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

Topic	Details
Topic 1	• 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 2	• 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 3	• Jobs and Positions: 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.
Topic 4	• 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 5	• 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 6	• 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 7	• 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 8	• 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 9	• 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 10	• 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.

Workday Pro HCM Core Certification Exam Sample Questions (Q62-Q67):

NEW QUESTION # 62

What job profile attribute allows you to make all IT Associates, IT Managers, and IT Specialists eligible for a cell phone allowance?

- A. Location
- B. Job Family
- C. Total Base Pay
- D. Company

Answer: B

Explanation:

In Workday HCM, job profile attributes play a critical role in determining eligibility for compensation components, allowances, and benefits. When the goal is to make a group of related roles-such as IT Associates, IT Managers, and IT Specialists-eligible for a cell phone allowance, the most effective and scalable attribute to use is the Job Family.

A Job Family groups job profiles that perform similar types of work within a functional discipline. In this example, IT Associates, IT Managers, and IT Specialists are distinct job profiles, but they are all aligned to the same functional area of Information Technology. By configuring eligibility rules based on the job family, Workday allows organizations to apply compensation components, such as allowances, consistently across all related roles without maintaining separate rules for each individual job profile.

Using Total Base Pay would be inappropriate because it is a compensation amount, not a classification attribute used for eligibility determination. Location and Company are organizational attributes that control where or for whom a worker is employed, but they do not define the functional nature of the work being performed. Applying eligibility based on those attributes could unintentionally include or exclude workers who should or should not receive the allowance.

From a Workday Pro HCM best-practice perspective, job families are specifically designed to support standardized compensation, benefits eligibility, and reporting across similar roles. Therefore, configuring the cell phone allowance eligibility using the Job Family attribute ensures consistency, reduces administrative complexity, and supports scalable compensation governance across the IT organization.

NEW QUESTION # 63

An employee is transferring from one supervisory organization to another and is subject to a compensation change. What compensation business process will the Change Job transaction trigger?

- A. Propose Compensation Change
- B. Propose Compensation Offer
- C. Request Compensation Change
- D. Propose Compensation Hire

Answer: A

Explanation:

When a Change Job event includes a compensation impact, Workday triggers the Propose Compensation Change subprocess. This subprocess allows users to review and update compensation plans, amounts, and guidelines as part of the job change.

Request Compensation Change is a standalone process used when compensation changes occur without a job change. Propose Compensation Offer and Propose Compensation Hire are tied to recruiting and hiring events, not internal transfers.

The Propose Compensation Change process ensures that compensation updates are evaluated with proper eligibility rules, guidelines, approvals, and audit tracking within the context of the job change.

Therefore, option D is the correct answer.

NEW QUESTION # 64

An employee is eligible for the following compensation bases:

* International Compensation(ranking 2)
* Management Compensation(ranking 1)
* Sales Compensation(ranking 3)
What compensation basis will display as the employee'sprimary compensation basis?

- A. Management Compensation
- B. Sales Compensation
- C. Total Base Pay
- D. International Compensation

Answer: A

Explanation:
In Workday, when an employee qualifies formultiple compensation bases, the system determines the primary compensation basisusing theranking value. The rule is straightforward and consistently tested:the compensation basis with the lowest numerical ranking takes precedence.
In this scenario, the employee is eligible for three ranked compensation bases:
* Management Compensation (ranking1)
* International Compensation (ranking 2)
* Sales Compensation (ranking 3)
Becauseranking 1has the highest priority,Management Compensationis selected as the employee's primary compensation basis. This primary basis is used for compensation calculations, validations, guideline enforcement, and display during compensation events.
Delivered bases such as Total Base Pay are irrelevant unless explicitly eligible and ranked. Workday does not average or combine ranked bases-only one primary basis is selected based on ranking precedence.
Therefore,Management Compensationwill display as the primary compensation basis, making optionC correct.

NEW QUESTION # 65
When hiring a worker, you want the HR Partner to receive a task to review and update the company and cost center assigned to the new hire. What action do you add to the Hire business process to accomplish this?

- A. Review Employee Hire
- B. Onboarding Setup
- C. Change Organization Assignments
- D. Edit Workday Account

Answer: C

Explanation:
To ensure the HR Partner reviews and updates a new hire'sCompanyandCost Center, you add theChange Organization Assignmentsaction step to theHirebusiness process.
This action allows the HR Partner (or assigned role) to validate and modify organizational assignments, such as Company, Cost Center, Region, or Location, before the Hire event is finalized. It is typically positioned after the Review Employee Hire stepto confirm that all organization-level data aligns with the new worker's role and supervisory org defaults.
Option A (Review Employee Hire) is a completion-type review step and does not update organization data.
Option B (Onboarding Setup) prepares onboarding tasks, not organizational details.
Option C (Edit Workday Account) deals with account credentials and system access.
Thus,Change Organization Assignmentsis the correct step for updating or confirming company and cost center information during the hiring process.
Reference (Paraphrased Source):
Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Adding and Configuring Organization Assignment Steps in Staffing BPs."

NEW QUESTION # 66
You need to give a security group permission to access theChange My Phototask. 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 for Securable Item
- B. View Security Groups for User

- C. View Pending Security Policy Changes
- D. View Security Group

Answer: A

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 # 67
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By reviewing these results, you will be able to know and remove your mistakes. These Workday-Pro-HCM-Core practice exams are created as per the pattern of the Workday-Pro-HCM-Core real examination. Therefore, Workday Pro HCM Core Certification Exam (Workday-Pro-HCM-Core) mock exam takers will experience the real exam environment. It will calm down their nerves so they can appear in the Workday Workday-Pro-HCM-Core final test without anxiety or fear.

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