

# Workday Workday-Pro-HCM-Core Reliable Test Voucher: Workday Pro HCM Core Certification Exam - ActualVCE Full Refund if Failing Exam



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

Topic	Details
Topic 1	<ul style="list-style-type: none"><li>• 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.</li></ul>
Topic 2	<ul style="list-style-type: none"><li>• 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.</li></ul>
Topic 3	<ul style="list-style-type: none"><li>• 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.</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>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 6	<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 7	<ul style="list-style-type: none"> <li>• <b>Jobs and Positions:</b> 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>
Topic 8	<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 9	<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>

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### Workday Pro HCM Core Certification Exam Sample Questions (Q17-Q22):

#### NEW QUESTION # 17

What field is stored on a Job profile?

- A. Compensation Package
- B. Worker Type
- **C. Management Level**
- D. Location

**Answer: C**

**Explanation:**

In Workday HCM, a Job Profile stores the common job architecture attributes that describe the nature and level of work performed. Management Level is one of the fields maintained on the Job Profile because it classifies the organizational level of the role, such as individual contributor, manager, director, or executive.

This value supports staffing, reporting, compensation eligibility, business process routing, and job catalog consistency. Location is not stored as a fixed Job Profile attribute because workers or positions using the same Job Profile may exist in different locations.

Compensation Package is not the correct answer because compensation eligibility is configured through compensation plans, grades, eligibility rules, and related compensation structures rather than as a core Job Profile field in this context. Worker Type is also not

stored on the Job Profile; it is selected or constrained during staffing and position/hiring restrictions. Therefore, Management Level is the field stored on the Job Profile. Reference topics: Staffing, Job Profiles, Job Profile Attributes, and Job Architecture configuration.

### NEW QUESTION # 18

After creating a new allowance plan, how can you assign the plan to all eligible employees?

- A. Run the Compensation Plan Assignment Audit report and submit Request Compensation Changes.
- B. Use the Employee Compensation Plans - Allowance report and enter Change Job events.
- C. Use the View Compensation Plan Rollout Process task to assign employees.
- **D. Use the Rollout Compensation Plans to Employees task and select the eligibility rule.**

**Answer: D**

Explanation:

Workday provides the Rollout Compensation Plans to Employees task to efficiently assign newly created compensation plans to employees who meet defined eligibility criteria. This task evaluates the eligibility rule attached to the plan and assigns the plan to all qualifying employees in bulk.

Manual approaches such as Request Compensation Change or Change Job events are inefficient and not scalable. The View Compensation Plan Rollout Process task is informational and does not perform assignments.

Using the rollout task ensures consistency, reduces administrative effort, and aligns with Workday best practices for plan deployment.

Therefore, option D is the correct answer.

### NEW QUESTION # 19

A company has several configurable compensation bases established:

\* Total Cost (India): Includes 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

\* Total Compensation Sales

\* Total Pay (Mexico)

\* Salary and Seniority (unranked)

Compensation Basis Ranking:

\* Total Cost (India)

\* Total Compensation Non-Sales

\* Total Compensation Sales

\* Total Pay (Mexico)

\* Salary and Seniority (unranked)

You must ensure Indian employees keep their salary plans at 50% of their total compensation.

What should you configure on the Total Cost (India) compensation basis?

- A. Create and assign a fixed compensation basis.
- B. Remove retirement plans from the compensation basis.
- C. Move the compensation basis ranking to 50.
- **D. Select the Manage Basis Total checkbox and enter a salary plans maximum of 50.**

**Answer: D**

Explanation:

In Workday, configurable compensation bases allow organizations to control how compensation plans relate to one another and to enforce limits or proportions within a total compensation structure. The Manage Basis Total option is specifically designed to impose constraints on how much certain plan types can contribute relative to the overall compensation basis.

In this scenario, the business requirement is to ensure that salary plans do not exceed 50% of the total compensation for Indian employees. This requirement is achieved by enabling Manage Basis Total on the Total Cost (India) compensation basis and setting a maximum percentage of 50 for salary plans. This configuration enforces the rule automatically during compensation proposals and validations.

Changing the ranking of the compensation basis has no impact on percentage enforcement; rankings only determine precedence when multiple bases apply. Fixed compensation bases do not support proportional controls and would remove flexibility. Removing retirement plans would alter the total compensation calculation but would not guarantee the 50% salary cap.

Therefore, configuring Manage Basis Total with a salary plan maximum of 50% is the correct and Workday-recommended solution to

enforce this business rule, making option B the correct answer.

### NEW QUESTION # 20

You need to update a business process so the user can skip a To Do step. How can you accomplish this?

- A. Add a step condition.
- **B. Make the step optional.**
- C. Assign the completion step.
- D. Edit the step notification.

**Answer: B**

Explanation:

In Workday HCM, To Do steps are commonly used within business process definitions to prompt users to complete follow-up actions, such as entering additional information or reviewing details. By default, a To Do step is required, meaning the business process cannot move forward until the user completes it. However, there are scenarios where the action should be optional, allowing the process to continue even if the user does not complete the task.

To allow a user to skip a To Do step, the correct configuration is to make the step optional. When a step is marked as optional, Workday presents the To Do task to the user but does not require completion for the business process to proceed. The user can choose to complete the task or bypass it without blocking the transaction.

The other options do not achieve this outcome. Editing the step notification only changes messaging and does not affect whether the step is required. Assigning the completion step controls when the transaction is finalized but does not alter step requirements. Adding a step condition determines whether the step runs at all based on defined criteria, but it does not give the user the ability to skip the step once it is initiated.

From a Workday Pro HCM configuration standpoint, marking a To Do step as optional is the correct and recommended approach when the action is helpful but not mandatory. This ensures flexibility for users while maintaining the integrity and flow of the business process.

Therefore, the correct and Workday-verified answer is Make the step optional.

### NEW QUESTION # 21

You need to create a new supervisory organization and it needs to inherit attributes from an existing supervisory organization. What task do you use?

- **A. Create Subordinate**
- B. Assign Roles
- C. Create Supervisory Organization
- D. Assign Included Organizations

**Answer: A**

Explanation:

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

When creating a new supervisory organization that should inherit attributes such as staffing model, company, and cost center from an existing organization, you use the Create Subordinate task.

This task creates the new subordinate organization directly under a superior supervisory organization. It automatically copies inherited settings such as visibility, organization assignments, and staffing model, ensuring hierarchical alignment and simplifying setup.

Option B (Create Supervisory Organization) creates a brand-new top-level supervisory org without inheritance.

Option A (Assign Roles) only assigns role-based permissions after creation.

Option C (Assign Included Organizations) is used for related org relationships, not for hierarchical creation.

Thus, Create Subordinate is the correct task when the new org must inherit settings from a superior one.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Creating Subordinate Supervisory Organizations and Inherited Attributes."

### NEW QUESTION # 22

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