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## Workday Pro HCM Reporting Certification Exam Sample Questions (Q13-Q18):

### NEW QUESTION # 13

The Chief People Officer is running the Headcount by Year report and getting different results than an HR analyst, who is the report owner.

What is a possible cause of this?

- A. The HR analyst did not properly transfer ownership of the report to the Chief People Officer.
- **B. Both the Chief People Officer and HR analyst have constrained access to the data source.**
- C. The HR analyst did not share the report with the Chief People Officer.
- D. The Chief People Officer does not have access to the data source filter.

**Answer: B**

Explanation:

Reports in Workday respect data source security constraints. Different users may see different results in the same report if their access is limited. For example, an HR analyst may have constrained access only to certain organizations or workers, while the Chief People Officer may also have constraints.

From Workday Reporting and Security documentation:

"Report results differ between users if security constraints apply. Constrained security groups grant access only to specific target data (e.g., workers in certain supervisory orgs), while unconstrained groups can view all data." Thus, the likely cause is that both the Chief People Officer and the HR analyst have constrained access to the data source. Correct answer: C.

**NEW QUESTION # 14**

A report writer needs to create a report and wants to ensure they are using a data source that provides optimized performance on large volumes of data they will generate.

What type of data source should the report writer use for the required data set?

- A. Indexed
- B. Trended
- C. Standard
- D. Targeted

**Answer: A**

Explanation:

Workday provides multiple types of data sources when creating reports. Among them, Indexed Data Sources are specifically designed for performance optimization on large data volumes. They allow faster retrieval and better scalability when working with high record counts, because they are pre-optimized for reporting and queries.

From the Workday Reporting guide:

"Indexed data sources provide optimized performance for large data volumes. These data sources are indexed on commonly used fields and are specifically designed to support high-performance queries." Thus, the correct choice is A. Indexed for ensuring performance with large datasets.

**NEW QUESTION # 15**

You are building a composite report that uses two subreports with different data sources. You are noticing duplicate prompts when you run your composite report.

How can you resolve this problem?

- A. Select the Do Not Prompt at Runtime for one of the duplicate prompts in the Report Settings.
- B. Configure the same default value for each duplicate prompt.
- C. Select the Do Not Prompt at Runtime checkbox for the overlapping prompts in each subreport.
- D. Configure a prompt set on the composite report in the Report Settings.

**Answer: D**

Explanation:

Duplicate prompts occur in composite reports when multiple subreports request similar or identical inputs, such as Company, Date, or Organization. The recommended and most scalable solution is to use a Prompt Set configured at the composite report level. Prompt sets allow you to consolidate duplicate prompts into a single prompt, which is then mapped to the corresponding prompts in each subreport. This ensures a clean user experience and consistent filtering across all subreports.

From the Workday HCM Reporting documentation:

"Composite reports support prompt sets to consolidate duplicate prompts across subreports."

"Configure prompt sets in the composite report's Report Settings to eliminate redundant user prompts." The other options are not best practice: default values do not remove duplicate prompts, suppressing prompts reduces flexibility, and managing prompts individually in subreports defeats the purpose of composite-level control.

**NEW QUESTION # 16**

You are building a report to identify employees who have exceeded the allowed number of 10 sick days in the current year.

Using the Sick Days Taken field, what is the correct formula to create a Boolean calculated field that returns True if an employee has exceeded the allowed number of sick days?

- A. Sick Days Taken > 10
- B. Sick Days Taken = 10
- C. Sick Days Taken = False
- D. Sick Days Taken >= 10

**Answer: A**

Explanation:

To check whether a worker's sick days exceed the threshold of 10, you must define a Boolean condition. The expression Sick Days Taken > 10 evaluates to True when the value is greater than 10, and False otherwise.

From Workday Reporting documentation:

"True/False conditions can be created using numeric comparisons such as greater than (>), less than (<), or equal to (=). These return True or False depending on the worker's data." Thus, the correct formula is A. Sick Days Taken > 10.

#### NEW QUESTION # 17

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

**Answer: C**

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 # 18

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