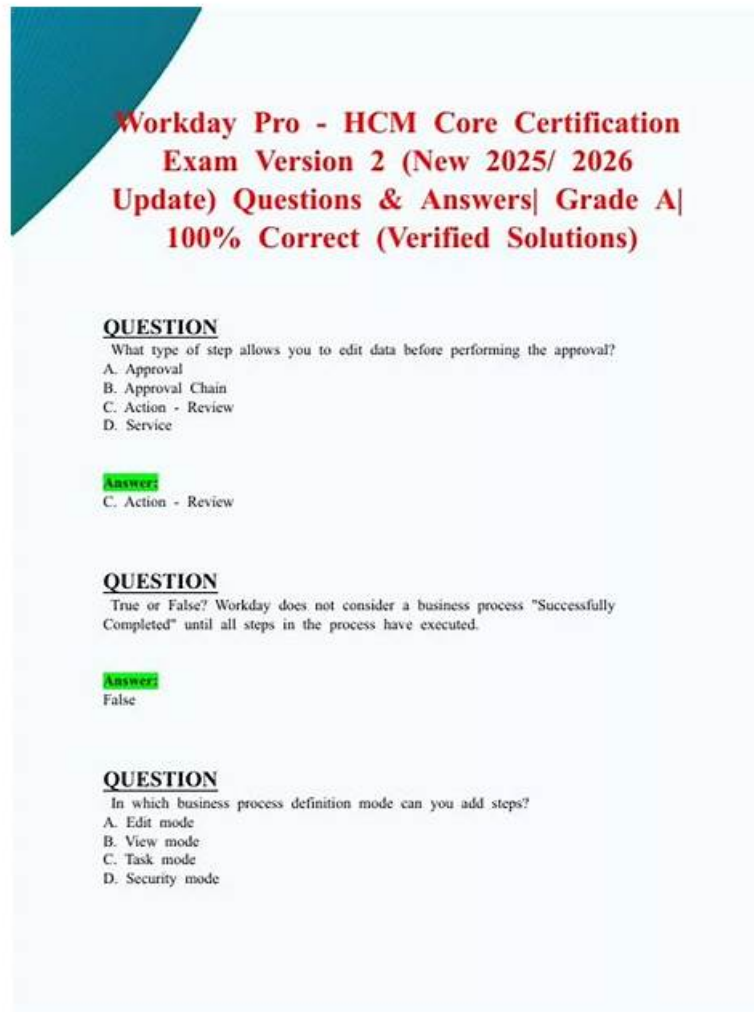


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## Workday Pro HCM Core Certification Exam Sample Questions (Q71-Q76):

### NEW QUESTION # 71

What security group does Workday deliver that allows employees to change their home address?

- A. Manager
- B. Initiator
- C. All Users
- **D. Employee-as-Self**

**Answer: D**

Explanation:

The correct answer is A - Employee-as-Self.

Employee-as-Self is a delivered Workday user-based security group automatically assigned to all active workers within the tenant. This group allows employees to view and update their own personal data, such as home address, phone number, emergency contacts, and other self-service information.

The permissions for this group are defined in domain security policies related to personal data, such as Worker Data: Personal Information and Worker Data: Home Contact Information. Employees only have access to modify their own records, not those of others.

This self-service model is central to Workday's HCM design, empowering employees to maintain accurate personal information without administrator intervention.

Reference: Workday Pro HCM - Security and Self-Service Fundamentals, "Employee-as-Self Delivered Security Group" section.

### NEW QUESTION # 72

You want to prevent an HR Partner from accessing the Find Workers report. What must you update?

- **A. Domain Security Policy**
- B. Maintain Assignable Roles
- C. Maintain Functional Areas
- D. Business Process Security Policy

**Answer: A**

Explanation:

The correct answer is C - Domain Security Policy.

In Workday, reports and data access are controlled by domain security policies, whereas business process security policies control who can initiate or act on transactions. The Find Workers report accesses worker data fields that are part of the Worker Data: Public, Personal, and Employment domains.

To restrict the HR Partner security group from accessing the Find Workers report, you must update the domain security policy that governs the worker data used by that report. By removing the HR Partner group from the View permissions of the relevant domains, you effectively prevent them from retrieving worker information through that report.

Reference: Workday Pro HCM - Security Fundamentals, "Domain Security Policies and Data Access Controls" section.

### NEW QUESTION # 73

You want HR representatives to have access to the members of the Sales supervisory organizations.

What type of security group should you create?

- A. Organization-based (Unconstrained)
- B. User-based
- **C. Role-based (Constrained)**
- D. Role-based (Unconstrained)

**Answer: C**

Explanation:

In Workday HCM, selecting the correct security group type is critical to ensuring users have appropriate access while maintaining strong governance and data security. When HR representatives need access to workers within a specific supervisory organization, such as Sales, the most appropriate solution is a role-based constrained security group.

A role-based constrained security group limits access based on organizational assignment, such as a supervisory organization and its subordinate organizations. This means HR representatives assigned to this role will only have access to workers who belong to the Sales supervisory organization hierarchy. This targeted access aligns with the principle of least privilege and is a core Workday Pro HCM security best practice.

Organization-based (Unconstrained) and role-based (Unconstrained) security groups grant access across all organizations in the tenant. These options would provide broader access than required and could expose sensitive worker data outside the Sales organization. Therefore, they are not appropriate when access should be limited to a specific supervisory organization.

User-based security groups assign access to individual users, not organizational roles. While useful for exceptions or administrators, user-based groups do not scale well and require ongoing maintenance when users change roles or responsibilities.

By using a role-based constrained security group, access automatically follows the role assignment on the Sales supervisory organization. If HR representatives change or new HR staff are assigned, access is updated without reconfiguring security for individual users.

From a Workday Pro HCM perspective, role-based constrained security groups provide the optimal balance of flexibility, control, and scalability. Therefore, the correct and Workday-verified answer is Role-based (Constrained).

#### NEW QUESTION # 74

What is a Workday standard report?

- A. An ad-hoc report for on-the-fly analytics
- B. A report to export data for external analysis
- C. A customized report for specific organizational needs
- **D. A delivered predefined report**

**Answer: D**

Explanation:

A Workday standard report refers to a delivered, predefined report that is built and maintained by Workday.

These reports are available out-of-the-box and are designed to support common and essential business processes and analytics across HCM, Finance, and other Workday modules. Users can run standard reports immediately without needing to create them from scratch, and they often serve as a base for custom reporting when further refinement or filtering is necessary.

Workday provides hundreds of these reports covering a broad range of functionality—examples include "Employee Roster", "All Positions", "Business Process Transactions", etc. These reports are typically domain-secured, which means access to them is governed by user security and data access permissions.

As per the Workday Pro HCM Reporting Study Guide, standard reports are also known as "delivered reports" and often include pre-configured prompts and formatting that align with Workday best practices.

Workday Pro HCM - Reporting and Analytics Fundamentals, "Standard Reports Overview" section.

#### NEW QUESTION # 75

What security group does Workday deliver that allows employees to view information about the organization's structure?

- A. Role Maintainer
- B. Implemented
- **C. All Employees**
- D. Initiator

**Answer: C**

Explanation:

The correct answer is C - All Employees.

Workday delivers the All Employees security group as a predefined (delivered) user-based security group that automatically includes every active worker within the tenant. This group grants broad access to non-sensitive information that all workers should be able to view—such as organizational structure, reporting relationships, job profiles, and public worker details (like name, title, and location).

The All Employees group is fundamental for system usability and transparency, ensuring employees can navigate the org chart, identify

colleagues, and understand reporting hierarchies without compromising confidential data.

Workday recommends maintaining this group's configuration in its default state to avoid restricting essential information visibility.

Security administrators may, however, further refine domain policies to exclude sensitive data while preserving general organization structure access.

Reference: Workday Pro HCM - Security Fundamentals, "Delivered Security Groups: All Employees, All Contingent Workers, and All Users" section.

## NEW QUESTION # 76

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