

# Workday-Pro-HCM-Core Latest Test Answers - Vce Workday-Pro-HCM-Core Download

**New 2025 Workday HCM Pro Core certification test Review with 130 real exam prep questions and answers/ workday Pro HCM core certification exam 2025 (new!)**

RW) Which reports display when you run the Workday Standard Reports report?

- A. All Workday-delivered reports that you have access to.
- B. All Workday-delivered reports, regardless of access.
- C. All reports in the tenant.
- D. All custom reports in the tenant.
- B. All Workday-delivered reports, regardless of access

(RW) Which of the following is a source of prompts on a report? (Select two correct answers)

- A. Data Source Filter
- B. Data Source
- C. Report Type
- D. Business Object
- A. Data Source Filter
- B. Data Source

(RW) When totaling data on a report, how many aggregations can you select per row?

- A. One
- B. Two
- C. Three
- D. Four
- A. One

(RW) What is the first step of setting up grouping in your report?

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

Topic	Details

Topic 1	<ul style="list-style-type: none"> <li>• <b>Report Security:</b> 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.</li> </ul>
Topic 2	<ul style="list-style-type: none"> <li>• <b>Reporting Overview:</b> 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.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>• <b>Prompting:</b> 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.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>• <b>Job Profiles:</b> 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.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>• <b>Jobs and Positions:</b> This section of the exam measures the skills of HR Operations Specialists and focuses on managing positions and employee life cycle processes. It includes creating positions, applying hiring restrictions, performing job changes, managing staffing movements, and handling employee terminations. The section also covers contingent worker management and contract administration.</li> </ul>
Topic 6	<ul style="list-style-type: none"> <li>• <b>Business Process Steps:</b> 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.</li> </ul>
Topic 7	<ul style="list-style-type: none"> <li>• <b>Business Process Management:</b> 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.</li> </ul>
Topic 8	<ul style="list-style-type: none"> <li>• <b>Building Custom Reports:</b> 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.</li> </ul>
Topic 9	<ul style="list-style-type: none"> <li>• <b>Sorting and Filtering:</b> 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.</li> </ul>
Topic 10	<ul style="list-style-type: none"> <li>• <b>Compensation:</b> 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.</li> </ul>
Topic 11	<ul style="list-style-type: none"> <li>• <b>Business Process Configuration: Step-Level:</b> 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.</li> </ul>
Topic 12	<ul style="list-style-type: none"> <li>• <b>Staffing Models:</b> 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.</li> </ul>
Topic 13	<ul style="list-style-type: none"> <li>• <b>Business Process Configuration: Definition-Level:</b> This section of the exam measures the skills of Workflow Configuration Specialists and focuses on defining and validating business process steps. Candidates apply validation conditions, set process rules, and order steps efficiently to improve workflow accuracy.</li> </ul>

Topic 14	<ul style="list-style-type: none"> <li>• <b>Business Process Security:</b> 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.</li> </ul>
Topic 15	<ul style="list-style-type: none"> <li>• <b>Navigation, Finding Data, and Business Objects:</b> This section of the exam measures the skills of Workday HCM Analysts and focuses on navigating the Workday interface efficiently, finding relevant data, and understanding how business objects function. Candidates are tested on their ability to apply navigation techniques, recognize the structure and purpose of Workday business objects, and link them to organizational data management processes.</li> </ul>
Topic 16	<ul style="list-style-type: none"> <li>• <b>Organizations:</b> 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.</li> </ul>

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## Workday Pro HCM Core Certification Exam Sample Questions (Q12-Q17):

### NEW QUESTION # 12

Scenario:

A new supervisory organization has been created. The staffing model has been assigned so that there is no limit on the number of jobs that are filled.

A worker in this organization needs to be promoted from Business Process Analyst to Senior Business Process Analyst.

What business process do you use?

- A. Change Organization Assignments for Worker
- **B. Change Job**
- C. Propose Compensation Change
- D. Hire Employee

**Answer: B**

Explanation:

The correct answer is D - Change Job.

The Change Job business process is used in Workday to update a worker's job-related details within the same employment record. It applies to both Job Management and Position Management staffing models.

Common use cases for Change Job include:

- \* Promotions or demotions (e.g., Business Process Analyst # Senior Business Process Analyst),
- \* Transfer to a different supervisory organization,
- \* Lateral moves between departments, or
- \* Changes to job profile, location, or business title.

The process maintains continuity of employment while updating the job attributes. In contrast, Hire Employee is for new hires, and Propose Compensation Change only adjusts pay without changing the job attributes.

Reference: Workday Pro HCM - Job Change and Staffing Transactions Guide, "Executing the Change Job Business Process."

### NEW QUESTION # 13

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

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

**Answer: B,C**

Explanation:

The correct answers are B 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 # 14

You created a Role-Based (Unconstrained) security group and a User-Based security group. Both security groups have access to the domain that secures the Staffing tab of a supervisory organization.

What access will members of each group have?

- A. Role-Based (Unconstrained) can view the Staffing tab of supervisory organizations they are assigned to support. User-Based can view the Staffing tab of all supervisory organizations.
- B. Both security groups can view the Staffing tab of supervisory organizations they are assigned to support.
- **C. Role-Based (Unconstrained) can view the Staffing tab of all supervisory organizations. User-Based can view the Staffing tab of supervisory organizations they are assigned to support.**
- D. Both security groups can view the Staffing tab of all supervisory organizations.

**Answer: C**

Explanation:

The correct answer is B - Role-Based (Unconstrained) can view the Staffing tab of all supervisory organizations. User-Based can view the Staffing tab of supervisory organizations they are assigned to support.

A Role-Based (Unconstrained) security group provides broad, system-wide access to the data and functionality governed by its assigned domains and business processes. Unlike constrained groups, these are not limited by supervisory or organizational context. As a result, members can view the Staffing tab for all supervisory organizations across the tenant.

A User-Based security group, on the other hand, grants access only to specific data tied to the individual user's security configuration. If the user is associated with certain organizations, their access will be limited accordingly.

Therefore, while unconstrained roles are ideal for high-level administrators who need full visibility, user-based access is suitable for specific or limited visibility.

Reference: Workday Pro HCM - Security Configuration Guide, "Understanding Constrained and Unconstrained Role Access."

#### NEW QUESTION # 15

What is the purpose of a subprocess?

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

**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 # 16

An end user is creating a new cost center. What determines the values that the user can select in the subtype field?

- A. Subtypes that default based on the role of the end user.
- B. Subtypes that Workday recommends be used for the Cost Center organization type.
- C. Subtypes that default based on the location of the cost center.
- **D. Subtypes configured to be used for the Cost Center organization type.**

**Answer: D**

Explanation:

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

The values available in the Subtype field when creating a new Cost Center are determined by the subtypes configured for that specific organization type. Each organization type (e.g., Company, Cost Center, Region, or Supervisory) can have one or more associated subtypes that define additional categorization or behavior.

During configuration, administrators define which subtypes are valid for each organization type. Hence, when an end user creates a Cost Center, only the subtypes associated with the "Cost Center" organization type will appear in the selection list.

Options A, C, and D are incorrect because subtypes are not influenced by location, user role, or system recommendations - they are strictly defined in the configuration setup.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Defining Organization Types and Subtypes."

### NEW QUESTION # 17

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