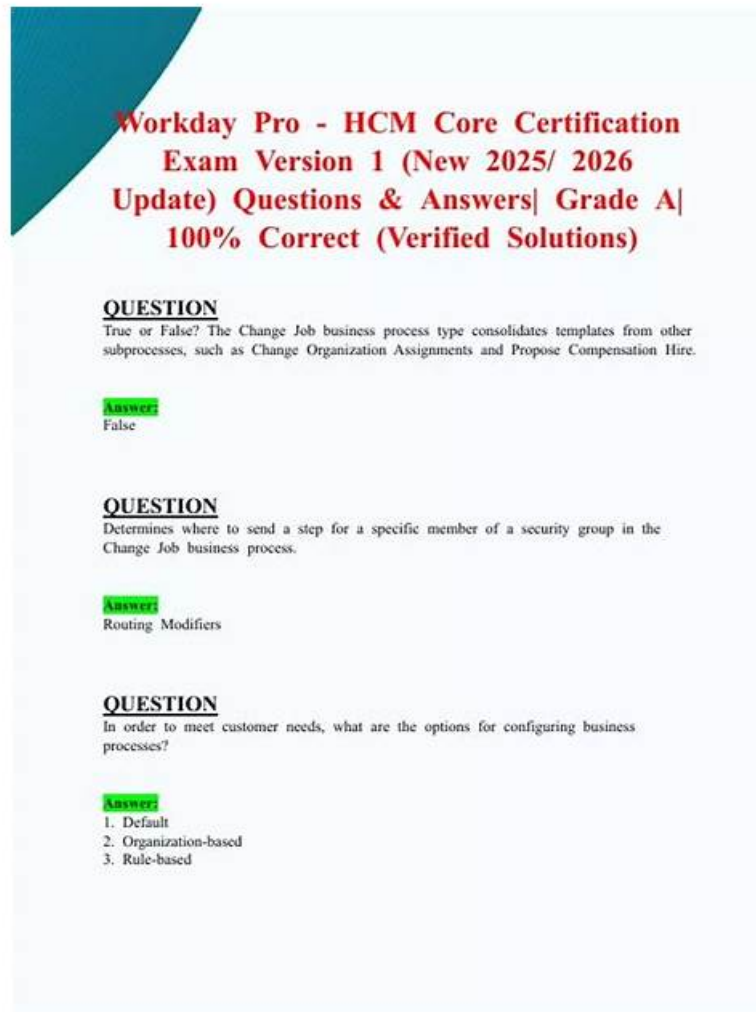


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Workday Workday-Pro-HCM-Core Exam Syllabus Topics:

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 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"> • 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 4	<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 5	<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 6	<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 7	<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 8	<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 9	<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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The trick to the success is simply to be organized, efficient, and to stay positive about it. If you are remain an optimistic mind all the time when you are preparing for the Workday-Pro-HCM-Core exam, we deeply believe that it will be very easy for you to successfully pass the exam, and get the related certification in the near future. Of course, we also know that how to keep an optimistic mind is a question that is very difficult for a lot of people to answer. Because the Workday-Pro-HCM-Core Exam is so difficult for a lot of people that many people have a failure to pass the exam.

Workday Pro HCM Core Certification Exam Sample Questions (Q91-Q96):

NEW QUESTION # 91

A company has severalconfigurable compensation basesestablished:

* Total Cost (India): Includes salary plans, period salary plans, allowance plans, bonus plans, and retirement savings plans. Only 50% of total compensation can be used toward salary plans.

* Total Compensation Non-Sales

* Total Compensation Sales

* Total Pay (Mexico)

* Salary and Seniority (unranked)

Compensation Basis Ranking:

* Total Cost (India)

* Total Compensation Non-Sales

* Total Compensation Sales

* Total Pay (Mexico)

* Salary and Seniority (unranked)

You must ensure Indian employees keep their salary plans at 50% of their total compensation.

What should you configure on the Total Cost (India) compensation basis?

- A. Move the compensation basis ranking to 50.
- **B. Select the Manage Basis Total checkbox and enter a salary plans maximum of 50.**
- C. Remove retirement plans from the compensation basis.
- D. Create and assign a fixed compensation basis.

Answer: B

Explanation:

In Workday, configurable compensation bases allow organizations to control how compensation plans relate to one another and to enforce limits or proportions within a total compensation structure. The Manage Basis Total option is specifically designed to impose constraints on how much certain plan types can contribute relative to the overall compensation basis.

In this scenario, the business requirement is to ensure that salary plans do not exceed 50% of the total compensation for Indian employees. This requirement is achieved by enabling Manage Basis Total on the Total Cost (India) compensation basis and setting a maximum percentage of 50 for salary plans. This configuration enforces the rule automatically during compensation proposals and validations.

Changing the ranking of the compensation basis has no impact on percentage enforcement; rankings only determine precedence when multiple bases apply. Fixed compensation bases do not support proportional controls and would remove flexibility. Removing retirement plans would alter the total compensation calculation but would not guarantee the 50% salary cap.

Therefore, configuring Manage Basis Total with a salary plan maximum of 50% is the correct and Workday-recommended solution to enforce this business rule, making option B the correct answer.

NEW QUESTION # 92

You initiate a job change for a worker to transfer them from a position management organization to a job management organization. What statement describes the worker's previous position?

- A. The position no longer exists.
- **B. The position is open and available for backfill.**
- C. The position's hiring restrictions were changed.
- D. The position moves to the job management organization.

Answer: B

Explanation:

In Workday, position management and job management represent two different staffing models. In a position management organization, a worker is assigned to a specific position (a distinct headcount-controlled object with attributes like availability date, restrictions, and position details). When you initiate a job change that transfers the worker into a job management organization, the worker is no longer staffed against a position-managed role. Instead, the worker becomes staffed in a job management context, where staffing is generally based on the job/role and organization headcount rules rather than a discrete position object.

Because the worker is leaving a position-managed assignment, Workday treats the original position as vacated. The position itself typically remains in the position management organization (it does not "move" into job management), and it does not automatically cease to exist simply because the incumbent moved. As a result, the most accurate description is that the prior position becomes open and may be available for backfill

, depending on how your tenant is configured (for example, whether the position is frozen, closed, or otherwise restricted by staffing rules or business process conditions). This aligns with Workday's standard behavior: a worker transfer out of a filled position leaves an open position that can be recruited for and filled through normal staffing activities.

To meet seasonal demand, you need to hire cashiers, retail specialists, and customer service representatives.

NEW QUESTION # 93

You edited a business process security policy to grant access to initiate a business process event. Without further action, what is the status of the business process security policy changes?

- A. You receive a critical error that your changes are not in effect.
- B. Workday creates a new Security Evaluation Moment.
- C. Workday activates the changes automatically.
- **D. Your changes are saved, but not in effect.**

Answer: D

Explanation:

In Workday HCM, changes made to security policies, including business process security policies, follow a two-step lifecycle: save and activate. When you edit a business process security policy—such as granting a security group permission to initiate a business process event—those changes are initially saved only. At this stage, the changes exist in the tenant but are not yet active or enforced. Workday requires administrators to explicitly run the Activate Pending Security Policy Changes task to make any saved security updates effective. This design ensures controlled deployment of security changes and allows administrators to review, bundle, and activate multiple security updates at once. Until activation occurs, users will not experience any change in access or behavior. Option B is incorrect because Workday does not automatically activate security policy changes. Option A is incorrect because saving a security policy does not generate an error; it simply leaves the changes inactive. Option D is incorrect because Security Evaluation Moments are system-defined events used by Workday to re-evaluate security, but they are not created automatically as a result of editing a policy. From a Workday Pro HCM best-practice standpoint, administrators should always validate security updates by confirming that pending changes are activated and tested. Failing to activate pending changes is a common reason why expected access updates do not take effect. Therefore, without further action, the correct and Workday-verified status is that your changes are saved, but not in effect until they are activated.

NEW QUESTION # 94

What Job Profile field allows you to default the appropriate salary range during staffing events?

- A. Job Classification
- B. Restrict to Country
- C. Job Code
- **D. Compensation Grade**

Answer: D

Explanation:

The correct answer is C - Compensation Grade.

In Workday, the Compensation Grade field within the Job Profile configuration defines the default salary range or pay range for that profile. When a worker is hired, transferred, or promoted into a job that references a compensation grade, Workday automatically defaults the associated minimum, midpoint, and maximum pay ranges into the staffing or compensation event.

The Compensation Grade is typically tied to Compensation Grade Profiles, which further refine pay ranges based on factors such as location, job level, or eligibility rules. This ensures pay consistency and compliance with internal compensation structures.

Other fields such as Job Code or Job Classification are used primarily for external reporting or regulatory mapping (e.g., EEO, SOC codes) and do not control compensation defaults.

Reference: Workday Pro HCM - Compensation Configuration and Job Profiles Guide, "Using Compensation Grades to Default Pay Ranges During Staffing Events."

NEW QUESTION # 95

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

Answer: D

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 # 96

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