

# Here's the Right Way to Pass Workday Workday-Pro-HCM-Core Exam



## Workday Pro HCM Core Exam Guide

Congratulations on making it this far in your Workday Pro journey. You're one test away from the benefits of being a Workday Pro, including access to the [Workday Touchpoints Kit](#) and membership to an exclusive Workday Pro collaboration group on Workday Community.

This study guide is designed to help you prepare for the Workday Pro exam. This guide provides general testing information and outlines the specific topics covered in each segment of the exam.

Many people may have different ways and focus of study to pass Workday-Pro-HCM-Core exam in the different time intervals, but we will find that in real life, can take quite a long time to learn Workday-Pro-HCM-Core learning questions to be extremely difficult. You may be taken up with all kind of affairs, and sometimes you have to put down something and deal with the other matters for the latter is more urgent and need to be done immediately. With the help of our Workday-Pro-HCM-Core training guide, your dream won't be delayed anymore.

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

Topic	Details
Topic 1	<ul style="list-style-type: none"><li>• <b>Security:</b> 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.</li></ul>
Topic 2	<ul style="list-style-type: none"><li>• <b>Business Process Framework:</b> 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.</li></ul>

Topic 3	<ul style="list-style-type: none"> <li>• <b>Compensation:</b> 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.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>• <b>Business Process Security:</b> 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.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>• <b>Business Process Configuration: Step-Level:</b> 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.</li> </ul>
Topic 6	<ul style="list-style-type: none"> <li>• <b>Staffing Models:</b> 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.</li> </ul>
Topic 7	<ul style="list-style-type: none"> <li>• <b>Prompting:</b> This section of the exam measures the skills of Report Designers and focuses on configuring prompts in report definitions. It involves identifying built-in prompts and optimizing their use to create interactive reports.</li> </ul>
Topic 8	<ul style="list-style-type: none"> <li>• <b>Business Process Steps:</b> 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.</li> </ul>
Topic 9	<ul style="list-style-type: none"> <li>• <b>Building Custom Reports:</b> 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.</li> </ul>
Topic 10	<ul style="list-style-type: none"> <li>• <b>Report Security:</b> 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.</li> </ul>
Topic 11	<ul style="list-style-type: none"> <li>• <b>Job Profiles:</b> 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.</li> </ul>
Topic 12	<ul style="list-style-type: none"> <li>• <b>Sorting and Filtering:</b> 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.</li> </ul>
Topic 13	<ul style="list-style-type: none"> <li>• <b>Business Process Management:</b> 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.</li> </ul>
Topic 14	<ul style="list-style-type: none"> <li>• <b>Business Process Configuration: Definition-Level:</b> 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.</li> </ul>
Topic 15	<ul style="list-style-type: none"> <li>• <b>Reporting Overview:</b> 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.</li> </ul>

Topic 16	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Topic 17	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

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## Questions Workday-Pro-HCM-Core Exam & Exam Workday-Pro-HCM-Core Papers

Workday-Pro-HCM-Core practice materials are highly popular in the market compared with other materials from competitors whether on the volume of sales or content as well. All precise information on the Workday-Pro-HCM-Core exam questions and high accurate questions are helpful. To help you have a thorough understanding of our Workday-Pro-HCM-Core training prep, free demos are provided for your reference. So sales and customer satisfaction improved dramatically. So we make great contribution both to line and customers greatly.

### Workday Pro HCM Core Certification Exam Sample Questions (Q138-Q143):

#### NEW QUESTION # 138

A company has several configurable compensation bases established in their system:

\* Total Cost (India): Qualifies Indian employees and includes all salary plans, period salary plans, allowance plans, bonus plans, and retirement savings plans. Only 50% of total compensation can be used toward salary plans.

\* Total Compensation Non-Sales: Qualifies all full-time employees not in sales and includes all salary plans, allowance plans, bonus plans, and calculated plans.

\* Total Compensation Sales: Qualifies all full-time sales employees and includes all salary plans, allowance plans, and commission plans.

\* Total Pay (Mexico): Qualifies Mexican employees and includes all salary plans, period salary plans, and allowance plans.

\* Salary and Seniority: Qualifies all employees and includes all salary plans and a specific seniority calculated plan.

Compensation Basis Ranking:

\* 20 - Total Compensation Non-Sales

\* 30 - Total Compensation Sales

\* 40 - Total Pay (Mexico)

\* Salary and Seniority is unranked

You have a full-time support analyst who works in Mexico City.

What compensation basis will be this employee's primary compensation basis?

- **A. Total Compensation Non-Sales**
- B. Total Pay (Mexico)
- C. Salary and Seniority
- D. Total Compensation Sales

**Answer: A**

Explanation:

In Workday, when multiple configurable compensation bases qualify for an employee, the system determines the primary compensation basis using ranking precedence. The compensation basis with the lowest numerical ranking takes priority, provided the employee meets its eligibility criteria. Unranked compensation bases are only used when no ranked bases apply.

In this scenario, the employee is:

\* Full-time

\* Not in sales

\* Located in Mexico

Based on eligibility:

\* Total Compensation Non-Sales applies (full-time, non-sales).

\* Total Pay (Mexico) applies (Mexican employees).

\* Salary and Seniority applies (all employees).

Among these, Total Compensation Non-Sales has the highest priority because it has the lowest ranking value (20). Although Total Pay (Mexico) is country-specific, its ranking (40) gives it lower precedence. Salary and Seniority is unranked and therefore only applies if no ranked basis qualifies, which is not the case here.

Workday's compensation basis evaluation logic always selects the highest-ranked (lowest number) qualifying basis as the primary basis for compensation calculations and validations.

Therefore, the correct answer is Total Compensation Non-Sales.

### NEW QUESTION # 139

A company wants to create a compensation basis for their sales team. This basis should include:

Base salary

Monthly commission earnings

Quarterly bonus plan

How should they configure this compensation basis?

- A. Create a calculated compensation basis, including salary, commission, and bonus plans.
- B. Use the Total Salary and Allowances compensation basis and add the bonus plan.
- C. Define a new compensation grade and assign the relevant compensation plans.
- **D. Create a configurable compensation basis, including salary, commission, and bonus plans.**

**Answer: D**

Explanation:

In Workday, a configurable compensation basis is used when an organization needs to group multiple compensation plans—such as salary, commission, and bonus—for purposes of calculation, validation, guidelines, and reporting. This type of basis allows administrators to explicitly select which compensation plans are included and define how they interact.

For a sales team, compensation commonly consists of base salary, variable commission earnings, and incentive or bonus plans. A configurable compensation basis is the only option that supports combining these different plan types into a single, controlled compensation framework. It also allows ranking, eligibility rules, and advanced controls such as Manage Basis Total.

Compensation grades define pay ranges and are not used to aggregate compensation components. Calculated compensation bases derive values from formulas and are not appropriate when simply grouping plans. The delivered Total Salary and Allowances basis does not include commission plans and cannot be extended to meet this requirement.

Therefore, creating a configurable compensation basis that includes salary, commission, and bonus plans is the correct and Workday-recommended solution, making option A correct.

### NEW QUESTION # 140

Which statements about user-based security groups are true? (Select three correct answers.)

- **A. User-based security groups are typically used for administrators or specific individuals who need system-wide access.**
- **B. User-based security groups can either be constrained or unconstrained.**
- C. User-based security groups are always unconstrained.
- D. Assigning a user to a user-based security group kicks off a business process.
- **E. When a user is assigned as a member of a user-based security group, the user gets access to all security policies the group is assigned to.**

**Answer: A,B,E**

Explanation:

The correct answers are B, D, and E.

User-based security groups are groups in which membership is manually assigned to individual users. They are highly flexible and used primarily for administrative or elevated-access purposes.

\* (B) These groups can be either constrained or unconstrained. Constrained groups limit data access (for example, access only to workers in a particular supervisory org), while unconstrained groups provide broad system-wide visibility.

\* (D) These groups are commonly used for system administrators, payroll admins, or HR system owners, who require full access across tenants.

\* (E) Once a user is assigned to a user-based group, they automatically inherit access to all domains and business processes that the security group has permissions for.

Option A is incorrect because user-based groups are not always unconstrained; and C is incorrect because assigning users does not initiate a business process—it's a configuration action managed through the Maintain Security Group Member task.

Reference: Workday Pro HCM - Security Configuration and Administration, "User-Based Security Group Behavior and Permissions" section.

#### NEW QUESTION # 141

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

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

**Answer: C**

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 # 142

You enter a date in the Actual End Date field of a compensation plan.

When will Workday remove the plan from the employee's record?

- A. On the last day of the month plus one day.
- **B. On the actual end date plus one day.**
- C. On the actual end date.
- D. On the last day of the pay period plus one day.

**Answer: B**

Explanation:

In Workday, compensation plans remain active through the Actual End Date entered on the plan. The system removes the plan the day after the Actual End Date, ensuring the employee receives compensation through the final eligible day.

This behavior supports accurate payroll calculation and avoids prematurely ending compensation. Workday does not delay removal to the end of the pay period or month unless explicitly configured elsewhere.

Therefore, the plan is removed on the actual end date plus one day, making option A correct.

#### NEW QUESTION # 143

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The third format is a web-based practice exam that is compatible with Firefox, Microsoft Edge, Safari, and Google Chrome. So the students can access it from any browser and study for Workday Workday-Pro-HCM-Core Exam clarification. In addition, Mac, iOS, Windows, Linux, and Android support the web-based Workday Workday-Pro-HCM-Core practice questions.

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