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

Topic	Details
Topic 1	• 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 2	• 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	• 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 4	• 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 5	• 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 6	• 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 7	• 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 8	• 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 9	• 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 10	• 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.

Workday Pro HCM Core Certification Exam Sample Questions (Q41-Q46):

NEW QUESTION # 41
A company has several configurable compensation bases established in their system:
* Total Cost (India): Qualifies Indian employees and includes all 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: Qualifies all full-time employees not in sales and includes all salary plans, allowance plans, bonus plans, and calculated plans.
* Total Compensation Sales: Qualifies all full-time sales employees and includes all salary plans, allowance plans, and commission plans.
* Total Pay (Mexico): Qualifies Mexican employees and includes all salary plans, period salary plans, and allowance plans.
* Salary and Seniority: Qualifies all employees and includes all salary plans and a specific seniority calculated plan.
Compensation Basis Ranking:
* 20 - Total Compensation Non-Sales
* 30 - Total Compensation Sales
* 40 - Total Pay (Mexico)
* Salary and Seniority is unranked
You have a full-time support analyst who works in Mexico City.
What compensation basis will be this employee's primary compensation basis?

- A. Salary and Seniority
- B. Total Compensation Sales
- C. Total Pay (Mexico)
- D. Total Compensation Non-Sales

Answer: D

Explanation:
In Workday, when multiple configurable compensation bases qualify for an employee, the system determines the primary compensation basis using ranking precedence. The compensation basis with the lowest numerical ranking takes priority, provided the employee meets its eligibility criteria. Unranked compensation bases are only used when no ranked bases apply.
In this scenario, the employee is:
* Full-time
* Not in sales
* Located in Mexico
Based on eligibility:
* Total Compensation Non-Sales applies (full-time, non-sales).
* Total Pay (Mexico) applies (Mexican employees).
* Salary and Seniority applies (all employees).
Among these, Total Compensation Non-Sales has the highest priority because it has the lowest ranking value (20). Although Total Pay (Mexico) is country-specific, its ranking (40) gives it lower precedence.
Salary and Seniority is unranked and therefore only applies if no ranked basis qualifies, which is not the case here.
Workday's compensation basis evaluation logic always selects the highest-ranked (lowest number) qualifying basis as the primary basis for compensation calculations and validations.
Therefore, the correct answer is Total Compensation Non-Sales.

NEW QUESTION # 42
What HR organization type is required for every worker?

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

Answer: A

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 # 43

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

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

Answer: D

Explanation:

To prevent Contingent Workers from accessing the Pay app (worklet), the correct action is to remove their associated security group from the domain security policy that governs access to the pay-related data.

Workday uses domain security policies to control access to data and reports, including worklets on the home page. The Pay worklet is driven by access to certain domains such as "View Payslip," "View Pay Results," and "Worker Pay." If Contingent Workers are part of a security group (e.g., Contingent Worker View Only) that is granted access to these domains, they will see the Pay worklet. By removing this group from the domain policy, you revoke their access to the data and thus remove the visibility of the worklet itself.

Workday Pro HCM -Core Security Fundamentals, "Domain Security Policies and Worklet Access" section.

NEW QUESTION # 44

You need to hire new workers into a new job management supervisory organization. You want to hire workers across multiple locations and with different job profiles.

How do you set hiring restrictions to ensure you can hire employees with maximum flexibility?

- A. When you create the positions, select all locations and job profiles in the hiring restrictions.
- B. Update each position's hiring restrictions as you hire workers.
- C. When you set the organization's hiring restrictions, select the No Job Restrictions checkbox.
- D. Update the organization's hiring restrictions each time you hire a new worker.

Answer: C

Explanation:

In Workday HCM, job management supervisory organizations rely on hiring restrictions to control which workers can be hired. These restrictions can be set at the organization level to govern hiring eligibility based on attributes such as job profile, location, worker type, and time type. When an organization anticipates hiring workers across multiple locations and multiple job profiles, Workday Pro HCM best practices emphasize configuring hiring restrictions to allow the greatest flexibility while avoiding unnecessary administrative maintenance.

Selecting the No Job Restrictions checkbox when setting the organization's hiring restrictions is the most effective approach in this scenario. This option removes job-based limitations, allowing the organization to hire workers into any job profile and location without repeatedly updating restrictions. It is especially appropriate for new or growing organizations where hiring needs are expected to change frequently.

The other options introduce inefficiency and risk. Updating each position's hiring restrictions is not applicable in job management, as job management does not use discrete position objects. Selecting all locations and job profiles during position creation is both impractical and restrictive, as it requires constant updates when new jobs or locations are added. Updating the organization's hiring restrictions every time a new worker is hired increases administrative overhead and raises the likelihood of errors or delayed hires.

From a Workday Pro HCM perspective, the No Job Restrictions setting is designed specifically to support broad, flexible hiring needs while still allowing downstream processes-such as recruiting, compensation, and reporting-to function correctly. Therefore,

choosing this option ensures maximum hiring flexibility and aligns with Workday's recommended configuration approach for job management organizations.

NEW QUESTION # 45
A company pays its employees amonthly allowance. Plan targets depend onplan profile eligibility rules.
Sample eligibility includes:
* Job Family = Human Resources # $50 USD
* Job Family = Sales # $70 USD
* Job Family and Country = Human Resources / Australia # $78 AUD
* Job Family and Country = Sales / Australia # $110 AUD
The HR administrator updates theSales job familyso it now contains the job profileSales Analyst.
When accessing theEmployee Compensation Auditreport, which column will highlight the allowance plan for theSales Analyst?

- A. Unassigned Eligible Compensation Components
- B. Assigned Eligible Compensation Components
- C. This plan won't appear on the report
- D. Assigned Ineligible Compensation Components

Answer: A

Explanation:
TheEmployee Compensation Auditreport in Workday is designed to identify discrepancies between eligibilityandactual plan assignment. It compares whether employeesshouldbe assigned to compensation plans based on eligibility rules versus whether theyarecurrently assigned.
In this scenario, theSales Analystjob profile was newly added to theSales job family. As a result, Sales Analysts now meet theeligibility criteriafor the Sales allowance plan. However, unless a compensation event (such as Hire, Job Change, or Compensation Change) has occurred, the allowance plan maynot yet be assigned.
When an employee iseligible for a plan but not currently assigned, Workday flags this discrepancy under Unassigned Eligible Compensation Components. This column highlights compensation plans that should be assigned based on current eligibility but are missing.
Assigned Ineligible Compensation Components would only apply if the employee had the plan but no longer qualified. The plan will appear on the report because eligibility exists.
Therefore, the correct column isUnassigned Eligible Compensation Components, making optionAcorrect.

NEW QUESTION # 46
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