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

Topic	Details
Topic 1	• 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 2	• 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 3	• 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 4	• 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 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	• 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 7	• 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 8	• 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 9	• 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 10	• 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 11	• 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.

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Workday Pro HCM Core Certification Exam Sample Questions (Q34-Q39):

NEW QUESTION # 34
What type of notifications does Workday deliver?

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

Answer: B

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 # 35
A member of the HR Partner Role-Based security group transfers to a different position on another team. What subprocess in Change Job will address their security group membership?

- A. Manage Business Processes for Worker
- B. Manage Job History
- C. Assign Pay Group
- D. Assign Roles

Answer: D

Explanation:
Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Security and Business Process Framework Guide, 2023R2):
When a worker who is part of aRole-Based Security Group (RBSG)transfers to a different position, Workday automatically reviews the roles associated with theirsupervisory organizationthrough theAssign Rolessubprocess.
TheAssign Rolessubprocess within theChange Jobbusiness process ensures that role assignments (such as HR Partner, Manager, or Payroll Partner) are updated according to the new supervisory organization's configuration. This automation helps maintain proper security access and prevents users from retaining permissions tied to their previous role or organization.
Option A (Assign Pay Group) manages payroll assignment, not security.
Option B (Manage Job History) records past job data, unrelated to role security.
Option D (Manage Business Processes for Worker) handles process configurations, not security group updates.
Thus,Assign Rolesis the correct subprocess to maintain accurate security group membership during position changes.
Reference (Paraphrased Source):
Workday Pro HCM Core - Security and Business Process Configuration Guide (2023R2), Section: "Role Assignments in Staffing Events."

NEW QUESTION # 36
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. Segment-based
- B. User-based
- C. Rule-based
- D. Role-based (Constrained)

Answer: B

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 # 37
You created aRole-Based (Constrained)security group and aUser-Basedsecurity group. Both security groups have access to approve compensation changes.
What access will members of each group have?

- A. Both security groups can approve compensation of all workers they are assigned to support.
- B. Role-Based (Constrained) can approve the compensation of all workers. User-Based can approve the compensation of workers they are assigned to support.
- C. Role-Based (Constrained) can approve compensation of workers they are assigned to support. User- Based can approve compensation of all workers.
- D. Both security groups can approve compensation of all workers.

Answer: C

Explanation:
The correct answer isA - Role-Based (Constrained) can approve compensation of workers they are assigned to support. User-Based can approve compensation of all workers.
In Workday,Role-Based (Constrained)security groups restrict access based on an assigned organization or supervisory hierarchy. Members of a constrained role (such asCompensation Partner) can perform actions- like approving compensation changes-only for workers within their assigned supervisory organizations.
Conversely,User-Basedsecurity groups arenot tied to an organizationunless specifically constrained, and typically haveunconstrained, tenant-wide access. When both security groups have access to the same domain or business process (e.g., "Approve Compensation Change"), theUser-Basedgroup can approve changes for all workers, while theRole-Based (Constrained)group's access is limited by their assigned scope.
Reference:Workday Pro HCM -Security Fundamentals, "Constrained vs. Unconstrained Access in Role- Based and User-Based Security Groups."

NEW QUESTION # 38
How can a user become a member of an organization-based security group?(Select two correct answers.)

- A. The user is located in London, Paris, and Rome.
- B. The user is a member of the Information Technology cost center hierarchy.
- C. The user is a member of the Europe Location Hierarchy.
- D. The user is a member of the Human Resources job family.

Answer: B,C

Explanation:
The correct answers areBandC.
Organization-based security groupsderive membership automatically from an organizational structure in Workday-such assupervisory,cost center,region, orlocation hierarchies. Users are included in the group based on their association with that organization or hierarchy.
* B.If a user is part of theEurope Location Hierarchy, they automatically gain access assigned to that organization-based security group.
* C.Similarly, users belonging to theInformation Technology cost center hierarchyare included in the corresponding cost center-

based security group.

OptionsAandDare incorrect because location membership alone (without organizational hierarchy) or job family assignment does not control membership in an organization-based group.

Reference:Workday Pro HCM -Security Fundamentals, "Organization-Based Security Groups and Derived Membership" section.

NEW QUESTION # 39
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