Workday-Pro-HCM-Core Reliable Test Materials - Latest Workday-Pro-HCM-Core Exam Format

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

Topic	Details
Topic 1	• 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 2	• Organizations: 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.

Topic 3	• 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 4	• 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 5	• 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 6	• Business Process Security: 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.
Topic 7	• Compensation: 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.
Topic 8	• 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 9	• 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 10	• 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.

Latest Workday-Pro-HCM-Core Exam Format - Exam Workday-Pro-HCM-Core Lab Questions

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Workday Pro HCM Core Certification Exam Sample Questions (Q40-Q45):

NEW QUESTION # 40
You need to determine which tasks in your business process must occur after the completion step. What report will you run?

- A. Business Process Configuration Options
- B. Business Process Definitions
- C. Business Process Compare
- D. Business Process Definitions for Business Object

Answer: B

Explanation:
The correct report to determine which tasks occur after the Completion Step in a business process is the "Business Process Definitions" report.
In Workday, the Business Process Definitions report provides a comprehensive view of all steps, conditions, and routing rules configured within a specific business process definition. This includes identifying the sequence of steps, whether they occur before or after the completion step, and the associated responsible roles or security groups.
This report is critical for administrators and Workday Pro users to validate workflow sequencing, especially when troubleshooting process behavior or verifying compliance with organizational approval structures. Other reports, such as Business Process Definitions for Business Object, are broader and list all business processes tied to a given object, but they do not detail the post-completion steps.
Reference: Workday Pro HCM - Business Process Fundamentals, "Analyzing Business Process Definitions" section; Workday Report: Business Process Definitions.

NEW QUESTION # 41
In the Create Position task, what does the Number of Openings field allow you to do?

- A. Create multiple positions with the same characteristics.
- B. Create unique positions with different characteristics.
- C. Create multiple requisitions for the position.
- D. Place multiple workers in the same position.

Answer: A

Explanation:
In Workday HCM, the Create Position task is used within the position management staffing model to establish discrete position records that represent headcount within an organization. One of the key fields in this task is Number of Openings, which is often misunderstood. This field does not indicate how many workers can occupy a single position; instead, it determines how many separate position records Workday will create at one time.
When you enter a value greater than one in the Number of Openings field, Workday automatically creates multiple positions with identical attributes. These attributes include job profile, location, time type, supervisory organization, and other position characteristics defined during the Create Position process. This functionality is designed to streamline administrative work when an organization needs several similar positions, such as during large-scale hiring or seasonal staffing initiatives.
Each position created is its own unique position object in the system, with its own position ID, lifecycle, and staffing history, even though the characteristics are the same. This ensures accurate tracking of headcount, budgeting, and reporting while minimizing repetitive data entry.
The field does not allow multiple workers to be placed into the same position, as position management enforces one worker per position at any given time. It also does not create multiple requisitions automatically; requisitions are created through a separate recruiting process. Additionally, it cannot be used to create positions with different characteristics, as all positions generated from a single Create Position event share the same configuration.
Therefore, the correct and Workday-verified purpose of the Number of Openings field is to create multiple positions with the same characteristics efficiently and consistently.

NEW QUESTION # 42
After creating a newallowance plan, how can you assign the plan toall eligible employees?

- A. Run the Compensation Plan Assignment Audit report and submit Request Compensation Changes.
- B. Use the Employee Compensation Plans - Allowance report and enter Change Job events.
- C. Use theRollout Compensation Plans to Employeestask and select the eligibility rule.
- D. Use the View Compensation Plan Rollout Process task to assign employees.

Answer: C

Explanation:
Workday provides theRollout Compensation Plans to Employeestask to efficiently assign newly created compensation plans to employees who meet defined eligibility criteria. This task evaluates theeligibility rule attached to the plan and assigns the plan to all qualifying employees in bulk.
Manual approaches such as Request Compensation Change or Change Job events are inefficient and not scalable. The View

Compensation Plan Rollout Process task is informational and does not perform assignments.
Using the rollout task ensures consistency, reduces administrative effort, and aligns with Workday best practices for plan deployment.
Therefore, optionDis the correct answer.

NEW QUESTION # 43
You initiate a job change for a worker to transfer them from a position management organization to a job management organization.
What statement describes the worker's previous position?

- A. The position's hiring restrictions were changed.
- B. The position is open and available for backfill.
- C. The position no longer exists.
- D. The position moves to the job management organization.

Answer: B

Explanation:
In Workday, position management and job management represent two different staffing models. In a position management organization, a worker is assigned to a specific position (a distinct headcount-controlled object with attributes like availability date, restrictions, and position details). When you initiate a job change that transfers the worker into a job management organization, the worker is no longer staffed against a position-managed role. Instead, the worker becomes staffed in a job management context, where staffing is generally based on the job/role and organization headcount rules rather than a discrete position object.
Because the worker is leaving a position-managed assignment, Workday treats the original position as vacated. The position itself typically remains in the position management organization (it does not "move" into job management), and it does not automatically cease to exist simply because the incumbent moved. As a result, the most accurate description is that the prior position becomes open and may be available for backfill
, depending on how your tenant is configured (for example, whether the position is frozen, closed, or otherwise restricted by staffing rules or business process conditions). This aligns with Workday's standard behavior: a worker transfer out of a filled position leaves an open position that can be recruited for and filled through normal staffing activities.
To meet seasonal demand, you need to hire cashiers, retail specialists, and customer service representatives.

NEW QUESTION # 44
When employees request a one-time payment for themselves, they can currently view and update the Gross Up and Send to Payroll checkboxes, which could impact payment results.
How can you prevent employees from updating these options?

- A. Configure Optional Fields for Request One-Time Payment for Self to hide the fields.
- B. Remove Employee as Self from the Self-Service: Payroll security domain.
- C. Remove Employee as Self from the Self-Service: Request One-Time Payment security domain.
- D. Configure Optional Fields for Request One-Time Payment to hide the fields.

Answer: A

Explanation:
In Workday, field-level visibility during business processes-especially for self-service events-is controlled through Optional Fields configuration, not security domains. The Request One-Time Payment for Self process has its own optional field settings that allow administrators to show or hide specific fields for employees.
To prevent employees from modifying sensitive options such as Gross Up and Send to Payroll, administrators must configure Optional Fields specifically for the Request One-Time Payment for Self process and hide those checkboxes. This preserves the self-service capability while enforcing governance and preventing unintended financial impact.
Removing security domain access would block employees from initiating the process entirely, which does not meet the requirement.
Configuring optional fields on the administrator-driven Request One-Time Payment process would not affect self-service behavior.
Therefore, the correct and precise solution is to configure Optional Fields for Request One-Time Payment for Self and hide the fields, making option D correct.

NEW QUESTION # 45
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