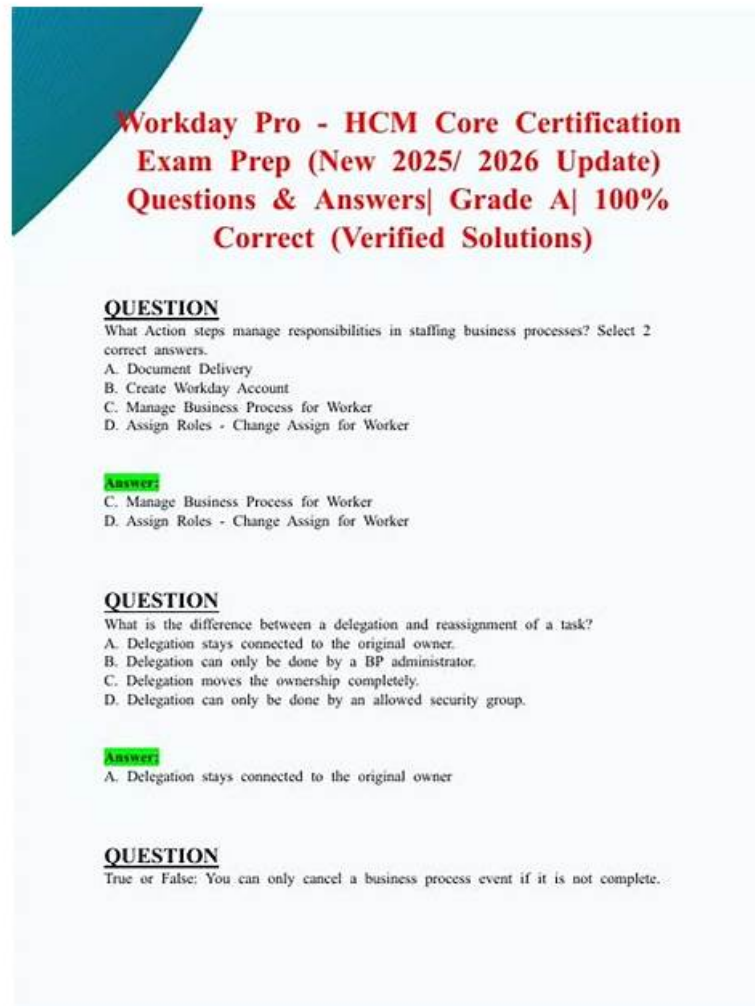


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Workday Pro - HCM Core Certification Exam Prep (New 2025/ 2026 Update) Questions & Answers| Grade A| 100% Correct (Verified Solutions)

QUESTION
What Action steps manage responsibilities in staffing business processes? Select 2 correct answers.
A. Document Delivery
B. Create Workday Account
C. Manage Business Process for Worker
D. Assign Roles - Change Assign for Worker

Answer:
C. Manage Business Process for Worker
D. Assign Roles - Change Assign for Worker

QUESTION
What is the difference between a delegation and reassignment of a task?
A. Delegation stays connected to the original owner.
B. Delegation can only be done by a BP administrator.
C. Delegation moves the ownership completely.
D. Delegation can only be done by an allowed security group.

Answer:
A. Delegation stays connected to the original owner

QUESTION
True or False: You can only cancel a business process event if it is not complete.

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Workday Pro HCM Core Certification Exam Sample Questions (Q93-Q98):

NEW QUESTION # 93

A recruiter is proposing compensation for a candidate during the Offerstage. The recruiter wants to change the home internet allowance from \$50 AUD to \$100 AUD, but is unable to do so.

Why is the recruiter unable to change the amount?

- A. The candidate is eligible for more than one allowance plan.
- **B. The allowance plan has the No Override checkbox selected.**
- C. The candidate is not eligible for a plan profile.
- D. The allowance plan is not included in the compensation package.

Answer: B

Explanation:

In Workday, allowance plans include a No Override configuration option that prevents users from manually changing the plan amount during staffing or compensation events. When this checkbox is selected, the plan amount is strictly controlled by the plan default or plan profile value.

Even if a recruiter has appropriate security and the candidate is eligible for the allowance, the presence of No Override enforces compensation governance and prevents deviations from defined policy.

Ineligibility would prevent the plan from appearing at all, and multiple plan profiles would cause defaulting issues-not override restrictions. If the plan were not included in the compensation package, it would not be visible.

Therefore, the recruiter cannot change the amount because the No Override checkbox is selected, making option A correct.

NEW QUESTION # 94

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 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 # 95

What does the Gross Up checkbox on a one-time payment plan indicate?

- A. You want Workday to apply taxes on the one-time payment.
- B. You want Workday to require a compensation partner to manually update the gross-up amount.
- C. You want Workday to show the taxes to the user when requesting a one-time payment.
- D. You want Workday to automatically adjust the one-time payment so the employee receives the full amount after taxes.

Answer: D

Explanation:

The Gross Up option on a one-time payment plan instructs Workday to calculate and add additional earnings so that the employee receives a net amount equal to the target value, after applicable taxes are withheld.

This is commonly used for bonuses, relocation payments, or awards where the employer agrees to cover the tax impact.

When Gross Up is enabled, Workday works with Payroll to determine the required gross amount that results in the desired net payment. Taxes are always applied by payroll regardless of this setting; the checkbox simply controls whether Workday compensates for them.

Gross Up does not require manual adjustment, nor does it only display tax information. It is an automated calculation designed to meet net-pay commitments.

Therefore, option A is the correct answer.

NEW QUESTION # 96

How do you grant a user access to approve compensation changes for promoted employees?

- A. Assign the user to a security group with permissions to the Approve action on the Propose Compensation Change business process security policy.
- B. Assign the user to the Approve step on the Propose Compensation Change business process definition.
- C. Assign the user to the Approve step on the Change Job business process definition.
- D. Assign the user to a security group with permissions to the Approve action on the Change Job business process security policy.

Answer: A

Explanation:

In Workday HCM, approval authority is granted through business process security policies, not by assigning individual users directly to steps within a business process definition. Business process definitions determine what steps exist, while business process security policies determine who can perform actions on those steps.

When an employee is promoted, compensation changes are handled through the Propose Compensation Change business process. Even though the promotion itself occurs within the Change Job business process, the approval of compensation changes is controlled separately. This separation allows organizations to assign different approvers for job changes and compensation decisions, supporting strong governance and segregation of duties.

To grant a user the ability to approve compensation changes related to promotions, the user must be assigned to a security group that has permission to perform the Approve action on the Propose Compensation Change business process security policy. Once the user is a member of that security group and the changes are activated, Workday will route compensation approval tasks to them when applicable.

Options B and D are incorrect because users are never assigned directly to individual steps within a business process definition. Step routing is driven by security groups, not individual users. Option A is incorrect because the Change Job business process controls job-related actions, not compensation approval.

From a Workday Pro HCM best-practice standpoint, always grant approval access by updating the appropriate business process security policy and assigning users to the correct security groups. This ensures scalable, auditable, and role-based access control.

Therefore, the correct and Workday-verified answer is Assign the user to a security group with permissions to the Approve action on the Propose Compensation Change business process security policy.

NEW QUESTION # 97

Refer to the following scenario to answer the question below.

You need to group members of multiple organizations to track and report on revenue and expense-related financial transactions.

What task allows you to assign someone to lead the members of a new organization?

- A. Assign Roles
- B. Edit Name/Code
- C. Change Visibility
- D. Create Position

Answer: A

Explanation:

The correct task to assign someone as a leader of a new organization is "Assign Roles." In Workday, each organization (e.g., Cost Center, Company, Supervisory Organization) can have one or more roles assigned to manage that organization's transactions and activities. These roles might include Manager, HR Partner, Finance Partner, etc.

When creating a new organization or modifying an existing one, the "Assign Roles" task is used to designate the individuals who will hold specific responsibilities over that organization. This action ensures proper workflow routing, approvals, and visibility across business processes like Staffing, Compensation, and Financials. This is essential for cross-functional reporting and financial oversight. Workday Pro HCM - Organizations and Roles, "Assign Roles to Organizations" section.

NEW QUESTION # 98

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