

Top features of Workday Workday-Pro-HCM-Core Exam Practice Test Questions

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WORKDAY PRO HCM CORE EXAM QUESTIONS AND ANSWERS 2025

True or False? Search lets you use partial searches and abbreviations. - correct answer- True

What is the name and location of the icon you select when acting on or making changes to an object? - correct answer- Related Actions, next to or below the object

What is the name of the report that displays Workday-delivered reports?

A. Workday Standard Reports B. Workday Delivered Reports
C. Workday Customer Reports D. All Custom Report - correct answer- A. Workday Standard Reports

What is the primary organizational structure within Workday HCM? - correct answer- Supervisory

True or False? Security and business processes apply across applications and impact all Workday solutions. - correct answer- True

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The Workday-Pro-HCM-Core certification is the best proof of your ability. However, it's not easy for those work officers who has less free time to prepare such an Workday-Pro-HCM-Core exam, and people always feel fear of the unknown thing and cannot handle themselves with a sudden change. However, our Workday-Pro-HCM-Core Exam Questions can stand by your side. And we are determined to devote ourselves to serving you with the superior Workday-Pro-HCM-Core study materials. You can have a try on the free demo of our Workday-Pro-HCM-Core exam questions, you can understand in detail and make a choice.

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

Topic	Details
Topic 1	• 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 2	• 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 3	• 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 4	• 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 5	• 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 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	• 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 8	• 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 9	• 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 10	• 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 11	• 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 12	• 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 13	• 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 14	• 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.

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Workday Pro HCM Core Certification Exam Sample Questions (Q140-Q145):

NEW QUESTION # 140

What is the purpose of the completion step within a business process definition?

- A. To indicate when Workday saves or commits information.
- B. To indicate when Workday completes a step automatically.
- C. To indicate when the HR Partner receives the approval step.
- D. To indicate when Workday runs the exit condition rule within the business process.

Answer: A

Explanation:

In Workday HCM, business process definitions control how transactions such as hires, job changes, terminations, and approvals flow through the system. Each business process consists of multiple steps, including initiation, approvals, notifications, and system actions. Among these, the completion step plays a critical and often misunderstood role.

The primary purpose of the completion step is to indicate when Workday saves, finalizes, and commits the transaction data to the system. Until the completion step is reached, information entered during the business process remains in a pending state and is not fully written to the database. Once the completion step executes, the transaction becomes effective, and all related changes-such as worker status updates, organization assignments, compensation changes, or security updates-are officially applied.

Option A is incorrect because automatic completion of steps is controlled by step type and routing rules, not by the completion step itself. Option B is incorrect because exit condition rules are evaluated at various points during the process to determine whether steps should be skipped, not specifically at completion. Option D is unrelated, as the completion step does not control when specific roles receive approvals.

From a Workday Pro HCM perspective, the completion step is essential for ensuring data integrity and transactional accuracy. It marks the point at which the business process is considered finished and all downstream effects-such as reporting, payroll, benefits eligibility, and security changes-can occur reliably.

Therefore, the correct and Workday-verified purpose of the completion step is to indicate when Workday saves or commits information.

NEW QUESTION # 141

You want to stop a consolidated approval chain after a vice president approves the task.

What type of condition rule do you add to accomplish this?

- A. Exit
- B. Entry
- C. Validation
- D. While Running

Answer: A

Explanation:

In Workday HCM, condition rules are used within business process definitions to control when steps start, continue, or stop executing. When working with consolidated approvals, it is common to define stopping points so that once a required level of approval is met-such as approval by a vice president-the approval chain does not continue unnecessarily.

To stop a consolidated approval chain after a vice president approves the task, you must use an Exit condition rule. Exit conditions are evaluated after a step completes and determine whether the business process should continue to subsequent steps or stop processing additional steps. When the exit condition evaluates to true, Workday exits the process flow at that point.

This behavior makes exit conditions ideal for scenarios where hierarchical or role-based approval chains should end once a certain authority level has approved. In this case, once the vice president approval is completed, the exit condition prevents additional approvers from receiving the task.

The other condition types do not meet this requirement. Entry conditions control whether a step starts at all but do not stop a process once it has begun. Validation conditions are used to enforce data accuracy and prevent submission if requirements are not met. While Running conditions are evaluated while a step is in progress and are typically used to cancel or reroute steps if circumstances change.

From a Workday Pro HCM best-practice perspective, exit condition rules are the correct and recommended method for ending approval chains early when business requirements are satisfied. Therefore, the correct and Workday-verified answer is Exit

NEW QUESTION # 142

Refer to the following scenario to answer the question below. You need to group members of multiple organizations to track and report on revenue and expense-related financial transactions. What report lets you view organization activities grouped by effective date?

- A. Find Events
- **B. Reorganizations**
- C. Navigate Hierarchy
- D. Org Chart

Answer: B

Explanation:

The report used to view organization activities grouped by effective date is Reorganizations. In Workday, organization changes are effective-dated so that structural changes, hierarchy updates, included organization changes, and related organization activities can be tracked over time. Reorganization events provide a controlled way to group and review organization changes that share an effective date. This is especially important when organization structures are used for financial or workforce reporting because historical and future-dated changes must be auditable. Find Events can locate business process events, but it is not the best report for reviewing organization activities grouped by effective date. Org Chart provides a visual view of reporting or organization structure, not a grouped list of organization activities by effective date. Navigate Hierarchy supports browsing through hierarchy relationships but does not serve as the effective-dated organization activity report. Because the scenario asks specifically for viewing organization activities grouped by effective date, Reorganizations is the correct answer. Reference topics: Organizations, Reorganization Events, Effective Dating, Organization Activities, and hierarchy maintenance.

NEW QUESTION # 143

What report allows you to view compensation components that a worker is:

- * Assigned and eligible for
- * Unassigned and eligible for
- * Assigned and ineligible for?

- **A. Employee Compensation Audit**
- B. Employee Compensation Details by Job Profile
- C. Compensation Rule Assignment
- D. Compensation Summary

Answer: A

Explanation:

The Employee Compensation Audit report is the primary Workday-delivered report designed to analyze the relationship between compensation eligibility rules and actual plan assignments. It explicitly categorizes compensation components into three critical groupings:

- * Assigned Eligible Compensation Components
- * Unassigned Eligible Compensation Components
- * Assigned Ineligible Compensation Components

This makes the report uniquely suited for identifying configuration gaps, data integrity issues, and compliance risks. Compensation administrators commonly use this report to validate allowance, bonus, and salary plan assignments after eligibility rule changes, organizational updates, or mass events.

Other reports do not provide this level of eligibility comparison. Compensation Summary focuses on current compensation amounts only. Employee Compensation Details by Job Profile provides structural views without eligibility analysis. Compensation Rule

Assignment lists rules, not worker-level assignment outcomes.
Therefore, the correct answer is Employee Compensation Audit, making option C correct.

NEW QUESTION # 144

You recently created a supervisory organization that uses the Position Management staffing model. Before you can hire into the organization, what business process must you execute first?

- A. Hiring Restrictions
- **B. Create Position**
- C. Change Job
- D. Edit Position

Answer: B

Explanation:

The correct answer is B - Create Position.

In Workday, when a supervisory organization uses the Position Management staffing model, each hire must be associated with a specific position. Before initiating a hire, an administrator or HR partner must execute the Create Position business process to establish that position record.

This process defines critical attributes such as:

- * Job Profile (e.g., HR Analyst, Accountant),
- * Location,
- * Time Type (Full-time/Part-time),
- * Worker Type (Employee or Contingent Worker),
- * Availability Date and Earliest Hire Date, and
- * Position Restrictions that control who and how hiring can occur.

Once the position is created and approved through the configured workflow, it becomes available for hiring via the Hire Employee business process. Without an open, approved position, the system will not allow a hire in Position Management organizations.

Reference: Workday Pro HCM - Staffing Model Fundamentals, "Creating Positions and Hiring within Position Management Supervisory Organizations."

NEW QUESTION # 145

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