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Workday Pro HCM Core Certification Exam Sample Questions (Q10-Q15):

NEW QUESTION # 10

What report allows you to view each worker's compensation details, including total base pay, compensation package, and compa-ratio, for one or more organizations you manage or support, and optionally their subordinates?

- A. Total Rewards
- B. Employee Compensation Audit
- C. Compensation Spreadsheet
- D. Employee Compensation Details by Job Profile

Answer: C

Explanation:
The Compensation Spreadsheet is a powerful Workday reporting and analysis tool that allows managers and HR partners to view detailed compensation information for employees across one or more organizations they manage or support. It supports side-by-side viewing of key metrics, including:
* Total base pay
* Compensation package
* Compa-ratio
* Position in range
* Allowances and bonuses
The spreadsheet format is specifically designed for managerial review, planning, and analysis, with optional inclusion of subordinate organizations. It is widely used during compensation review cycles and off-cycle analysis.
Other reports have more limited scope:
* Employee Compensation Audit focuses on eligibility mismatches
* Job Profile reports focus on structure, not worker-level pay
* Total Rewards is employee-facing and not manager-analytic
Therefore, the correct answer is Compensation Spreadsheet, making option D correct.

NEW QUESTION # 11

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

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

Answer: A

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 # 12

What is the purpose of a subprocess?

- A. It sends instructions and information for a task.
- B. It allows users to approve a transaction.
- C. It triggers steps from another business process.
- D. It starts a Workday-delivered background process.

Answer: C

Explanation:

In Workday, asubprocessis a step type used within a business process definition toinitiate another, independent business process. The purpose of a subprocess is to trigger a set of predefined steps from a separate process that runs as part of the main (parent) process. This provides modularity and reusability across multiple BPs.

For example, when configuring aHireprocess, you might add aRequest Compensation Change subprocess to automatically launch once the hire is initiated. This avoids duplicating configuration work and ensures consistency in how related actions are handled across events.

Option A is incorrect because approvals are managed throughApproval Steps, not subprocesses.

Option C is incorrect - background processes are system-managed and not user-configured through subprocesses.

Option D refers toTo-Do or Notification Steps, which are informational, not subprocess-driven.

Thus, subprocesses are a way toembed or chain additional processesinto an event flow, promoting flexibility and maintainability.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Subprocess Step Type and Configuration Best Practices."

NEW QUESTION # 13

Refer to the following scenario to answer the question below.

You need to group members of multiple organizations to track and report on revenue and expense-related financial transactions.

What task allows you to assign someone to lead the members of a new organization?

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

Answer: C

Explanation:

The correct task to assign someone as a leader of a new organization is"Assign Roles."In Workday, each organization (e.g., Cost Center, Company, Supervisory Organization) can have one or more roles assigned to manage that organization's transactions and activities. These roles might include Manager, HR Partner, Finance Partner, etc.

When creating a new organization or modifying an existing one,the "Assign Roles" taskis used to designate the individuals who will hold specific responsibilities over that organization. This action ensures proper workflow routing, approvals, and visibility across business processes like Staffing, Compensation, and Financials. This is essential for cross-functional reporting and financial oversight.

Workday Pro HCM -Organizations and Roles, "Assign Roles to Organizations" section.

NEW QUESTION # 14

You are not able to select the security group needed on a review step in a business process definition.

What do you need to update to provide permissions to the review step?

- A. Policy Restrictions
- B. Who Can Do Action Steps in the Business Process
- C. Who Can Start the Business Process
- D. Who Can Do Actions on Entire Business Process

Answer: B

Explanation:

In Workday HCM, business process security controls which security groups can participate in specific steps within a business process definition. Each step type-such as approval, review, or To Do-requires explicit permission for a security group to be eligible for selection. If a security group does not appear as an option when configuring a review step, it means the group has not been granted permission to act on that type of step.

To resolve this issue, you must update Who Can Do Action Steps in the Business Process. This section of the business process security policy defines which security groups are authorized to perform step-level actions

, including review, approve, or to-do actions. Once the appropriate security group is added here and the changes are activated, the group becomes available for selection on the review step.

The other options do not address this requirement. Policy Restrictions control conditional logic and constraints, not step eligibility. Who Can Start the Business Process governs initiation permissions only and does not affect step assignment. Who Can Do Actions on Entire Business Process grants high-level actions such as cancel or rescind but does not authorize participation in individual steps like reviews.

From a Workday Pro HCM best-practice perspective, configuring Who Can Do Action Steps in the Business Process ensures precise control over step participation while maintaining separation of duties. After updating this section, administrators must remember to run Activate Pending Security Policy Changes for the update to take effect.

Therefore, the correct and Workday-verified answer is Who Can Do Action Steps in the Business Process.

NEW QUESTION # 15

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