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Workday Pro HCM Reporting Certification Exam Sample Questions (Q22-Q27):

NEW QUESTION # 22
A compensation analyst wants to provide C-level executives with a readable and easily accessible display of annual average base pay for workers by region.
What would be an effective option for this case?

- A. A dashboard, because we need information from a collection of reports, organized by region.
- B. A worklet, we only need information from a single report.
- C. A dashboard, because we only need information from a single report.
- D. A worklet, because we need information from a collection of reports, organized by region.

Answer: A

Explanation:
Workday dashboards allow organizations to present multiple reports together in a consolidated, highly visual, and interactive format. For C-level executives, who require a comprehensive and regional view of annual average base pay, dashboards are preferred over individual reports or worklets because they enable grouping and comparison across multiple data sets.
From the Workday binder: "Dashboards provide an interface to view charts and sheets all in one place. This enables managers and executives to analyze key metrics and trends so they can make better decisions." . By organizing reports by region within a dashboard, executives can quickly compare averages, identify trends, and take strategic action without needing to navigate multiple reports.
Worklets are lightweight tiles often used for single reports or quick tasks on the Home page. However, this scenario requires an organized collection of reports, making D. A dashboard, because we need information from a collection of reports, organized by region the correct answer.

NEW QUESTION # 23
Two people run the same report. One person can view all columns but the other person can only view some columns.
Why is the second user missing columns?

- A. The second user does not have access to the domain that secures the field.
- B. The report uses an indexed data source.
- C. The second user is not the report owner.
- D. The first user did not manually share the report with the second user.

Answer: A

Explanation:
Access to report fields in Workday is governed by security domains. If a user lacks access to the security domain that secures specific report fields, those fields will not appear in the report output for that user.
From the Workday Reporting documentation:
"A security group gets access to a security domain, which is a predefined set of related securable items. Securable items can include reports, tasks, data sources, and report fields." Therefore, the correct answer is C. The second user does not have access to the domain that secures the field.

NEW QUESTION # 24
A user needs to view additional data on the delivered Headcount By Job Profile report.
What should you recommend?

- A. Export the standard report to a data warehouse
- B. Copy and modify the standard report
- C. Create a custom report from scratch
- D. Edit the standard report

Answer: B

Explanation:
Workday delivers many standard (delivered) reports that are available to all customers. These reports are a great starting point but are not editable directly. If the delivered report does not meet your requirements, you should copy it and then modify the copy to create a custom report. This ensures that you retain the delivered report as-is, while still tailoring the report output to your business needs.
From the Workday Module 1 and 2 Reporting sections:
"Workday delivers standard reports that are available for all customers. If necessary, you can copy many of the Workday-delivered reports to create a custom report and modify it as needed."
"There still may not be a report that meets my specific needs though. In that case, I can either create a report from scratch or copy a delivered report and make changes."

"Standard reports are already available in all customer tenants and span across the functional areas in Workday. Workday creates standard reports using either the report writer tool or XpressO. However, you can copy and modify reports created with report writer as needed." Therefore, the correct recommendation is to copy and modify the delivered Headcount By Job Profile report (Option D) instead of editing the original.

NEW QUESTION # 25

A report that uses an indexed data source is running slowly for an HR analyst. The report is sorted by the Worker object field. What can you do to improve the sorting performance?

- **A. Sort by the Full Name (text) field instead**
- B. Select the Sort by First Accessible Column checkbox
- C. Change the data source on the report
- D. Create a calculated field that only pulls the first name of the worker

Answer: A

Explanation:
When reports use Indexed Data Sources, performance issues can arise if sorting is attempted on fields that are not indexed. In the case of the Worker object, sorting directly by the Worker object field is slower. Workday best practice is to sort by text-based fields such as the "Full Name (text)" field, which improves query performance because it leverages indexed fields.
From the Workday reporting materials:
*"For indexed data sources, performance improves when sorting by text fields such as Full Name (text), instead of object fields. Sorting by object fields causes slower performance, whereas text-based fields use the

NEW QUESTION # 26

The benefits manager position has recently been filled by a different worker. The previous benefits manager has transferred ownership of the report schedules to the new manager. Month end is coming up and the new manager is wondering which reports are scheduled to be run automatically.
Where can the manager view this information?

- **A. The Scheduled Future Processes report**
- B. My Reports Library
- C. The Process Monitor report
- D. My Tasks

Answer: A

Explanation:
Workday provides the Scheduled Future Processes report to review which reports are scheduled to run automatically. This report displays the recurrence details and execution times of all scheduled reports, allowing managers to confirm upcoming automated report runs.
From the Workday Reporting documentation:
"Workday provides scheduling options to run reports at set frequencies. You can confirm upcoming scheduled report runs in the Scheduled Future Processes report." Therefore, the correct answer is D. The Scheduled Future Processes report.

NEW QUESTION # 27

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