region
- D. Use a Count summarization to aggregate all data at the row level

Answer: B

Explanation:

Matrix reports in Workday allow grouping of data, applying summarizations, and drilling into the summaries for deeper analysis. To calculate percentages relative to the overall total, Workday provides a built-in summarization option called "Percent of Overall Total." This option is applied to numeric summarizations like "Number of Hires." From the Workday Reporting Guide: "Matrix reports allow you to group data, summarize the metrics for each grouping, and drill into the summarizations for further analysis."

"You can apply different summarizations such as Count, Sum, Average, and Percent of Overall Total on numeric fields." (Matrix Report Options - Workday Module 1 Binder) Therefore, to show the percentage of hires per recruiter relative to the grand total across recruiters and regions, you would select "Percent of Overall Total" on the Number of Hires summarization.

NEW QUESTION # 17

You want the ability to view every summarization in the composite report by Location.

What do you do?

- A. Include Location as a Detail Data field in one of the subreports.
- B. Include Location as a drillable field in one of the subreports.
- C. Include Location as a drillable field in all the subreports.
- **D. Include Location as a Detail Data field in all the subreports.**

Answer: D

Explanation:

In composite reports, summarizations are driven by Detail Data fields provided by each subreport. If you want to summarize results consistently by Location across the entire composite report, Location must exist as a Detail Data field in every subreport. Workday requires this consistency because composite-level summarizations rely on common fields across all subreports. If Location

is missing from even one subreport's detail data, Workday cannot reliably aggregate or align summarizations by that field.

From the Workday HCM Reporting documentation:

"To summarize composite report data by a specific field, that field must be included as detail data in all subreports."

"Drillable fields enable navigation but do not support composite-level summarization." Including Location as drillable only affects drill-down behavior, not summarization. Including it in only one subreport results in incomplete aggregation.

NEW QUESTION # 18

You have selected the Enable As Worklet checkbox on a report definition and added the Recruiting dashboard in the Available On field. You share the report definition with all authorized users and run the Recruiting dashboard but the worklet is not appearing. What could be the reason for this?

- A. Your security needs to be updated to view the worklet.
- **B. You need to configure the Recruiting dashboard to include the worklet.**
- C. The worklet needs to be setup as required on the dashboard.
- D. The worklet has more than 100 rows of data.

Answer: B

Explanation:

Enabling a report as a worklet and assigning it to a dashboard does not automatically make it visible. The Recruiting dashboard (or any dashboard in Workday) must be configured to include the worklet explicitly. This is a common oversight-report designers assume that enabling a report as a worklet is sufficient, but the dashboard itself must be updated in configuration to display that worklet tile.

From the Workday reporting materials: "Dashboards provide an interface to view multiple worklets. Even if a report is enabled as a worklet, the dashboard configuration determines which worklets are visible to end users." Other options are less relevant: exceeding 100 rows only impacts loading performance, not visibility; security issues would typically block data, not hide the worklet entirely; and required setup applies to whether the worklet is optional or required, but it must still be added to the dashboard.

Thus, the correct reason is B. You need to configure the Recruiting dashboard to include the worklet.

NEW QUESTION # 19

How can you capture proposed values relating to a business process event on a report?

- A. Configure Lookup Value as of Date calculated fields that return field values as of the date before the business process events occurred.
- **B. Use an event-related business object as the primary business object or as a related business object.**
- C. Apply a report filter that only returns data that contains "proposed" in the field name.
- D. Use a data source that is enabled for effective dating.

Answer: B

Explanation:

To capture proposed values from a business process event, you must use an event-related business object. For example, a Staffing Event business object can provide both the current and proposed values of job, location, or compensation during a transaction.

The Workday binder clarifies: "The report data source provides the view into the primary business object. This object gives you access to class report fields as well as links to related business objects." . By selecting an event-related object as the report's data source, you can retrieve pending changes alongside existing values.

Other answers are insufficient: "effective dating" only retrieves data snapshots, and filters cannot detect "proposed" unless tied to the correct object. Lookup Value as of Date would return historical data, not future proposed changes.

NEW QUESTION # 20

A report writer needs to create a report and wants to ensure they are using a data source that provides optimized performance on large volumes of data they will generate.

What type of data source should the report writer use for the required data set?

- A. Trended
- B. Targeted
- **C. Indexed**

- D. Standard

Answer: C

Explanation:

Workday provides multiple types of data sources when creating reports. Among them, Indexed Data Sources are specifically designed for performance optimization on large data volumes. They allow faster retrieval and better scalability when working with high record counts, because they are pre-optimized for reporting and queries.

From the Workday Reporting guide:

"Indexed data sources provide optimized performance for large data volumes. These data sources are indexed on commonly used fields and are specifically designed to support high-performance queries." Thus, the correct choice is A. Indexed for ensuring performance with large datasets.

NEW QUESTION # 21

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