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

Topic	Details
Topic 1	<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 2	<ul style="list-style-type: none">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 3	<ul style="list-style-type: none">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.
Topic 4	<ul style="list-style-type: none">Prompting: 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.

Topic 5	<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.
Topic 6	<ul style="list-style-type: none"> 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 7	<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 8	<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 9	<ul style="list-style-type: none"> Business Process Steps: 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.
Topic 10	<ul style="list-style-type: none"> 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 11	<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 12	<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.

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Workday Pro HCM Core Certification Exam Sample Questions (Q96-Q101):

NEW QUESTION # 96

What is the purpose of a subprocess?

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

Answer: B

Explanation:

In Workday, a subprocess is a step type used within a business process definition to initiate 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 a Hire process, you might add a Request 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 through Approval Steps, not subprocesses.

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

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

Thus, subprocesses are a way to embed or chain additional processes into 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 # 97

An employee is transferring from one supervisory organization to another and is subject to a compensation change.

What compensation business process will the Change Job transaction trigger?

- A. Propose Compensation Hire
- B. Request Compensation Change
- C. Propose Compensation Offer
- **D. Propose Compensation Change**

Answer: D

Explanation:

When a Change Job event includes a compensation impact, Workday triggers the Propose Compensation Change subprocess. This subprocess allows users to review and update compensation plans, amounts, and guidelines as part of the job change.

Request Compensation Change is a standalone process used when compensation changes occur without a job change. Propose Compensation Offer and Propose Compensation Hire are tied to recruiting and hiring events, not internal transfers.

The Propose Compensation Change process ensures that compensation updates are evaluated with proper eligibility rules, guidelines, approvals, and audit tracking within the context of the job change.

Therefore, option D is the correct answer.

NEW QUESTION # 98

The Total Rewards team in LATAM notices that the 13th-month period salary plan for employees in Rio de Janeiro is not included in total base pay. All eligible employees are assigned a period salary plan with a compensation element named Brazil Holiday Pay. How can you include this plan in Brazil employees' total base pay?

- **A. In the Brazil grade profiles, add the Brazil Holiday Pay element to the Base Pay Elements field.**
- B. In the period salary plan, select Total Base Pay as the compensation basis.
- C. In the Maintain Compensation Basis task, create a configurable compensation basis for Brazil.
- D. In the salary plan, add Brazil Holiday Pay to the Compensation Element field.

Answer: A

Explanation:

In Workday, total base pay calculations are controlled by grade profiles, specifically through the Base Pay Elements field. This field determines which compensation elements are included when evaluating base pay ranges such as minimum, midpoint, and maximum. In this scenario, employees are correctly assigned a period salary plan with the Brazil Holiday Pay compensation element, but that element is not included in total base pay. This indicates that the grade profiles for Brazil do not currently include this element in the

Base Pay Elements configuration.

Compensation bases are used for plan calculations and validations, not for defining base pay composition.

Compensation elements must be included in the grade profile to affect base pay ranges. Salary plans and period salary plans reference compensation elements but do not control base pay inclusion.

By adding Brazil Holiday Pay to the Base Pay Elements field on the Brazil grade profiles, Workday will include the 13th-month payment in total base pay calculations for employees in Brazil.

Therefore, option D is the correct and Workday-supported solution.

NEW QUESTION # 99

You are creating a new security group to allow users responsible for security oversight to run security reports across all organizations.

What type of security group should you create?

- A. Role-based (Constrained)
- B. Segment-based
- C. User-based
- D. Rule-based

Answer: C

Explanation:

The correct answer is D - User-based.

User-based security groups are manually assigned to specific users and are typically used for administrative or audit-level access. They can be configured as unconstrained, granting full visibility across all organizations and data in the tenant.

For users responsible for security oversight or auditing, a user-based group (such as Security Administrator or Security Auditor) is appropriate. This group can be assigned to the necessary domain and business process security policies that control access to security reports and configuration data.

Other group types (e.g., role-based or segment-based) depend on organizational context and cannot provide unrestricted system-wide visibility, making a user-based group the correct option for full security monitoring.

Reference: Workday Pro HCM - Security Administration and Oversight, "User-Based Security Groups for Security Auditors and Administrators" section.

NEW QUESTION # 100

What is a Workday standard report?

- A. A customized report for specific organizational needs
- B. A report to export data for external analysis
- C. An ad-hoc report for on-the-fly analytics
- D. A delivered predefined report

Answer: D

Explanation:

A Workday standard report refers to a delivered, predefined report that is built and maintained by Workday.

These reports are available out-of-the-box and are designed to support common and essential business processes and analytics across HCM, Finance, and other Workday modules. Users can run standard reports immediately without needing to create them from scratch, and they often serve as a base for custom reporting when further refinement or filtering is necessary.

Workday provides hundreds of these reports covering a broad range of functionality - examples include

"Employee Roster", "All Positions", "Business Process Transactions", etc. These reports are typically domain-secured, which means access to them is governed by user security and data access permissions.

As per the Workday Pro HCM Reporting Study Guide, standard reports are also known as "delivered reports" and often include pre-configured prompts and formatting that align with Workday best practices.

Reference: Workday Pro HCM - Reporting and Analytics Fundamentals, "Standard Reports Overview" section.

NEW QUESTION # 101

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