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Workday Pro HCM Core Exam Guide

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This study guide is designed to help you prepare for the Workday Pro exam. This guide provides general testing information and outlines the specific topics covered in each segment of the exam.

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

Topic	Details
Topic 1	<ul style="list-style-type: none">Human Capital Management: Human capital is a concept used by economists and social scientists to designate personal attributes considered useful in the production process. Candidates are assessed for their HCM skills.

Topic 2	<ul style="list-style-type: none"> • Reporting: Business Reporting is used to inform management and investors of information such as financial performance, the market outlook, or the performance of a specific department. Candidates are tested for their business reporting skills.
Topic 3	<ul style="list-style-type: none"> • Composite Reporting: This domain of the Workday Pro HCM Reporting Certification exam measures the skills of HRIS Analysts and covers building and managing Composite Reports to deliver advanced insights across Workday HCM data.
Topic 4	<ul style="list-style-type: none"> • Calculated Fields: This domain assesses the skills of candidates regarding calculations. A calculation is a deliberate process that transforms one or more inputs into one or more results.

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Workday Pro HCM Reporting Certification Exam Sample Questions (Q46-Q51):

NEW QUESTION # 46

A composite report sorts output based on the last column in ascending order. You want the sort to be based on the second to last column in descending order.

How do you make this change?

- A. Edit the combine data row.
- B. Create a dynamic data row.
- C. Update the report settings.
- **D. Edit the second to last column.**

Answer: D

Explanation:

Sorting in composite reports is determined at the column level, not at the combine row or general report settings. If the output currently sorts by the last column, that is because the sort option was applied there. To change the sorting behavior to the second-to-last column and in descending order, you must edit that specific column's configuration.

From the Workday binder: "Composite reports allow sorting based on columns. To change sorting behavior, adjust the column configuration, specifying ascending or descending order." The other options are incorrect: "combine data row" merges subreport outputs, not sorting; "dynamic data row" generates flexible rows but doesn't control sorting; and "report settings" manage prompts and scheduling, not output order.

Therefore, the correct action is B. Edit the second to last column.

NEW QUESTION # 47

You have selected the Enable As Worklet checkbox on a report definition and added the Recruiting dashboard in the Available On field. You share the report definition with all authorized users and run the Recruiting dashboard but the worklet is not appearing. What could be the reason for this?

- A. The worklet needs to be setup as required on the dashboard.
- **B. You need to configure the Recruiting dashboard to include the worklet.**
- C. The worklet has more than 100 rows of data.

- D. Your security needs to be updated to view the worklet.

Answer: B

Explanation:

Enabling a report as a worklet and assigning it to a dashboard does not automatically make it visible. The Recruiting dashboard (or any dashboard in Workday) must be configured to include the worklet explicitly. This is a common oversight-report designers assume that enabling a report as a worklet is sufficient, but the dashboard itself must be updated in configuration to display that worklet tile.

From the Workday reporting materials: "Dashboards provide an interface to view multiple worklets. Even if a report is enabled as a worklet, the dashboard configuration determines which worklets are visible to end users." Other options are less relevant: exceeding 100 rows only impacts loading performance, not visibility; security issues would typically block data, not hide the worklet entirely; and required setup applies to whether the worklet is optional or required, but it must still be added to the dashboard.

Thus, the correct reason is B. You need to configure the Recruiting dashboard to include the worklet.

NEW QUESTION # 48

You are building a composite report that uses two subreports with different data sources. You are noticing duplicate prompts when you run your composite report.

How can you resolve this problem?

- A. Select the Do Not Prompt at Runtime for one of the duplicate prompts in the Report Settings.
- **B. Configure a prompt set on the composite report in the Report Settings.**
- C. Configure the same default value for each duplicate prompt.
- D. Select the Do Not Prompt at Runtime checkbox for the overlapping prompts in each subreport.

Answer: B

Explanation:

When using multiple subreports in a composite report, duplicate prompts often occur if both subreports request similar information (e.g., Company, Date, or Supervisory Organization). The best practice in Workday is to configure a Prompt Set at the composite level. Prompt sets allow you to consolidate duplicate prompts into one, mapping the same input across multiple subreports.

From the Workday documentation: "Composite reports allow prompt consolidation through Prompt Sets. Configure prompt sets in the composite report's Report Settings to eliminate duplicate prompts and provide a streamlined user experience." Other answers are less efficient: assigning the same default value does not eliminate duplication, suppressing prompts with "Do Not Prompt at Runtime" removes flexibility for end users, and handling only one duplicate prompt does not consolidate across subreports.

Therefore, the correct solution is A. Configure a prompt set on the composite report in the Report Settings.

NEW QUESTION # 49

Refer to the following scenario to answer the question below.

You have prepared the following matrix report for a recruiting manager.

□ The recruiting manager wants to dynamically refine the output results for various hiring sources and locations.

How can you achieve this?

- **A. Configure Facet Filters.**
- B. Include a Summarization Calculation.
- C. Include a Drill to Report Link.
- D. Configure a Field Values Group.

Answer: A

Explanation:

Matrix reports in Workday allow for grouping, summarization, and drill-through capabilities. To let managers dynamically refine report results at runtime, you configure Facet Filters. Facet Filters enable users to filter the report output interactively, without modifying the underlying definition.

From the Workday Reporting documentation:

"Matrix reports allow grouping and summarization of data. You can also configure facet filters so users can dynamically refine report results by selecting values such as Hiring Source or Location." Thus, the correct way to let the recruiting manager refine the output is D. Configure Facet Filters.

NEW QUESTION # 50

How can you capture proposed values relating to a business process event on a report?

- A. Apply a report filter that only returns data that contains "proposed" in the field name.
- **B. Use an event-related business object as the primary business object or as a related business object.**
- C. Use a data source that is enabled for effective dating.
- D. Configure Lookup Value as of Date calculated fields that return field values as of the date before the business process events occurred.

Answer: B

Explanation:

To capture proposed values from a business process event, you must use an event-related business object. For example, a Staffing Event business object can provide both the current and proposed values of job, location, or compensation during a transaction. The Workday binder clarifies: "The report data source provides the view into the primary business object. This object gives you access to class report fields as well as links to related business objects." . By selecting an event-related object as the report's data source, you can retrieve pending changes alongside existing values.

Other answers are insufficient: "effective dating" only retrieves data snapshots, and filters cannot detect "proposed" unless tied to the correct object. Lookup Value as of Date would return historical data, not future proposed changes.

NEW QUESTION # 51

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