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

Topic	Details
Topic 1	• 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	• 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 3	• 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	• 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.

Workday Pro HCM Reporting Certification Exam Sample Questions (Q35-Q40):

NEW QUESTION # 35
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 HR analyst did not properly transfer ownership of the report to the Chief People Officer.
- B. Both the Chief People Officer and HR analyst have constrained access to the data source.
- C. The HR analyst did not share the report with the Chief People Officer.
- D. The Chief People Officer does not have access to the data source filter.

Answer: B

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 # 36
An HR analyst has many visualizations in different discovery boards that use the Workers for HCM Reporting data source on the Worker primary business object. The analyst wants to drill into one of the visualizations by Worker. Upon drilling, the analyst notices that Worker is not a listed Drill By field option. They want to drill by Worker without editing the Drill By list of the other visualizations.
How would the analyst configure this?

- A. Create a control from a sheet filter and filter the data by Worker from the Control Panel.
- B. Drag and drop the Worker field in one of the dimensions of this visualization in the Builder Panel.
- C. Add Worker as a Drill By field from the Maintain Field Lists for Discovery Boards report.

- D. Override the Drill By field list and add Worker in the Configuration Panel for this visualization.

Answer: D

Explanation:
In Discovery Boards, drill behavior is defined in the Drill By field list. To add Worker as a drillable option in just one visualization, the analyst can override the Drill By list in the Configuration Panel of that visualization. This allows Worker to appear as a drill dimension without altering the defaults applied across other visualizations.
From the Workday documentation: "You can override Drill By field lists in the visualization configuration panel. This enables drill customization on a per-visualization basis without impacting other discovery boards." The other options are less appropriate:
Maintain Field Lists changes the default for all boards; adding Worker as a dimension affects grouping, not drilling; and sheet filter controls allow filtering but do not add drill options.
Thus, the correct choice is D. Override the Drill By field list and add Worker in the Configuration Panel for this visualization.

NEW QUESTION # 37
A user needs to view additional data on the delivered Headcount By Job Profile report.
What should you recommend?

- A. Export the standard report to a data warehouse
- B. Create a custom report from scratch
- C. Edit the standard report
- D. Copy and modify the standard report

Answer: D

Explanation:
Workday delivers many standard (delivered) reports that are available to all customers. These reports are a great starting point but are not editable directly. If the delivered report does not meet your requirements, you should copy it and then modify the copy to create a custom report. This ensures that you retain the delivered report as-is, while still tailoring the report output to your business needs.
From the Workday Module 1 and 2 Reporting sections:
"Workday delivers standard reports that are available for all customers. If necessary, you can copy many of the Workday-delivered reports to create a custom report and modify it as needed."
"There still may not be a report that meets my specific needs though. In that case, I can either create a report from scratch or copy a delivered report and make changes."
"Standard reports are already available in all customer tenants and span across the functional areas in Workday. Workday creates standard reports using either the report writer tool or XpressO. However, you can copy and modify reports created with report writer as needed." Therefore, the correct recommendation is to copy and modify the delivered Headcount By Job Profile report (Option D) instead of editing the original.

NEW QUESTION # 38
You only want to show snapshot data on a custom trending report that uses the Trended Workers data source.
How can you achieve this with minimal impact to report performance?

- A. Add a report filter using the Snapshot field.
- B. Run the Maintain Trended Workers task and configure the default record type.
- C. Configure the default value of the Record Type prompt.
- D. Use the Trended Workers for Planning data source filter.

Answer: A

Explanation:
The Trended Workers data source contains both snapshot records (period-end views of worker data) and event/transaction records (such as hires, terminations, and job changes). When the reporting requirement is to display only snapshot data, the most efficient and least disruptive approach is to apply a report-level filter using the Snapshot (or Record Type = Snapshot) field.
Workday HCM Reporting documentation explains that filtering at the report level allows the system to limit returned records without changing global trending configurations or requiring additional processing. This approach has minimal performance impact because it operates on already-generated trended data rather than forcing the system to recalculate or regenerate records.
Relevant documentation guidance includes:

"Trended Workers includes both snapshot and transaction records. Use report filters to restrict output to snapshot data when required."
"Avoid changing system-wide trending configurations when report-level filtering satisfies the business requirement." The other options are less appropriate:
Setting default prompt values still allows non-snapshot data to be retrieved.
Trended Workers for Planning is a different data source with a different purpose.
Running Maintain Trended Workers changes system configuration and impacts all trending reports.

NEW QUESTION # 39
A report that uses an indexed data source is running slowly for an HR analyst. The report is sorted by the Worker object field.
What can you do to improve the sorting performance?

- A. Select the Sort by First Accessible Column checkbox
- B. Create a calculated field that only pulls the first name of the worker
- C. Sort by the Full Name (text) field instead
- D. Change the data source on the report

Answer: C

Explanation:
When reports use Indexed Data Sources, performance issues can arise if sorting is attempted on fields that are not indexed. In the case of the Worker object, sorting directly by the Worker object field is slower. Workday best practice is to sort by text-based fields such as the "Full Name (text)" field, which improves query performance because it leverages indexed fields.
From the Workday reporting materials:
*"For indexed data sources, performance improves when sorting by text fields such as Full Name (text), instead of object fields. Sorting by object fields causes slower performance, whereas text-based fields use the

NEW QUESTION # 40
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