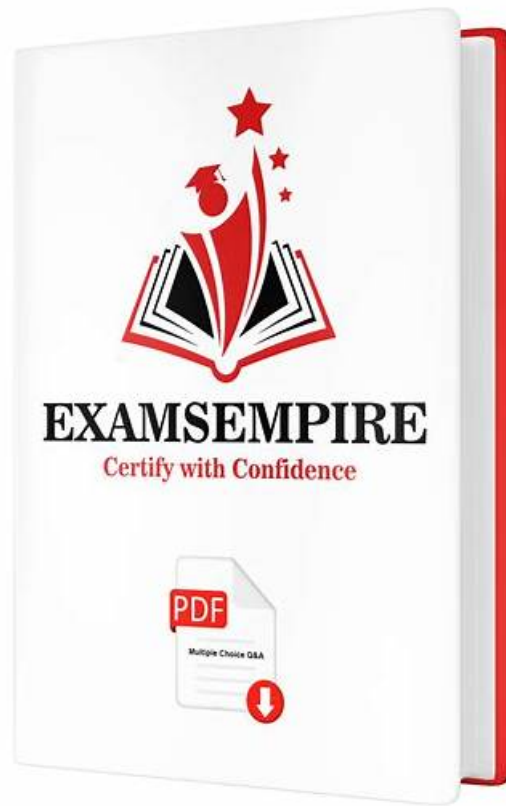


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## Workday Pro HCM Reporting Certification Exam Sample Questions (Q58-Q63):

### NEW QUESTION # 58

You only want to show snapshot data on a custom trending report that uses the Trended Workers data source. How can you achieve this with minimal impact to report performance?

- A. Add a report filter using the Snapshot field.
- B. Use the Trended Workers for Planning data source filter.
- C. Configure the default value of the Record Type prompt.
- D. Run the Maintain Trended Workers task and configure the default record type.

**Answer: A**

Explanation:

The Trended Workers data source contains both snapshot records (period-end views of worker data) and event/transaction records (such as hires, terminations, and job changes). When the reporting requirement is to display only snapshot data, the most efficient and least disruptive approach is to apply a report-level filter using the Snapshot (or Record Type = Snapshot) field.

Workday HCM Reporting documentation explains that filtering at the report level allows the system to limit returned records without changing global trending configurations or requiring additional processing. This approach has minimal performance impact because it operates on already-generated trended data rather than forcing the system to recalculate or regenerate records.

Relevant documentation guidance includes:

"Trended Workers includes both snapshot and transaction records. Use report filters to restrict output to snapshot data when required."

"Avoid changing system-wide trending configurations when report-level filtering satisfies the business requirement." The other options are less appropriate:

Setting default prompt values still allows non-snapshot data to be retrieved.

Trended Workers for Planning is a different data source with a different purpose.

Running Maintain Trended Workers changes system configuration and impacts all trending reports.

### NEW QUESTION # 59

An HR analyst has many visualizations in different discovery boards that use the Workers for HCM Reporting data source on the Worker primary business object. The analyst wants to drill into one of the visualizations by Worker. Upon drilling, the analyst notices that Worker is not a listed Drill By field option. They want to drill by Worker without editing the Drill By list of the other visualizations.

How would the analyst configure this?

- A. Override the Drill By field list and add Worker in the Configuration Panel for this visualization.
- B. Create a control from a sheet filter and filter the data by Worker from the Control Panel.
- C. Add Worker as a Drill By field from the Maintain Field Lists for Discovery Boards report.
- D. Drag and drop the Worker field in one of the dimensions of this visualization in the Builder Panel.

**Answer: A**

Explanation:

In Discovery Boards, drill behavior is defined in the Drill By field list. To add Worker as a drillable option in just one visualization, the analyst can override the Drill By list in the Configuration Panel of that visualization. This allows Worker to appear as a drill dimension without altering the defaults applied across other visualizations.

From the Workday documentation: "You can override Drill By field lists in the visualization configuration panel. This enables drill customization on a per-visualization basis without impacting other discovery boards." The other options are less appropriate: Maintain Field Lists changes the default for all boards; adding Worker as a dimension affects grouping, not drilling; and sheet filter controls allow filtering but do not add drill options.

Thus, the correct choice is D. Override the Drill By field list and add Worker in the Configuration Panel for this visualization.

### NEW QUESTION # 60

You want to create a report that groups all employees by area code. However, the field you are pulling from contains the entire phone number.

- A. Substring Text
- B. Format Text
- C. Concatenate Text
- D. Format Number

**Answer: A**

Explanation:

The Substring Text function in Workday calculated fields extracts a portion of a string based on character position and length. To capture the area code from a phone number (e.g., the first three digits of a 10-digit number), you define the substring starting at position 1 with a length of 3.

From Workday Reporting documentation:

"Substring Text - Returns a portion of a text string based on a starting position and specified length." Example: Phone number 4155551234 → Substring(1,3) = 415.

Therefore, the correct choice is A. Substring Text.

### NEW QUESTION # 61

Refer to the following scenario to answer the question below.

You have prepared the following matrix report for a recruiting manager.

Hiring Source	San Francisco		New York		Boston		Denver		Total	
	Average Base Pay	Count	Average Base Pay	Count	Average Base Pay	Count	Average Base Pay	Count	Average Base Pay	Count
Employee referral	\$128K	27	\$179K	7	\$177K	7	\$142K	18	\$142K	61
Headhunter	\$127K	7	\$K	0	\$143K	7	\$124K	7	\$124K	16
LinkedIn	\$117K	6	\$225K	3	\$104K	16	\$119K	38	\$119K	38
Other	\$117K	27	\$89K	13	\$82K	6	\$72K	54	\$87K	100
Total	\$130K	74	\$122K	30	\$117K	16	\$91K	95	\$111K	215

The recruiting manager wants to dynamically refine the output results for various hiring sources and locations.

How can you achieve this?

- A. Include a Drill to Report Link.
- B. Configure Facet Filters.
- C. Include a Summarization Calculation.
- D. Configure a Field Values Group.

**Answer: B**

Explanation:

Matrix reports in Workday allow for grouping, summarization, and drill-through capabilities. To let managers dynamically refine report results at runtime, you configure Facet Filters. Facet Filters enable users to filter the report output interactively, without modifying the underlying definition.

From the Workday Reporting documentation:

"Matrix reports allow grouping and summarization of data. You can also configure facet filters so users can dynamically refine report results by selecting values such as Hiring Source or Location." Thus, the correct way to let the recruiting manager refine the output is D. Configure Facet Filters.

### NEW QUESTION # 62

You are building a report that shows employee performance ratings and their associated performance review details. The report uses the Performance Review primary business object. Using a calculated field, what formula should you use to retrieve the employee's job title from the related Worker business object?

- A. Evaluate Expression Band
- B. Lookup Related Value
- C. Lookup Range Band
- D. Aggregate Related Instances

**Answer: B**

Explanation:

The correct choice is Lookup Related Value, because this function allows you to retrieve a field from a related business object that is not directly stored on your primary object. In this scenario, the primary business object is Performance Review, which holds performance-related data but not job-related data such as Job Title. Since Job Title resides on the Worker business object, you need to link from Performance Review to Worker and then retrieve Job Title.

The Workday reporting guide explains: "Lookup Related Value - Returns a field from a related business object. Use this to bring data from associated objects into a report when the field is not directly available on the primary object." This ensures the Performance Review data can be combined with Job Title for meaningful insights.

By contrast, Aggregate Related Instances is used to roll up multiple related values, Range Band applies thresholds, and Evaluate Expression Band is used for conditional ranges, not cross-object retrieval.

## NEW QUESTION # 63

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