

100% Pass Quiz Workday - Workday-Pro-HCM-Core - Workday Pro HCM Core Certification Exam—Efficient Flexible Learning Mode



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

Topic	Details
Topic 1	<ul style="list-style-type: none">• 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 2	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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 4	<ul style="list-style-type: none"> • 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.
Topic 5	<ul style="list-style-type: none"> • 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 6	<ul style="list-style-type: none"> • 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 7	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 10	<ul style="list-style-type: none"> • Business Process Configuration: Definition-Level: 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.
Topic 11	<ul style="list-style-type: none"> • Navigation, Finding Data, and Business Objects: 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.

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Workday Pro HCM Core Certification Exam Sample Questions (Q99-Q104):

NEW QUESTION # 99

What is the advantage of using default compensation for requisition compensation?

- A. Every employee hired into that position receives the same compensation values.
- **B. Every applicant hired using the same job requisition receives consistent compensation values.**
- C. You can view the eligible plans when proposing compensation using the By Compensation Package and Rule options.
- D. Default compensation enables the establishment of compensation guidelines, plans, and plan amounts on a position.

Answer: B

Explanation:

Default compensation on a job requisition allows organizations to predefine compensation plans and values that automatically flow into the Offer event. The primary advantage is consistency—every candidate hired from the same requisition starts with the same baseline compensation configuration.

This ensures fairness, reduces recruiter error, and accelerates the offer process by minimizing manual data entry. Default compensation on requisitions is especially valuable when hiring multiple candidates for the same role, location, and level.

Position-based compensation is configured separately and applies regardless of requisition. Viewing eligible plans is unrelated to default compensation. While employees hired into a position may share compensation, requisition defaulting specifically governs applicant and offer behavior.

Therefore, option B is the correct answer.

NEW QUESTION # 100

An allowance plan has a default value of \$100 USD. The plan has three profiles:

- * \$110 CAD - all Toronto employees are eligible
- * €80 EUR - all Paris employees are eligible
- * \$120 AUD - all Sydney employees are eligible

When you hire an employee in Dublin, Ireland, what amount does Workday default?

- A. €0 EUR
- B. \$0 USD
- C. €80 EUR
- **D. \$100 USD**

Answer: D

Explanation:

In Workday HCM, allowance plan profiles are used to localize compensation amounts for specific employee populations based on eligibility criteria such as location. When an employee meets the eligibility for a plan profile, Workday defaults the amount defined in that profile.

However, when an employee does not meet the eligibility criteria for any existing plan profiles, Workday defaults to the base default value defined on the allowance plan itself. In this scenario, the default value is

\$100 USD, and the available profiles only apply to employees in Toronto, Paris, and Sydney.

Since the employee is being hired in Dublin, Ireland, they do not qualify for any of the defined profiles. As a result, Workday applies the plan's default value rather than a profile-specific amount.

Workday does not automatically convert currencies or default to zero unless explicitly configured to do so.

Therefore, the default amount remains \$100 USD.

Options A and C incorrectly assume that Workday defaults to zero, which is not standard behavior. Option D applies only to Paris employees.

Thus, the correct answer is \$100 USD, making option B correct.

NEW QUESTION # 101

You want a report's results to display only workers located in Toronto and Montreal. What report configuration accomplishes this?

- A. Share
- **B. Filter**
- C. Sub Level Sort
- D. Sort

Answer: B

Explanation:

The correct answer is Filter.

In Workday reporting, filters are used to narrow down report results based on specific data criteria, such as location, supervisory organization, or worker type. By applying a filter condition to include only workers whose location equals Toronto or Montreal, the report output dynamically restricts data to meet those parameters.

Filters can be added to both custom and advanced reports and can include multiple conditions combined with logical operators (AND/OR). Unlike Sort (which arranges results in a specific order) or Share (which defines who can view or edit the report), a Filter directly controls which data rows appear in the report output, ensuring that only relevant workers are displayed.

Reference: Workday Pro HCM - Reporting Fundamentals, "Using Filters to Refine Report Results" section.

NEW QUESTION # 102

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. Edit Supervisory Organization**
- B. Create Position
- C. Assign Roles
- D. Edit Name/Code

Answer: A

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 # 103

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

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

Answer: A

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