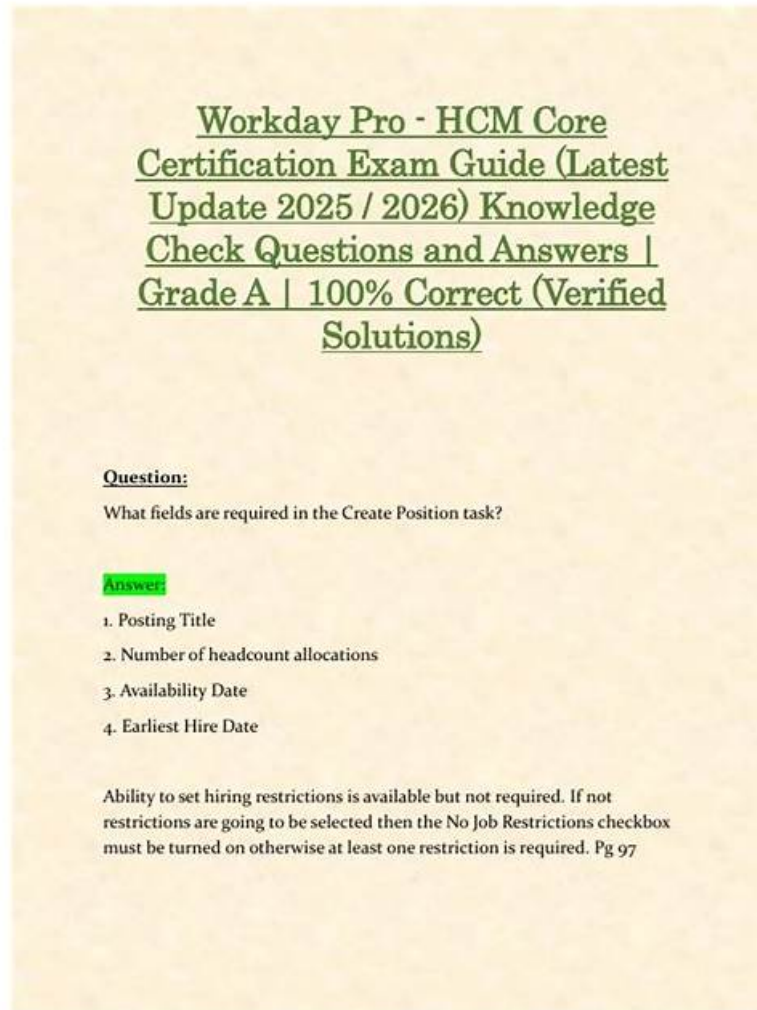# Latest Workday-Pro-HCM-Core Exam Notes & Free Workday-Pro-HCM-Core Study Material

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

Topic	Details
Topic 1	• 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 2	• 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 3	• Staffing Models: This section of the exam measures the skills of Workday Functional Consultants and focuses on understanding staffing models used in Workday. It includes identifying the characteristics of position management and job management models, setting position restrictions, and applying them when creating positions. Candidates must understand how staffing models support workforce planning and organizational efficiency.
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	• 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 6	• 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 7	• Report Security: This section of the exam measures the skills of Workday Access Control Specialists and focuses on implementing security controls in report design. It covers sharing options, user access considerations, and transferring ownership responsibly.
Topic 8	• Business Process Steps: 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.
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	• Sorting and Filtering: 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.
Topic 11	• Reporting Overview: 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.
Topic 12	• 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 13	• Security: 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.

Topic 14	• Scheduling Reports: 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.
Topic 15	• Business Process Management: 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.
Topic 16	• 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.

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Workday Pro HCM Core Certification Exam Sample Questions (Q10-Q15):

NEW QUESTION # 10
What is the purpose of the reorganization event?

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

Answer: C

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 # 11
You want the company organization to default in when you hire workers. What task should you run from the supervisory organization to accomplish this?

- A. Create Position
- B. Edit Supervisory Organization
- C. Edit Name/Code

- D. Assign Roles

Answer: B

Explanation:
Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Organizations Configuration Guide, 2023R2):
To have the Company Organization automatically default when hiring workers into a supervisory organization, you must update the organization settings through the Edit Supervisory Organization task.
This task allows you to define default organization assignments, including Company, Cost Center, Region, and Custom Organizations.
Once these defaults are set, Workday automatically populates these values during staffing events such as Hire or Add Job, reducing manual entry and ensuring consistent data alignment across the hierarchy.
Option B (Create Position) is used to define positions within the supervisory org, not defaults.
Option C (Edit Name/Code) modifies identifiers only.
Option D (Assign Roles) relates to security role assignments.
Therefore, Edit Supervisory Organization is the correct task to establish the default Company for new hires.
Reference (Paraphrased Source):
Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Defining Default Organization Assignments."

NEW QUESTION # 12
What report can you use to view how Workday secures the Change My Legal Name task?

- A. View Security Groups
- B. View Security Rule
- C. View Data Source Security
- D. View Security for Securable Item

Answer: D

Explanation:
The correct answer is B - View Security for Securable Item.
In Workday, every task, report, domain, and business process is considered a securable item. To analyze how access to a specific task (like Change My Legal Name) is controlled, the system administrator uses the View Security for Securable Item report.
This report allows users to:
* Identify which domain security policy governs the securable item,
* See what security group currently have access,
* Determine the type of access granted (View, Modify, Initiate, etc.), and
* Understand the security policy inheritance associated with the item.
For example, when you run this report and enter "Change My Legal Name" as the securable item, Workday returns the domain policy controlling it-typically within the Worker Data: Personal Information domain.
From there, security administrators can update access via the Maintain Domain Security Policy for Functional Area task if necessary.
This is the standard and recommended Workday method for determining how any specific action, report, or task is secured.
Reference: Workday Pro HCM - Security Fundamentals, "Analyzing Access with the View Security for Securable Item Report" section.

NEW QUESTION # 13
What action can you take after a business process completes?

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

Answer: C

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 # 14

A customer creates a new supervisory organization to inherit attributes from an existing supervisory organization. Which attributes will be inherited from the superior organization to the subordinate organization? (Select three correct answers.)

- A. Staffing Model
- B. Name
- C. Visibility
- D. Organization Assignments
- E. Subtype

Answer: A,C,D

Explanation:

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

When creating a new supervisory organization, Workday allows the subordinate organization to inherit key structural and configuration attributes from its superior organization. These inherited elements include:

* Visibility (A): Determines who can view the organization and its members, inherited to maintain consistent access control.

* Organization Assignments (B): Such as company, cost center, region, and custom organizations, ensuring hierarchical alignment.

* Staffing Model (D): The staffing model (Position Management or Job Management) is inherited to ensure consistency in hiring and staffing control.

Subtype (C) and Name (E) are not inherited; they must be defined at the time of creation. Subtype determines the organization's classification, while the name uniquely identifies it.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations and Hierarchy Configuration Guide (2023R2), Section: "Creating Subordinate Supervisory Organizations."

"Subordinate supervisory organizations inherit configuration from their superior supervisory organization, including attributes such as the staffing model, organization assignments, and visibility settings. This ensures consistency and reduces administrative overhead."

- Workday Module 2 Binder, Supervisory Organizations Section

NEW QUESTION # 15

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