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Workday Pro - HCM Core Certification Exam V2 (Latest Update 2025 / 2026) Questions with Answers | Grade A | 100% Correct (Verified Solutions)

Question:
What type of step allows you to edit data before performing the approval?
A. Approval
B. Approval Chain
C. Action - Review
D. Service

Answer:
C. Action - Review

Question:
True or False? Workday does not consider a business process "Successfully Completed" until all steps in the process have executed

Answer:
False

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Workday Pro HCM Core Certification Exam Sample Questions (Q31-Q36):

NEW QUESTION # 31

You are configuring the Job Change business process. You need to determine whether to send a step to the current manager or the proposed manager.

What option can you use?

- A. Routing Modifier
- B. Entry Condition rule
- C. Maintain Advanced Routing Restriction
- D. Validation Condition rule

Answer: A

Explanation:

The correct option is Routing Modifier.

In Workday, Routing Modifiers are used to dynamically adjust the routing of approval or review steps within a business process based on contextual changes, such as whether a worker's supervisory organization or manager is changing. This configuration allows the system to intelligently determine whether the approval or notification step should go to the current manager (before the change) or the proposed manager (after the change).

For example, in the Job Change business process, when an employee is transferring to a new organization or manager, a routing modifier ensures that pre-transfer approvals route to the current manager, while post- transfer approvals route to the new (proposed) manager. This ensures accurate accountability and process flow alignment.

Reference: Workday Pro HCM - Business Process Configuration and Routing, "Using Routing Modifiers in Business Processes" section.

NEW QUESTION # 32

You want a report's results to display only workers located in Toronto and Montreal. What report configuration accomplishes this?

- A. Filter
- B. Sort
- C. Sub Level Sort
- D. Share

Answer: A

Explanation:

The correct answer is Filter.

In Workday reporting, filters are used to narrow down report results based on specific data criteria, such as location, supervisory organization, or worker type. By applying a filter condition to include only workers whose location equals Toronto or Montreal, the report output dynamically restricts data to meet those parameters.

Filters can be added to both custom and advanced reports and can include multiple conditions combined with logical operators (AND/OR). Unlike Sort (which arranges results in a specific order) or Share (which defines who can view or edit the report), a Filter directly controls which data rows appear in the report output, ensuring that only relevant workers are displayed.

Reference: Workday Pro HCM - Reporting Fundamentals, "Using Filters to Refine Report Results" section.

NEW QUESTION # 33

What Job Profile field allows you to default the appropriate salary range during staffing events?

- A. Compensation Grade
- B. Job Code
- C. Job Classification

- D. Restrict to Country

Answer: A

Explanation:

The correct answer is C - Compensation Grade.

In Workday, the Compensation Grade field within the Job Profile configuration defines the default salary range or pay range for that profile. When a worker is hired, transferred, or promoted into a job that references a compensation grade, Workday automatically defaults the associated minimum, midpoint, and maximum pay ranges into the staffing or compensation event.

The Compensation Grade is typically tied to Compensation Grade Profiles, which further refine pay ranges based on factors such as location, job level, or eligibility rules. This ensures pay consistency and compliance with internal compensation structures.

Other fields such as Job Code or Job Classification are used primarily for external reporting or regulatory mapping (e.g., EEO, SOC codes) and do not control compensation defaults.

Reference: Workday Pro HCM - Compensation Configuration and Job Profiles Guide, "Using Compensation Grades to Default Pay Ranges During Staffing Events."

NEW QUESTION # 34

What statement about business processes is true?

- A. You can create business process definitions based on rules.
- B. You can set any step of a business process as completion.
- C. You can add any type of condition rules to any step.
- D. You can add any action step to any business process.

Answer: A

Explanation:

In Workday, a Business Process (BP) defines how specific business events are executed within the system.

The true statement among the options is that you can create business process definitions based on rules.

Workday allows you to maintain rule-based BP definitions, meaning that a single BP can have multiple versions triggered under different conditions (for example, based on supervisory organization, company, location, or job profile).

This functionality enhances configuration flexibility by allowing organizations to adapt process flow depending on contextual attributes - without duplicating processes. Each version operates under a defined condition rule, evaluated at runtime to determine which BP definition applies.

Options A, B, and C are incorrect:

- * A is false because not every action step can be added to every process - the available step types depend on the BP template (for example, Hire, Change Job, or Request Compensation Change).
- * B is false since condition rules can only be applied to specific steps where the system allows configuration (for instance, approvals and to-dos).
- * C is false because only a designated Completion Step marks the end of the process, and it cannot be assigned arbitrarily to any step.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Framework and Configuration Guide (2023R2, Workday Learning).

Sections: "Rule-Based Business Process Definitions," "Business Process Configuration Best Practices," and

"Condition Rule Framework."

NEW QUESTION # 35

What is the purpose of the reorganization event?

- A. Maintain organization settings.
- B. Group organization changes by common effective date.
- C. Track role inheritance.
- D. Report on organization membership.

Answer: B

Explanation:

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

The Reorganization Event in Workday is used to group and manage multiple organization changes that share a common effective date.

This functionality ensures that all changes—such as reorganizing reporting structures, moving subordinates, or reassigning workers—are executed simultaneously as part of a controlled event.

It helps maintain organizational data integrity and ensures that all related updates occur in a coordinated and auditable way.

Options A, B, and C describe other organization functions:

- * A: Reporting on membership is done through standard reports.
- * B: Role inheritance occurs automatically via supervisory structure, not through reorganization events.
- * C: Maintaining settings is done through "Edit Organization" tasks.

Therefore, D correctly captures the purpose of a reorganization event.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Reorganization Events and Effective Dating."

NEW QUESTION # 36

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