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Workday Pro HCM Core Certification Exam Sample Questions (Q32-Q37):

NEW QUESTION # 32

You recently created a supervisory organization that uses the Position Management staffing model. Before you can hire into the

organization, what business process must you execute first?

- A. Create Position
- B. Edit Position
- C. Hiring Restrictions
- D. Change Job

Answer: A

Explanation:

The correct answer is B - Create Position.

In Workday, when a supervisory organization uses the Position Management staffing model, each hire must be associated with a specific position. Before initiating a hire, an administrator or HR partner must execute the Create Position business process to establish that position record.

This process defines critical attributes such as:

- * Job Profile (e.g., HR Analyst, Accountant),
- * Location,
- * Time Type (Full-time/Part-time),
- * Worker Type (Employee or Contingent Worker),
- * Availability Date and Earliest Hire Date, and
- * Position Restrictions that control who and how hiring can occur.

Once the position is created and approved through the configured workflow, it becomes available for hiring via the Hire Employee business process. Without an open, approved position, the system will not allow a hire in Position Management organizations.

Reference: Workday Pro HCM - Staffing Model Fundamentals, "Creating Positions and Hiring within Position Management Supervisory Organizations."

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. Restrict to Country
- D. Job Classification

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 is the purpose of a subprocess?

- A. It allows users to approve a transaction.
- B. It sends instructions and information for a task.
- C. It triggers steps from another business process.
- D. It starts a Workday-delivered background process.

Answer: C

Explanation:

In Workday, a subprocess is a step type used within a business process definition to initiate another, independent business process. The purpose of a subprocess is to trigger a set of predefined steps from a separate process that runs as part of the main (parent) process. This provides modularity and reusability across multiple BPs.

For example, when configuring a Hire process, you might add a Request Compensation Change subprocess to automatically launch once the hire is initiated. This avoids duplicating configuration work and ensures consistency in how related actions are handled across events.

Option A is incorrect because approvals are managed through Approval Steps, not subprocesses.

Option C is incorrect - background processes are system-managed and not user-configured through subprocesses.

Option D refers to To-Do or Notification Steps, which are informational, not subprocess-driven.

Thus, subprocesses are a way to embed or chain additional processes into an event flow, promoting flexibility and maintainability.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Subprocess Step Type and Configuration Best Practices."

NEW QUESTION # 35

What security groups and users can you share a report with?

- A. Any security group or user that has security access to the report data source and data source filter.
- B. Any security group or user that has security access to the report tag(s) on the report.
- C. Any security group or user that has security access to the report fields.
- D. Any security group or user that has a business reason for accessing the data.

Answer: A

Explanation:

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

In Workday, the ability to share a report depends on a user or group's security access to the report's data source and data source filters. This ensures that only authorized individuals can view the report's content, even if they have the link or the report is shared with them directly.

Data sources define what underlying information a report can pull (e.g., Worker, Position, Organization).

Security policies tied to those data sources control who can access or view specific data fields. Therefore, even if a report is shared broadly, users can only see results their security permissions allow.

Options A, B, and D are incorrect because Workday security doesn't evaluate "business reasons" or "tags" for access - it enforces data-source-based controls. Field-level access is governed by the domain security policy within the data source.

Reference (Paraphrased Source):

Workday Pro HCM Core - Reporting Configuration Guide (2023R2), Section: "Report Sharing and Security Dependencies."

NEW QUESTION # 36

You need to give a security group permission to access the Change My Photo task. You do not know what security policy houses the task.

What report could you run to determine the policy to which you need to assign the security group?

- A. View Security Group
- B. View Security Groups for User
- C. **View Security for Securable Item**
- D. View Pending Security Policy Changes

Answer: C

Explanation:

The correct report is View Security for Securable Item.

In Workday, each task, report, or domain is considered a securable item that is protected by one or more security policies. When an administrator needs to identify which policy governs access to a particular task - such as Change My Photo - they use the View Security for Securable Item report.

This report provides detailed insight into:

- * The domain or business process associated with the securable item,
- * The related security policies,

- * Which security groups currently have access, and
- * The permissions (view, modify, initiate, etc.) assigned.

Using this report helps determine the correct security domain to update when granting or revoking access.

Reference: Workday Pro HCM - Security Fundamentals, "Analyzing Access Using 'View Security for Securable Item'" section.

NEW QUESTION # 37

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