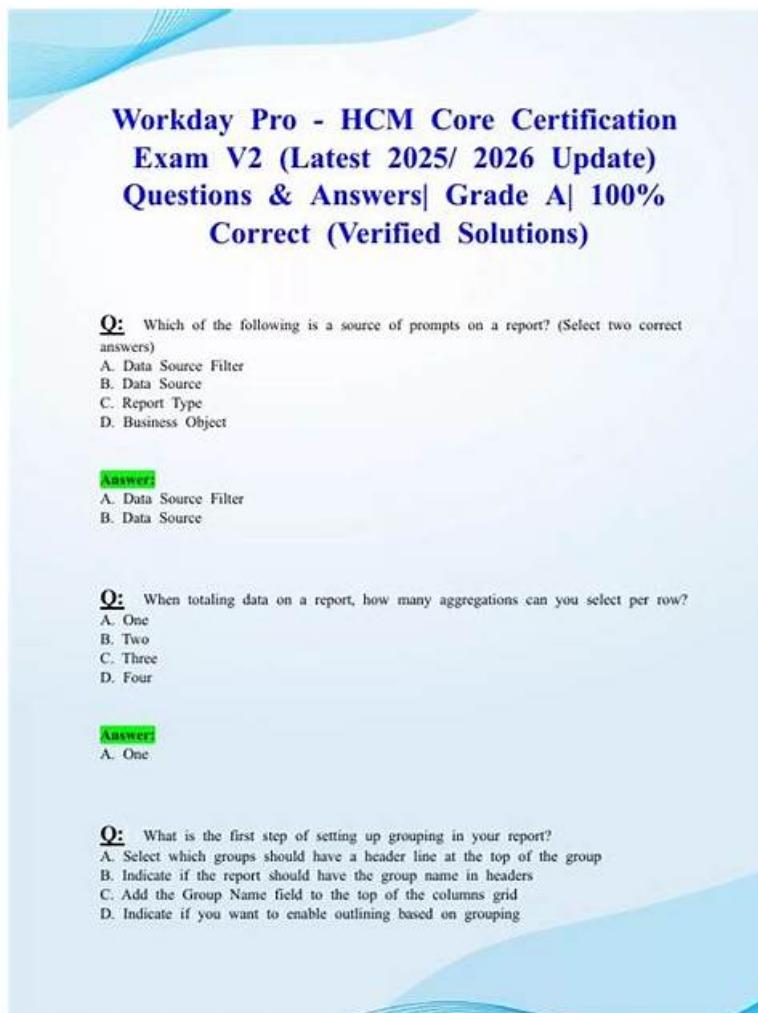


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**Workday Pro - HCM Core Certification
Exam V2 (Latest 2025/ 2026 Update)
Questions & Answers| Grade A| 100%
Correct (Verified Solutions)**

Q: Which of the following is a source of prompts on a report? (Select two correct answers)

- A. Data Source Filter
- B. Data Source
- C. Report Type
- D. Business Object

ANSWER:

- A. Data Source Filter
- B. Data Source

Q: When totaling data on a report, how many aggregations can you select per row?

- A. One
- B. Two
- C. Three
- D. Four

ANSWER:

- A. One

Q: What is the first step of setting up grouping in your report?

- A. Select which groups should have a header line at the top of the group
- B. Indicate if the report should have the group name in headers
- C. Add the Group Name field to the top of the columns grid
- D. Indicate if you want to enable outlining based on grouping

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Workday Pro HCM Core Certification Exam Sample Questions (Q19-Q24):

NEW QUESTION # 19

You created aRole-Based (Constrained)security group and aUser-Basedsecurity group. Both security groups have access to approve compensation changes.

What access will members of each group have?

- A. Both security groups can approve compensation of all workers.
- B. Role-Based (Constrained) can approve the compensation of all workers. User-Based can approve the compensation of workers they are assigned to support.
- C. Both security groups can approve compensation of all workers they are assigned to support.
- D. **Role-Based (Constrained) can approve compensation of workers they are assigned to support. User- Based can approve compensation of all workers.**

Answer: D

Explanation:

The correct answer isA - Role-Based (Constrained) can approve compensation of workers they are assigned to support. User-Based can approve compensation of all workers.

In Workday,Role-Based (Constrained)security groups restrict access based on an assigned organization or supervisory hierarchy. Members of a constrained role (such as Compensation Partner) can perform actions- like approving compensation changes-only for workers within their assigned supervisory organizations.

Conversely,User-Basedsecurity groups are not tied to an organizationunless specifically constrained, and typically have unconstrained, tenant-wide access. When both security groups have access to the same domain or business process (e.g., "Approve Compensation Change"), theUser-Basedgroup can approve changes for all workers, while theRole-Based (Constrained)group's access is limited by their assigned scope.

Reference:Workday Pro HCM -Security Fundamentals, "Constrained vs. Unconstrained Access in Role- Based and User-Based Security Groups."

NEW QUESTION # 20

WhatJob Profilefield allows you to default the appropriate salary range during staffing events?

- A. Job Code
- B. Restrict to Country
- C. **Compensation Grade**
- D. Job Classification

Answer: C

Explanation:

The correct answer isC - Compensation Grade.

In Workday, the Compensation Grade field within the Job Profile configuration defines the default salary range or pay range for that profile. When a worker is hired, transferred, or promoted into a job that references a compensation grade, Workday automatically defaults the associated minimum, midpoint, and maximum pay ranges into the staffing or compensation event.

The Compensation Grade is typically tied to Compensation Grade Profiles, which further refine pay ranges based on factors such as location, job level, or eligibility rules. This ensures pay consistency and compliance with internal compensation structures.

Other fields such as Job Code or Job Classification are used primarily for external reporting or regulatory mapping (e.g., EEO, SOC codes) and do not control compensation defaults.

Reference:Workday Pro HCM -Compensation Configuration and Job Profiles Guide, "Using Compensation Grades to Default Pay Ranges During Staffing Events."

NEW QUESTION # 21

You are updating a business process and need to exclude the initiator from completing a step. What task do you use?

- A. Maintain Advanced Routing
- B. Maintain Step Conditions
- C. Maintain Step Help-Text
- D. Maintain Step Delay

Answer: A

Explanation:

When configuring a business process, if the requirement is to exclude the initiator from completing a step, the correct configuration point is within Maintain Advanced Routing. This task allows administrators to control and customize routing restrictions and participant logic for each step.

Using the Maintain Advanced Routing task, you can define whether the initiator should be included or excluded as a potential assignee for the step. This ensures segregation of duties and compliance - for example, preventing an employee who initiated a Change Job event from approving or reviewing their own transaction.

Options A, B, and D are incorrect:

- * Maintain Step Conditions (A) is used to apply condition rules to control whether a step executes but not who performs it.
- * Maintain Step Help-Text (B) is used only to provide user instructions within the BP interface.
- * Maintain Step Delay (D) controls timing between steps, not participant assignment.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Advanced Routing and Participant Restrictions" and "Business Process Step Configuration Options."

NEW QUESTION # 22

In what step type can you add a validation condition rule?

- A. Service step
- B. Approval step
- C. Integration step
- D. Initiation step

Answer: B

Explanation:

As per the Workday Module 2 Binder:

"Validation condition rules are used in approval steps to determine whether the step should occur or be skipped based on specific conditions."

- Workday Module 2 Binder, Business Processes Section

* Situation: In a business process in Workday, organizations want certain steps (like approvals) to occur only if specific conditions are met - for example, skipping approval if the amount is under a certain threshold.

* Task: Implement logic that dynamically controls the flow of a business process based on conditions.

* Action: You apply validation condition rules within an approval step. This rule evaluates defined criteria and determines if the step should be executed or bypassed.

* Result: This enhances automation, improves efficiency, and reduces manual intervention in workflow execution.

Hence, approval steps are the specific step type in which validation condition rules can be added.

NEW QUESTION # 23

You need to give a security group permission to access the Change My Photo task. You do not know what security policy houses the task.

What report could you run to determine the policy to which you need to assign the security group?

- A. View Security Group
- B. View Pending Security Policy Changes
- C. View Security Groups for User
- D. View Security for Securable Item

Answer: D

Explanation:

The correct report is View Security for Securable Item.

In Workday, each task, report, or domain is considered a securable item that is protected by one or more security policies. When an administrator needs to identify which policy governs access to a particular task- such as Change My Photo- they use the View Security for Securable Item report.

This report provides detailed insight into:

- * The domain or business process associated with the securable item,
- * The related security policies,
- * Which security groups currently have access, and
- * The permissions (view, modify, initiate, etc.) assigned.

Using this report helps determine the correct security domain to update when granting or revoking access.

Reference: Workday Pro HCM - Security Fundamentals, "Analyzing Access Using 'View Security for Securable Item'" section.

NEW QUESTION # 24

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