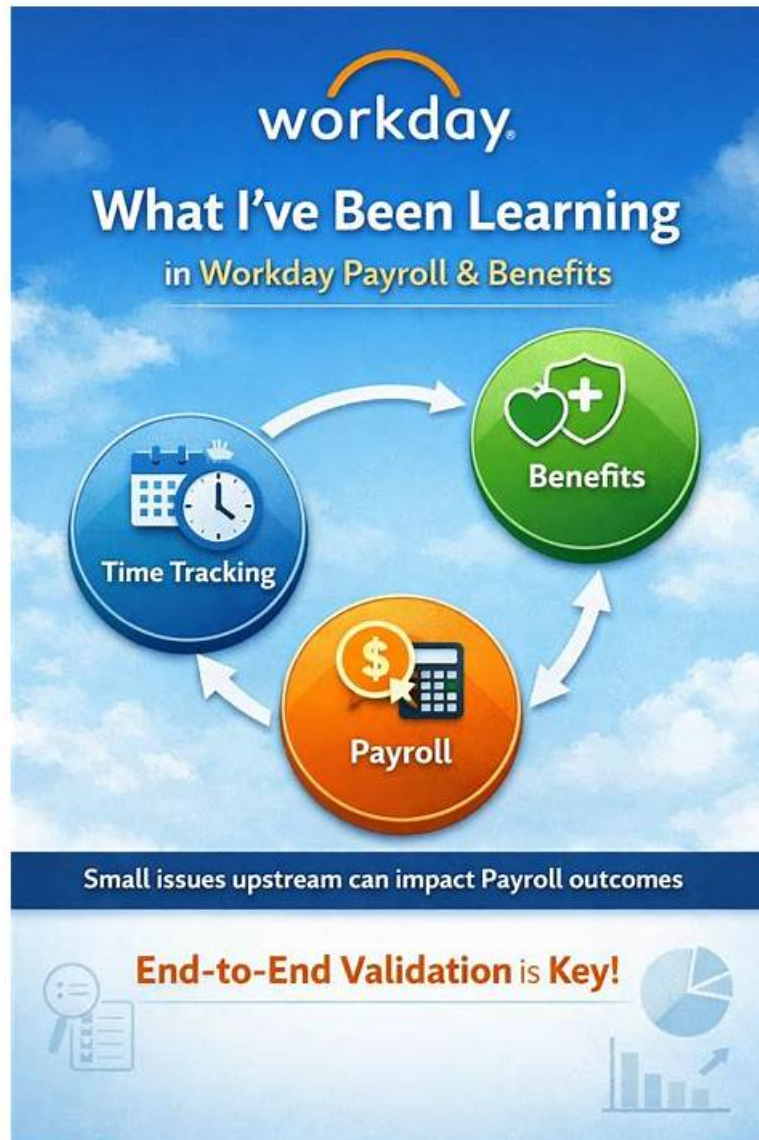


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Workday Workday-Pro-HCM-Core Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 3	<ul style="list-style-type: none"> 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.
Topic 4	<ul style="list-style-type: none"> 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 5	<ul style="list-style-type: none"> 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 6	<ul style="list-style-type: none"> 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 7	<ul style="list-style-type: none"> 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.
Topic 8	<ul style="list-style-type: none"> 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 9	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 11	<ul style="list-style-type: none"> 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 12	<ul style="list-style-type: none"> 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 13	<ul style="list-style-type: none"> 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 14	<ul style="list-style-type: none"> • 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.
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Workday Pro HCM Core Certification Exam Sample Questions (Q75-Q80):

NEW QUESTION # 75

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

Answer: B

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 # 76

A vacant HR Generalist position needs to support a new organization and its subordinate organizations. What are the steps to create the security group to meet this requirement?

- **A. Run the Maintain Assignable Roles task.
Create a role-based constrained security group.
Assign the position to the new role on the organization.**
- B. Create a role-based unconstrained security group.
Run the Activate Pending Security Policy Changes task.
Assign the position to the new role on the custom organization.
- C. Create a user-based security group.
Run the Activate Pending Security Policy Changes task.
Assign the position to the security group.
- D. Run the Maintain Assignable Roles task.
Create a user-based security group.
Assign the incumbent to the security group.

Answer: A

Explanation:

In Workday HCM, when security access must follow a position rather than a specific individual, the correct solution is to use a role-based constrained security group. This is especially important when the position is vacant, as assigning security to a person would not meet the requirement and would require reconfiguration once the role is filled.

The first step is to run the Maintain Assignable Roles task. This task enables administrators to define which role-based security groups can be assigned to organizations. Without completing this step, the role cannot be attached to an organization or used in an organizational context.

Next, a role-based constrained security group is created. Constrained security groups restrict access based on organizational assignments, allowing the role to support a specific organization and its subordinate organizations. This aligns precisely with the requirement for the HR Generalist position to support a new organization hierarchy while maintaining proper security boundaries. Finally, the position is assigned to the new role on the organization. Assigning the role to the position-not the worker-ensures that security access automatically transfers to whoever occupies the HR Generalist position in the future. This supports scalability, reduces administrative effort, and follows Workday's security best practices.

The other options are incorrect because user-based security groups require an incumbent and do not support vacant positions, while unconstrained security groups grant overly broad tenant-wide access. Activating pending security policy changes alone does not satisfy the requirement to scope access by organization.

Therefore, Option A is the only configuration that is accurate, scalable, and fully aligned with Workday Pro HCM security design principles.

NEW QUESTION # 77

What location usage defines the worker's physical location?

- A. Job Posting
- **B. Business Site**
- C. Business Asset
- D. Campus

Answer: B

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 # 78

Refer to the following scenario to answer the question below.

A position has the following restrictions:

- * Job Profile: Staff HR Representative
- * Location: New York, San Francisco
- * Worker Type: Employee

All other optional values are blank.

An HR Partner hires an employee into this position.

What is the status of this position?

- A. Frozen

- B. Filled
- C. Closed

Answer: B

Explanation:

In Workday HCM, within the position management staffing model, each position represents a single headcount slot that can be occupied by only one worker at a time. The status of a position automatically updates based on staffing activity, particularly when a worker is hired, transferred, or terminated.

In this scenario, an HR Partner successfully hires an employee into the position. Once the hire transaction is completed and reaches the completion step of the Hire business process, Workday assigns the worker to the position. As a result, the position's status automatically changes to Filled. This status indicates that the position is currently occupied by a worker and is no longer available for hiring or backfill unless the incumbent leaves the position.

The defined hiring restrictions—job profile, location, and worker type—are used only to control who can be hired into the position. Once a worker who meets these restrictions is hired, those restrictions no longer influence the position's status. The fact that all other optional values are blank does not affect the outcome, as unrestricted fields do not prevent the position from being filled.

Option B, Closed, would apply only if the position were explicitly closed through a position management action, such as eliminating the role. Option C, Frozen, would apply if the position were intentionally placed on hold to prevent hiring, which is not described in this scenario.

From a Workday Pro HCM perspective, the system behavior is clear and consistent: when a worker is hired into a position-managed role, the position becomes Filled. Therefore, the correct and Workday-verified answer is Filled.

NEW QUESTION # 79

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

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