

# Test Workday-Pro-HCM-Core Practice | Workday-Pro-HCM-Core Authorized Exam Dumps



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

Topic	Details
Topic 1	<ul style="list-style-type: none"> <li>Business Process Security: This section of the exam measures the skills of System Security Analysts and focuses on how business process security interacts with overall configurable security in Workday. Candidates ensure secure process execution through appropriate role and domain control.</li> </ul>
Topic 2	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 6	<ul style="list-style-type: none"> <li>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.</li> </ul>

Topic 7	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Topic 8	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Topic 9	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Topic 10	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Topic 11	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Topic 12	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Topic 13	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Topic 14	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

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### Workday Pro HCM Core Certification Exam Sample Questions (Q55-Q60):

#### NEW QUESTION # 55

What location usage defines the worker's physical location?

- A. Business Asset
- B. Job Posting
- C. Campus

- **D. Business Site**

**Answer: D**

Explanation:

In Workday HCM, location usage determines how a location is used across business processes such as staffing, reporting, payroll, and compliance. Each location can have one or more usage types, and selecting the correct usage is critical to ensure accurate worker records and downstream processing.

The location usage that defines a worker's physical work location is Business Site. A Business Site represents the actual, physical place where a worker performs their job duties, such as an office, plant, store, or warehouse. This usage is foundational in Workday and is commonly associated with employment details, including work address, tax reporting, payroll processing, and regulatory compliance. When a worker is hired or changes jobs, the Business Site is typically the location tied directly to the worker's position or job assignment.

The other options do not fulfill this purpose. Campus is used to group multiple business sites together, often for reporting or organizational purposes, but it does not directly represent where an individual worker physically works. Job Posting locations are used exclusively in recruiting to indicate where a job is advertised and may not reflect the worker's actual work location. Business Asset is used to associate physical assets, such as equipment or facilities, with a location and is not intended for worker assignment. From a Workday Pro HCM perspective, correctly identifying the Business Site as the worker's physical location ensures consistency across staffing, payroll, benefits, and compliance processes. It supports accurate reporting and enables Workday to apply location-based rules and calculations correctly.

Therefore, the correct and Workday-verified answer is Business Site.

#### **NEW QUESTION # 56**

What is the function of job profiles?

- A. Job profiles are assigned only to jobs.
- B. Job profiles are required when creating a position.
- **C. Job profiles include the general characteristics of position.**
- D. Job profiles are optional fields for hiring and contract processes.

**Answer: C**

Explanation:

In Workday HCM, job profiles are core configuration objects that define the general characteristics of work performed in the organization. Their primary function is to standardize and describe roles consistently across the enterprise, regardless of whether the organization uses job management, position management, or a hybrid staffing model. Job profiles capture high-level attributes such as job title, job family, job family group, management level, job category, worker type eligibility, and other structural elements that describe the nature of the work.

The correct statement is that job profiles include the general characteristics of position. In position management organizations, every position is associated with a job profile, which supplies these shared characteristics. This ensures that multiple positions performing the same type of work are aligned to the same job definition, supporting consistency in staffing, compensation, reporting, and organizational analysis.

Option A is incorrect because job profiles are not optional; they are foundational to staffing and compensation processes. Option B is inaccurate because job profiles are not assigned only to jobs—they are used across both job management and position management models. Option D is also incorrect because while job profiles are required for creating positions, that statement describes a dependency, not the function of job profiles.

From a Workday Pro HCM best-practice perspective, job profiles serve as the single source of truth for job architecture, enabling scalable workforce management, consistent reporting, and effective compensation governance. They allow organizations to evolve roles over time while maintaining structural alignment across workers and positions.

Therefore, the correct and Workday-verified function of job profiles is that they include the general characteristics of positions.

#### **NEW QUESTION # 57**

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 moves to the job management organization.
- **C. The position is open and available for backfill.**
- D. The position's hiring restrictions were changed.

**Answer: C**

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 # 58**

You need to create a new supervisory organization and it needs to inherit attributes from an existing supervisory organization. What task do you use?

- A. Assign Included Organizations
- **B. Create Subordinate**
- C. Create Supervisory Organization
- D. Assign Roles

**Answer: B**

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Organizations Setup and Management Guide 2023R2):

When creating a new supervisory organization that should inherit attributes such as staffing model, company, and cost center from an existing organization, you use the Create Subordinate task.

This task creates the new subordinate organization directly under a superior supervisory organization. It automatically copies inherited settings such as visibility, organization assignments, and staffing model, ensuring hierarchical alignment and simplifying setup.

Option B (Create Supervisory Organization) creates a brand-new top-level supervisory org without inheritance.

Option A (Assign Roles) only assigns role-based permissions after creation.

Option C (Assign Included Organizations) is used for related org relationships, not for hierarchical creation.

Thus, Create Subordinate is the correct task when the new org must inherit settings from a superior one.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Creating Subordinate Supervisory Organizations and Inherited Attributes."

#### **NEW QUESTION # 59**

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

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

**Answer: C**

Explanation:

In Workday HCM, access to worklets, including delivered worklets such as the Pay App, is governed by domain security, not business process security. Worklets display data and provide navigation to reports, tasks, and applications, all of which rely on domain-level permissions to control visibility and access.

To prevent Contingent Workers from seeing or accessing the Pay App on their Home landing page, you must remove their

associated security group from the domain security policy that grants access to pay- related data. Once domain access is removed, the Pay App will no longer appear for those users because Workday dynamically displays worklets based on the user's domain permissions.

Business process security policies control who can participate in transactional processes-such as initiating or approving a Hire, Change Job, or Termination-and do not influence whether a worklet appears on the Home page. Therefore, options B and D are incorrect because modifying business process security would not affect worklet visibility.

Option C is also incorrect because adding a security group to a domain security policy would grant access, not restrict it.

From a Workday Pro HCM best-practice perspective, restricting access to delivered worklets is always achieved through domain security policy configuration. This ensures consistent behavior across dashboards, reports, and applications tied to sensitive data such as compensation and payroll.

Therefore, the correct and Workday-verified way to prevent Contingent Workers from accessing the Pay App is to remove the security group from the domain security policy.

## NEW QUESTION # 60

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