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

Topic	Details
Topic 1	<ul style="list-style-type: none"> Reporting: Business Reporting is used to inform management and investors of information such as financial performance, the market outlook, or the performance of a specific department. Candidates are tested for their business reporting skills.
Topic 2	<ul style="list-style-type: none"> Human Capital Management: Human capital is a concept used by economists and social scientists to designate personal attributes considered useful in the production process. Candidates are assessed for their HCM skills.
Topic 3	<ul style="list-style-type: none"> Composite Reporting: This domain of the Workday Pro HCM Reporting Certification exam measures the skills of HRIS Analysts and covers building and managing Composite Reports to deliver advanced insights across Workday HCM data.
Topic 4	<ul style="list-style-type: none"> Calculated Fields: This domain assesses the skills of candidates regarding calculations. A calculation is a deliberate process that transforms one or more inputs into one or more results.

Workday Pro HCM Reporting Certification Exam Sample Questions (Q35-Q40):

NEW QUESTION # 35

The HR administrator is complaining about a report that is running slowly. The report uses the Trended Workers data source and includes a field on the related Worker business object.

How can you improve report performance without altering the report requirements?

- A. Add the field to the Trended Workers data source.
- B. Run the Purge Worker Trending Data task.
- C. Create a calculated field on the Trended Worker business object.
- D. Run the Create Worker Trending Data task.

Answer: A

Explanation:

Performance issues often occur when trending reports pull fields from related business objects instead of directly from the Trended Workers data source. This requires Workday to join across objects at runtime, slowing down report execution. To improve performance, you should add the required field to the Trended Workers data source, ensuring the data is pre-joined and optimized for trending.

From the Workday binder: "To improve performance, add commonly reported fields directly to the Trended Workers object. Using related business object fields requires additional joins and increases report runtime." Creating calculated fields adds complexity rather than improving speed. Purging or re-creating trending data maintains system hygiene but does not address field-level performance.

Thus, the correct solution is A. Add the field to the Trended Workers data source.

NEW QUESTION # 36

You are building a report that shows employee performance ratings and their associated performance review details. The report uses the Performance Review primary business object. Using a calculated field, what formula should you use to retrieve the employee's job title from the related Worker business object?

- A. Aggregate Related Instances
- B. Lookup Related Value
- C. Lookup Range Band
- D. Evaluate Expression Band

Answer: B

Explanation:

The correct choice is Lookup Related Value, because this function allows you to retrieve a field from a related business object that is not directly stored on your primary object. In this scenario, the primary business object is Performance Review, which holds

performance-related data but not job-related data such as Job Title. Since Job Title resides on the Worker business object, you need to link from Performance Review to Worker and then retrieve Job Title.

The Workday reporting guide explains: "Lookup Related Value - Returns a field from a related business object. Use this to bring data from associated objects into a report when the field is not directly available on the primary object." This ensures the Performance Review data can be combined with Job Title for meaningful insights.

By contrast, Aggregate Related Instances is used to roll up multiple related values, Range Band applies thresholds, and Evaluate Expression Band is used for conditional ranges, not cross-object retrieval.

NEW QUESTION # 37

You have selected the Enable As Worklet checkbox on a report definition and added the Recruiting dashboard in the Available On field. You share the report definition with all authorized users and run the Recruiting dashboard but the worklet is not appearing. What could be the reason for this?

- A. You need to configure the Recruiting dashboard to include the worklet.
- B. The worklet needs to be setup as required on the dashboard.
- C. Your security needs to be updated to view the worklet.
- D. The worklet has more than 100 rows of data.

Answer: A

Explanation:

Enabling a report as a worklet and assigning it to a dashboard does not automatically make it visible. The Recruiting dashboard (or any dashboard in Workday) must be configured to include the worklet explicitly. This is a common oversight-report designers assume that enabling a report as a worklet is sufficient, but the dashboard itself must be updated in configuration to display that worklet tile.

From the Workday reporting materials: "Dashboards provide an interface to view multiple worklets. Even if a report is enabled as a worklet, the dashboard configuration determines which worklets are visible to end users." Other options are less relevant: exceeding 100 rows only impacts loading performance, not visibility; security issues would typically block data, not hide the worklet entirely; and required setup applies to whether the worklet is optional or required, but it must still be added to the dashboard.

Thus, the correct reason is B. You need to configure the Recruiting dashboard to include the worklet.

NEW QUESTION # 38

You are configuring a data column on a composite report. You would like to map a subreport prompt to a value in a prompt set, but the prompt is not appearing on the Map Sub Report Prompts grid in the column configuration options.

What could be causing this?

- A. The Do Not Prompt at Runtime checkbox is selected for the prompt on the subreport.
- B. You did not select Use Value From Prompt Set as the default prompt value in the subreport.
- C. You do not have access to the domain securing the report prompt.
- D. You already set a default value for the prompt on the subreport.

Answer: A

Explanation:

In Workday, when you configure composite reports, you can map subreport prompts to prompt sets for greater flexibility. However, if the Do Not Prompt at Runtime checkbox is selected on the subreport prompt, the prompt will not be exposed in the Map Sub Report Prompts grid. This is because Workday interprets the prompt as suppressed and therefore not available for mapping at runtime.

From the Workday binder: "Prompts suppressed with the Do Not Prompt at Runtime option will not appear in the Map Sub Report Prompts grid in composite report configuration. To map a subreport prompt, ensure the prompt is enabled at runtime." Other options do not directly cause this issue: default values on prompts do not suppress them, security issues would block data but not hide the prompt mapping, and prompt set configuration errors affect defaulting but not visibility.

Thus, the correct answer is B. The Do Not Prompt at Runtime checkbox is selected for the prompt on the subreport.

NEW QUESTION # 39

You have a Pivot Table visualization in your discovery board.

What type of report will Workday create if you generate a report from this visualization?

- A. Matrix Report (with only a table)
- B. Matrix Report (with a chart and a table)
- C. Advanced Report
- D. XpressO

Answer: A

Explanation:

In Workday Discovery Boards, visualizations such as pivot tables are based on summarized and grouped data. When you choose to generate a report from a Pivot Table visualization, Workday converts the visualization into a Matrix Report that includes only a table, preserving the row and column groupings and summarizations used in the pivot.

The Workday HCM Reporting documentation states:

"When generating a report from a pivot table visualization, Workday creates a matrix report that reflects the grouped and summarized structure of the pivot."

"Charts are not included when generating reports from pivot table visualizations; the output is a table-only matrix report." Advanced Reports are generated from non-pivot, row-based visualizations. XpressO is not used for discovery board-generated reports.

Matrix reports with charts are created only when the visualization includes a chart component, which pivot tables do not.

Therefore, the correct answer is B. Matrix Report (with only a table).

NEW QUESTION # 40

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