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

### NEW QUESTION # 35

What action can you take after a business process completes?

- A. Delegate
- B. Reassign
- C. Cancel
- D. Rescind

**Answer: D**

Explanation:

After a business process completes in Workday, the valid corrective action that can be taken is to Rescind the process. The Rescind action allows an authorized user (typically with HR Partner or BP Administrator access) to reverse the completed business process, effectively undoing the transaction and restoring the system to its prior state.

This is often used when incorrect data was entered, or when the transaction was completed prematurely.

Rescinding a process automatically generates related rescind events and notifications, ensuring system integrity.

Option A (Cancel) applies to in-progress business processes only - it stops a process before completion.

Option B (Reassign) allows task ownership changes while a process is active but not after completion.

Option D (Delegate) is a security feature for work delegation, not a post-completion action.

Thus, Rescind is the only valid corrective action once a BP is finalized.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Framework and Transaction Correction Guide (2023R2), Section: "Rescind and Cancel Business Processes."

### NEW QUESTION # 36

How can a user become a member of an organization-based security group? (Select two correct answers.)

- A. The user is a member of the Information Technology cost center hierarchy.
- B. The user is a member of the Europe Location Hierarchy.
- C. The user is a member of the Human Resources job family.
- D. The user is located in London, Paris, and Rome.

**Answer: A,B**

Explanation:

The correct answers are A and C.

Organization-based security groups derive membership automatically from an organizational structure in Workday - such as supervisory, cost center, region, or location hierarchies. Users are included in the group based on their association with that organization or hierarchy.

\* B. If a user is part of the Europe Location Hierarchy, they automatically gain access assigned to that organization-based security group.

\* C. Similarly, users belonging to the Information Technology cost center hierarchy are included in the corresponding cost center-based security group.

Options A and D are incorrect because location membership alone (without organizational hierarchy) or job family assignment does not control membership in an organization-based group.

Reference: Workday Pro HCM - Security Fundamentals, "Organization-Based Security Groups and Derived Membership" section.

### NEW QUESTION # 37

What task allows you to edit the staffing model for multiple supervisory organizations at one time?

- A. Edit Staffing Model
- B. Maintain Staffing Models
- C. Create Supervisory Organizations
- D. Supervisory Orgs by Staffing Model

**Answer: B**

**Explanation:**

The correct answer is C - Maintain Staffing Models.

In Workday, the Maintain Staffing Model task enables administrators to update or modify the staffing model assignments for multiple supervisory organizations simultaneously. This task provides a consolidated interface to review which organizations use Position Management or Job Management, and allows bulk updates where necessary.

While the Edit Staffing Model task is used to change the staffing model for a single supervisory organization, Maintain Staffing Model is the correct and efficient method for multi-org updates—especially during tenant configuration or large-scale reorganizations. Reference: Workday Pro HCM - Staffing Model Configuration Guide, "Maintain Staffing Models - Bulk Updates Across Organizations."

**NEW QUESTION # 38**

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

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

**Answer: A**

**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 # 39**

What statement about business processes is true?

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

**Answer: D**

**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 # 40

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