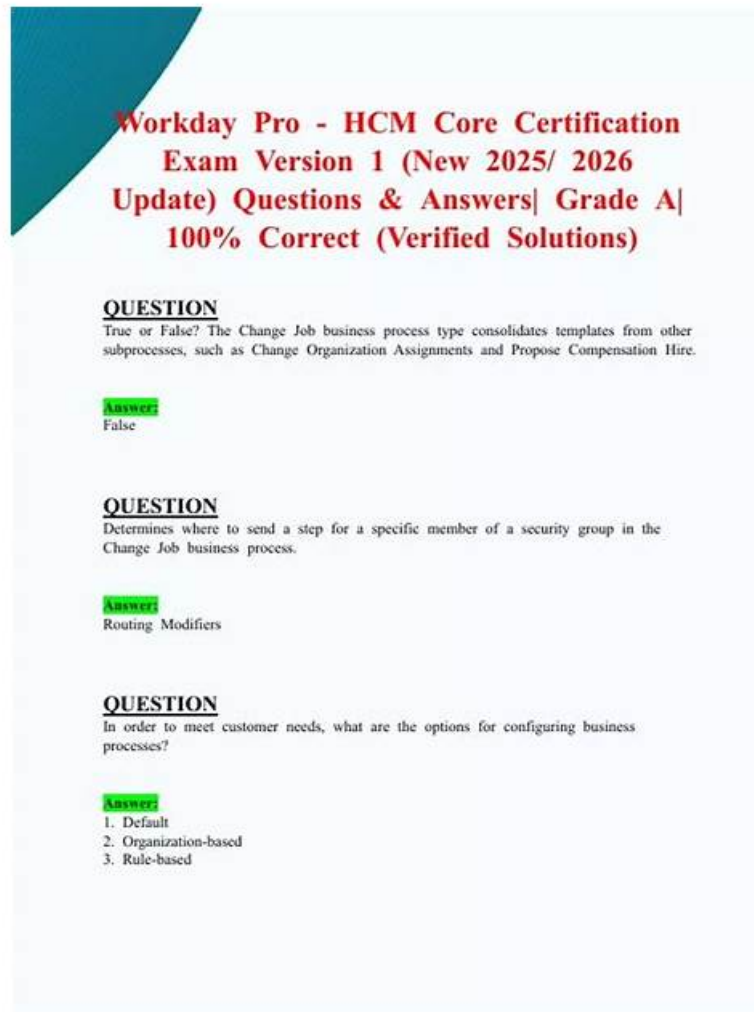


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## Workday Workday-Pro-HCM-Core Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"> <li>• <b>Scheduling Reports:</b> 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.</li> </ul>
Topic 2	<ul style="list-style-type: none"> <li>• <b>Security:</b> 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.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>• <b>Business Process Configuration: Definition-Level:</b> 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.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>• <b>Business Process Management:</b> 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.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>• <b>Building Custom Reports:</b> 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.</li> </ul>
Topic 6	<ul style="list-style-type: none"> <li>• <b>Jobs and Positions:</b> 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.</li> </ul>
Topic 7	<ul style="list-style-type: none"> <li>• <b>Business Process Security:</b> This section of the exam measures the skills of System Security Analysts and focuses on how business process security interacts with overall configurable security in Workday. Candidates ensure secure process execution through appropriate role and domain control.</li> </ul>
Topic 8	<ul style="list-style-type: none"> <li>• <b>Reporting Overview:</b> 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.</li> </ul>
Topic 9	<ul style="list-style-type: none"> <li>• <b>Business Process Steps:</b> 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.</li> </ul>
Topic 10	<ul style="list-style-type: none"> <li>• <b>Organizations:</b> This section of the exam measures the skills of HR System Administrators and covers managing organizational structures in Workday. It includes creating and maintaining organization types such as supervisory and cost center hierarchies, configuring reporting structures, and defining locations. Candidates also demonstrate the ability to assign workers, establish leadership roles, and manage the relationships between organizations and employees.</li> </ul>
Topic 11	<ul style="list-style-type: none"> <li>• <b>Sorting and Filtering:</b> 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.</li> </ul>

Topic 12	<ul style="list-style-type: none"> <li>• <b>Business Process Framework:</b> 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.</li> </ul>
Topic 13	<ul style="list-style-type: none"> <li>• <b>Compensation:</b> This section of the exam measures the skills of Compensation and Benefits Managers and involves building and maintaining compensation frameworks. It includes defining eligibility rules, configuring compensation packages, salary plans, and allowance plans. Candidates must understand compensation defaulting, manage worker compensation events, and ensure alignment with organizational pay structures.</li> </ul>
Topic 14	<ul style="list-style-type: none"> <li>• <b>Business Process Configuration: Step-Level:</b> 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.</li> </ul>
Topic 15	<ul style="list-style-type: none"> <li>• <b>Job Profiles:</b> 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.</li> </ul>
Topic 16	<ul style="list-style-type: none"> <li>• <b>Prompting:</b> 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.</li> </ul>

## Workday Pro HCM Core Certification Exam Sample Questions (Q55-Q60):

### NEW QUESTION # 55

What must your client do before they can start hiring within a position management staffing model supervisory organization?

- A. Have at least one member hired into the supervisory organization.
- **B. Have an open, approved position.**
- C. Use the Edit Staffing Model task to select the staffing model.
- D. Set hiring restrictions on the supervisory organization.

**Answer: B**

Explanation:

The correct answer is B - Have an open, approved position.

In Workday's Position Management staffing model, each hire is tied to a specific position. Before a worker can be hired, a position must exist, be opened, and be approved through the appropriate business process.

Once a position is approved, it becomes available for the Hire or Add Job process. Without an approved position, no worker can be assigned under that supervisory organization. The position serves as the structural foundation for tracking headcount, job details, and time-to-fill metrics.

Options A and C refer to configuration prerequisites, but the question specifically focuses on the operational readiness to hire.

Option D is incorrect because a hire cannot occur until after a position exists.

Reference: Workday Pro HCM - Staffing Models and Hiring Processes, "Position Management Model - Creating and Approving Positions."

### NEW QUESTION # 56

An end user is creating a new cost center. What determines the values that the user can select in the subtype field?

- A. Subtypes that default based on the role of the end user.
- B. Subtypes that Workday recommends be used for the Cost Center organization type.
- **C. Subtypes configured to be used for the Cost Center organization type.**
- D. Subtypes that default based on the location of the cost center.

**Answer: C**

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Organizations Configuration and Setup Guide, 2023R2):

The values available in the Subtype field when creating a new Cost Center are determined by the subtypes configured for that specific organization type. Each organization type (e.g., Company, Cost Center, Region, or Supervisory) can have one or more associated subtypes that define additional categorization or behavior.

During configuration, administrators define which subtypes are valid for each organization type. Hence, when an end user creates a Cost Center, only the subtypes associated with the "Cost Center" organization type will appear in the selection list.

Options A, C, and D are incorrect because subtypes are not influenced by location, user role, or system recommendations- they are strictly defined in the configuration setup.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Defining Organization Types and Subtypes."

### NEW QUESTION # 57

What options are available when configuring a business process notification?

- **A. Recipient based on Workday Account**
- B. Sender based on Workday Account
- C. On exit
- D. Trigger on In Progress

**Answer: A**

Explanation:

When configuring Business Process Notifications in Workday, administrators can define the recipient based on a specific Workday Account. This allows precise targeting of individuals or security groups (e.g., HR Partner, Manager, or specific role-based accounts) who should receive the notification.

Option D is correct because "Recipient based on Workday Account" ensures the system routes the notification to the appropriate user or group dynamically, based on the context of the business event. This is essential for process transparency and timely action. Option A (Sender based on Workday Account) is incorrect - the sender is system-defined ("Workday Notification"), not configurable by user account.

Option B (On exit) and Option C (Trigger on In Progress) are not valid notification configuration options; triggers are defined by process status changes such as "Awaiting Action," "Completed," or "Denied." Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Business Process Notifications and Recipient Configuration."

### NEW QUESTION # 58

When hiring a worker, you want the HR Partner to receive a task to review and update the company and cost center assigned to the new hire. What action do you add to the Hire business process to accomplish this?

- A. Review Employee Hire
- **B. Change Organization Assignments**
- C. Edit Workday Account
- D. Onboarding Setup

**Answer: B**

Explanation:

To ensure the HR Partner reviews and updates a new hire's Company and Cost Center, you add the Change Organization Assignments action step to the Hire business process.

This action allows the HR Partner (or assigned role) to validate and modify organizational assignments, such as Company, Cost Center, Region, or Location, before the Hire event is finalized. It is typically positioned after the Review Employee Hire step to confirm that all organization-level data aligns with the new worker's role and supervisory org defaults.

Option A (Review Employee Hire) is a completion-type review step and does not update organization data.

Option B (Onboarding Setup) prepares onboarding tasks, not organizational details.

Option C (Edit Workday Account) deals with account credentials and system access.

Thus, Change Organization Assignments is the correct step for updating or confirming company and cost center information during the hiring process.

Reference (Paraphrased Source):

### NEW QUESTION # 59

Scenario:

A new supervisory organization has been created. The staffing model has been assigned so that there is no limit on the number of jobs that are filled.

The organization is now ready for staffing. You want to limit the Worker Type and Locations that are available.

What business process accomplishes this?

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

**Answer: B**

Explanation:

The correct answer is D - Edit Hiring Restrictions.

In this scenario, the supervisory organization uses the Job Management staffing model ("no limit on the number of jobs"). Because there are no discrete positions, you control staffing limits through Hiring Restrictions rather than position-level restrictions.

The Edit Hiring Restrictions task allows administrators to specify criteria such as:

\* Worker Type (Employee, Contingent Worker)

\* Location

\* Job Family / Job Profile

\* Time Type (Full-time, Part-time)

This ensures that hiring aligns with organizational policy even when positions are not individually managed.

For organizations using Position Management, the corresponding task would be Edit Position Restrictions instead.


Reference: Workday Pro HCM - Hiring and Staffing Models Guide, "Using Hiring Restrictions in Job Management Organizations."

### NEW QUESTION # 60

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