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

Topic	Details

Topic 1	• 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	• 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	• 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.
Topic 4	• Sorting and Filtering: This section of the exam measures the skills of Workday Report Developers and focuses on improving data presentation. Candidates are evaluated on their ability to apply effective sorting, filtering, and logic-building techniques to generate accurate results.
Topic 5	• 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 6	• Business Process Management: This section of the exam measures the skills of HRIS Administrators and covers managing both mass and individual business processes. It emphasizes handling multiple workflow tasks efficiently and ensuring accuracy in execution.
Topic 7	• 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 8	• 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 9	• Prompting: This section of the exam measures the skills of Report Designers and focuses on configuring prompts in report definitions. It involves identifying built-in prompts and optimizing their use to create interactive reports.
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.
Topic 11	• 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 12	• 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 13	• 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 14	• 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 15	• 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.

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

NEW QUESTION # 41
Your client wants to group job profiles by departments (such as Human Resources, Accounting, Supply Chain). What field should the client use when creating a job profile?

- **A. Job Family/Job Family Group**
- B. Job Profile Name
- C. Job Category
- D. Job Classification

Answer: A

Explanation:
The correct answer isA - Job Family/Job Family Group.
In Workday,Job FamiliesandJob Family Groupsare used to organizeJob Profilesinto logical categories for reporting, analysis, and security. This structure helps organizations group related roles, such as "HR Generalist" and "HR Business Partner" under theHuman Resources Job Family, and all HR-related families under theCorporate Services Job Family Group.
When creating or editing a Job Profile, assigning aJob Familyallows Workday to automatically associate it with the correspondingJob Family Group. These relationships are vital for talent management, compensation structures, and reporting purposes (for example, grouping compensation grades by department).
Reference:Workday Pro HCM -Job Profiles, Job Families, and Job Family Groups, "Organizing Job Profiles into Hierarchical Structures."

NEW QUESTION # 42
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 thePay app (worklet), the correct action is toremove their associated security group from the domain security policythat governs access to the pay-related data.
Workday usesdomain security policiesto 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.
Byremovingthis 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 # 43

What type of notifications does Workday deliver?

- A. Custom
- B. System
- C. Overdue
- D. Alert

Answer: C

Explanation:
Workday deliversOverdue Notificationsautomatically to remind users that a step or task within a business process has not been completed within the expected time frame. These notifications are part of Workday's built-in process monitoring and are generated by the system based on defined due dates or completion delays.
Overdue notifications ensure accountability by alerting users when a step is pending beyond its due date, helping maintain compliance with HR and operational timelines.
Options A (Custom) and C (Alert) refer to user-configurable messages and rule-based triggers that administrators create, but they arenot delivered automatically by Workdayunless specifically configured.
Option D (System) refers to general system messages, not process-driven notifications.
Reference (Paraphrased Source):
Workday Pro HCM Core - Business Process Framework Configuration Guide (2023R2), Section: "Workday- Delivered Notifications and Overdue Task Alerts."

NEW QUESTION # 44
You are creating a new security group to allow users responsible for security oversight to runSecurity reports across all organizations.
What type of security group should you create?

- A. Role-based (Constrained)
- B. Rule-based
- C. User-based
- D. Segment-based

Answer: C

Explanation:
The correct answer isD - User-based.
User-based security groupsare manually assigned to specific users and are typically used foradministrative or audit-level access.
They can be configured asunconstrained, granting full visibility across all organizations and data in the tenant.
For users responsible forsecurity oversight or auditing, auser-based group(such asSecurity Administratoror Security Auditor) is appropriate. This group can be assigned to the necessarydomain and business process security policiesthat control access tosecurity reportsand configuration data.
Other group types (e.g., role-based or segment-based) depend on organizational context and cannot provide unrestricted system-wide visibility, making a user-based group the correct option for full security monitoring.
Reference:Workday Pro HCM -Security Administration and Oversight, "User-Based Security Groups for Security Auditors and Administrators" section.

NEW QUESTION # 45
You need to determine which tasks in your business process must occur after the completion step. What report will you run?

- A. Business Process Configuration Options
- B. Business Process Definitions for Business Object
- C. Business Process Definitions
- D. Business Process Compare

Answer: C

Explanation:
The correct report to determine which tasks occur after the Completion Step in a business process is the
"Business Process Definitions" report.

In Workday, the Business Process Definitions report provides a comprehensive view of all steps, conditions, and routing rules configured within a specific business process definition. This includes identifying the sequence of steps, whether they occur before or after the completion step, and the associated responsible roles or security groups.

This report is critical for administrators and Workday Pro users to validate workflow sequencing, especially when troubleshooting process behavior or verifying compliance with organizational approval structures. Other reports, such as Business Process Definitions for Business Object, are broader and list all business processes tied to a given object, but they do not detail the post-completion steps.

Reference: Workday Pro HCM - Business Process Fundamentals, "Analyzing Business Process Definitions" section; Workday Report: Business Process Definitions.

NEW QUESTION # 46

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