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

Topic	Details
Topic 1	• 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 2	• Sorting and Filtering: 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.
Topic 3	• 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	• 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 5	• Reporting Overview: 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.
Topic 6	• 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 7	• 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 8	• 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 9	• 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 (Q35-Q40):

NEW QUESTION # 35
A customer creates a new supervisory organization to inherit attributes from an existing supervisory organization. Which attributes will be inherited from the superior organization to the subordinate organization? (Select three correct answers.)

- A. Visibility
- B. Organization Assignments

- C. Staffing Model
- D. Subtype
- E. Name

Answer: A,B,C

Explanation:
Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Organizations Configuration Guide 2023R2):
When creating a new supervisory organization, Workday allows the subordinate organization to inherit key structural and configuration attributes from its superior organization. These inherited elements include:
* Visibility (A):Determines who can view the organization and its members, inherited to maintain consistent access control.
* Organization Assignments (B):Such as company, cost center, region, and custom organizations, ensuring hierarchical alignment.
* Staffing Model (D):The staffing model (Position Management or Job Management) is inherited to ensure consistency in hiring and staffing control.
Subtype (C)and Name (E)are not inherited; they must be defined at the time of creation. Subtype determines the organization's classification, while the name uniquely identifies it.
Reference (Paraphrased Source):
Workday Pro HCM Core - Organizations and Hierarchy Configuration Guide (2023R2), Section: "Creating Subordinate Supervisory Organizations."
"Subordinate supervisory organizations inherit configuration from their superior supervisory organization, including attributes such as the staffing model, organization assignments, and visibility settings. This ensures consistency and reduces administrative overhead."
- Workday Module 2 Binder, Supervisory Organizations Section

NEW QUESTION # 36
What security group does Workday deliver that allows employees to change their home address?

- A. All Users
- B. Employee-as-Self
- C. Manager
- D. Initiator

Answer: B

Explanation:
The correct answer is A - Employee-as-Self.
Employee-as-Self is a delivered Workday user-based security group automatically assigned to all active workers within the tenant.
This group allows employees to view and update their own personal data, such as home address, phone number, emergency contacts, and other self-service information.
The permissions for this group are defined in domain security policies related to personal data, such as Worker Data: Personal Information and Worker Data: Home Contact Information. Employees only have access to modify their own records, not those of others.
This self-service model is central to Workday's HCM design, empowering employees to maintain accurate personal information without administrator intervention.
Reference:Workday Pro HCM -Security and Self-Service Fundamentals, "Employee-as-Self Delivered Security Group" section.

NEW QUESTION # 37
What is a use case for a segment-based security group?

- A. HR partners need to be able to approve performance reviews.
- B. HR partners need to be able to run performance reports.
- C. HR partners need to be able to view documents but only those assigned to the Performance Review category.
- D. HR partners need to be able to create performance review templates.

Answer: C

Explanation:
The correct answer is D - HR partners need to be able to view documents but only those assigned to the Performance Review category.

Segment-based security groupsare used in Workday to grant access tospecific subsets of data within a domain, based on defined "segments" such as document category, location, or other defined dimensions.

Unlike role-based or organization-based groups, segment-based security providesfine-grained access control that limits visibility within a specific domain.

In this case, the HR partners should only be able toview documents categorized under "Performance Review", not all employee documents. A segment-based group is ideal here because it restricts access based on the document category segment defined in theDocument Review domain.

Reference:Workday Pro HCM -Security Configuration and Management, "Segment-Based Security Groups" section.

NEW QUESTION # 38

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

Answer: A

Explanation:

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

To have theCompany Organizationautomatically default when hiring workers into a supervisory organization, you must update the organization settings through theEdit Supervisory Organizationtask.

This task allows you to definedefault organization assignments, includingCompany,Cost Center,Region, andCustom Organizations. Once these defaults are set, Workday automatically populates these values during staffing events such asHireorAdd 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 Organizationis 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 # 39

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

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

Answer: A

Explanation:

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

The values available in theSubtype fieldwhen creating a newCost Centerare determined by thesubtypes 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 thesubtypes associated with the "Cost Center" organization type will appear in the selection list.

Options A, C, and D are incorrect because subtypes arenot 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 # 40

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