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

Topic	Details
Topic 1	<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 2	<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.
Topic 3	<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 4	<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.

Workday Pro HCM Reporting Certification Exam Sample Questions (Q22-Q27):

NEW QUESTION # 22

You need to filter a custom report to only return data on part-time employees.
To achieve this, what comparison type should you use when creating the filter?

- A. Value specified in this filter
- B. Value from another field
- C. Prompt the user for the value
- D. Prompt the user for the value and ignore the filter condition if the value is blank

Answer: A

Explanation:

When creating a custom report, filters restrict which data records are returned. Workday allows different comparison types for filters. The option "Value specified in this filter" lets you hard-code a condition (for example, Time Type = Part-Time), so the report consistently returns only part-time employees without requiring user input.

From the Workday Reporting documentation:

"Filter - Add conditions to filter the primary business object."

"Prompts - You can further narrow and refine your report results by having the user complete prompt fields before they run the report... or use value specified in this filter for fixed filtering." Therefore, the correct answer is C. Value specified in this filter.

NEW QUESTION # 23

You would like to create an advanced report that contains information about employees and their dependents.
Where can you go to identify the field that links the two business objects, Worker and Dependent?

- A. The Related Business Object column of the Report Fields report
- B. The Related Business Objects tab of the Business Object Details report
- C. The Columns tab of a report definition
- D. The business object's Related Actions > Reporting > Report Fields and Values

Answer: B

Explanation:

To connect multiple business objects in reporting, Workday provides the Business Object Details report. The Related Business Objects tab within this report shows how different business objects are linked (e.g., Worker to Dependent). This enables report writers to identify which fields connect the primary and secondary objects.

From the Workday Reporting documentation:

"The report data source provides the view into the primary business object. This object gives you access to class report fields as well as links to related business objects." Therefore, the correct answer is C. The Related Business Objects tab of the Business Object Details report.

NEW QUESTION # 24

You are viewing a worker's Workday profile and would like to know more about the data behind the worker's job profile of Senior Benefits Analyst so that you can plan a report.

What is the quickest way to identify the business object associated with this field and other relevant field values relating to this instance?

- A. Select the job profile's Related Actions icon and select Reporting > Report Fields and Values.
- B. Run the Business Object Details report for the Job Profile business object.
- C. Run the Report Fields report.
- D. Create a custom report using the Create Custom Report task.

Answer: A

Explanation:

The Report Fields and Values option is available via the Related Actions icon for fields on worker profiles. This is the quickest way to see which business object is tied to the field (e.g., Job Profile) and which field values are available for reporting.

From the Workday documentation:

"To determine which business object a field belongs to and the values available for that field, select the Related Actions > Reporting > Report Fields and Values option." Thus, the quickest method is B. Select the job profile's Related Actions icon and select Reporting > Report Fields and Values.

NEW QUESTION # 25

How can you capture proposed values relating to a business process event on a report?

- A. Use an event-related business object as the primary business object or as a related business object.
- B. Apply a report filter that only returns data that contains "proposed" in the field name.
- C. Use a data source that is enabled for effective dating.
- D. Configure Lookup Value as of Date calculated fields that return field values as of the date before the business process events occurred.

Answer: A

Explanation:

To capture proposed values from a business process event, you must use an event-related business object. For example, a Staffing Event business object can provide both the current and proposed values of job, location, or compensation during a transaction.

The Workday binder clarifies: "The report data source provides the view into the primary business object. This object gives you access to class report fields as well as links to related business objects." . By selecting an event-related object as the report's data source, you can retrieve pending changes alongside existing values.

Other answers are insufficient: "effective dating" only retrieves data snapshots, and filters cannot detect "proposed" unless tied to the correct object. Lookup Value as of Date would return historical data, not future proposed changes.

NEW QUESTION # 26

You configured a trending report for an HR analyst that shows headcount by country trends by quarter. The HR analyst has asked for the data to display for each month, rather than each quarter.

How can you fulfill these requirements?

- A. Run the Maintain Trended Workers task and modify the Trending Period.
- B. Edit the Group by Time Period field in the report definition.
- C. Add a report prompt that uses the Trending Period field.

- Answer: B**

From the Workday documentation: "In trending reports, the Group by Time Period setting allows users to choose the granularity of the results, such as monthly, quarterly, or annually. This setting controls the display of data in charts and tables." Other options are less appropriate: editing the Column Grouping grid changes report layout but not trending intervals, using a prompt does not change aggregation, and running the Maintain Trended Workers task changes system-wide trending setup, not individual report display. Thus, the correct approach is B. Edit the Group by Time Period field in the report definition.

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