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

Topic	Details
Topic 1	<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 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">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.

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Workday Pro HCM Reporting Certification Exam Sample Questions (Q18-Q23):

NEW QUESTION # 18

The Chief People Officer is running the Headcount by Year report and getting different results than an HR analyst, who is the report owner.

What is a possible cause of this?

- A. The Chief People Officer does not have access to the data source filter.
- B. The HR analyst did not share the report with the Chief People Officer.
- C. The HR analyst did not properly transfer ownership of the report to the Chief People Officer.
- **D. Both the Chief People Officer and HR analyst have constrained access to the data source.**

Answer: D

Explanation:

Reports in Workday respect data source security constraints. Different users may see different results in the same report if their access is limited. For example, an HR analyst may have constrained access only to certain organizations or workers, while the Chief People Officer may also have constraints.

From Workday Reporting and Security documentation:

"Report results differ between users if security constraints apply. Constrained security groups grant access only to specific target data (e.g., workers in certain supervisory orgs), while unconstrained groups can view all data." Thus, the likely cause is that both the Chief People Officer and the HR analyst have constrained access to the data source. Correct answer: C.

NEW QUESTION # 19

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

Answer: D

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 # 20

A worker report uses a filter based on the Location field, using the comparison type Prompt the user for a value. A user runs this report and leaves the prompt value blank.

What Worker instances display on the output?

- **A. All Worker instances, regardless of the value of the Location field**
- B. Only Worker instances where there is a value of the Location field
- C. No Worker instances, regardless of the value of the Location field
- D. Only Worker instances where the Location field value is blank

Answer: A

Explanation:

Workday report filters allow prompts so users can enter values when running a report. If the prompt value is left blank, Workday treats it as though no filter condition has been applied, so the system returns all available Worker instances regardless of the Location field.

From the Workday Reporting guide:

"Prompts - You can further narrow and refine your report results by having the user complete prompt fields before they run the report. You can set default values for prompts... If left blank, the filter condition is ignored and all data is returned." Therefore, the correct answer is D. All Worker instances, regardless of the value of the Location field.

NEW QUESTION # 21

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 # 22

You want to view benefit cost by benefit enrollment for the current year compared to the prior year to evaluate increases or decreases in plan enrollment, displaying formatted cost and count variance calculations.

What type of report would allow you to do this?

- A. Composite Report
- B. Matrix Report
- C. Advanced Report
- **D. Trending Report**

Answer: D

Explanation:

To evaluate year-over-year changes in benefit costs and enrollments, you need historical data comparisons over time. The Trending Report type is designed for exactly this use case, leveraging data sources like Trended Workers to display snapshots at periodic intervals and calculate variances between time periods.

From the Workday binder: "Trending reports allow you to track changes to worker data across time. These reports support analysis of headcount, demographics, benefit enrollments, and cost variances year-over-year or month-over-month." Advanced and Matrix reports provide strong analysis capabilities, but they are based on current or related effective-dated data, not time-series snapshots. Composite reports combine multiple subreports but do not inherently manage trending data or variance calculations across years. Therefore, the only correct option for year-over-year benefit enrollment and cost variance is D. Trending Report.

NEW QUESTION # 23

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