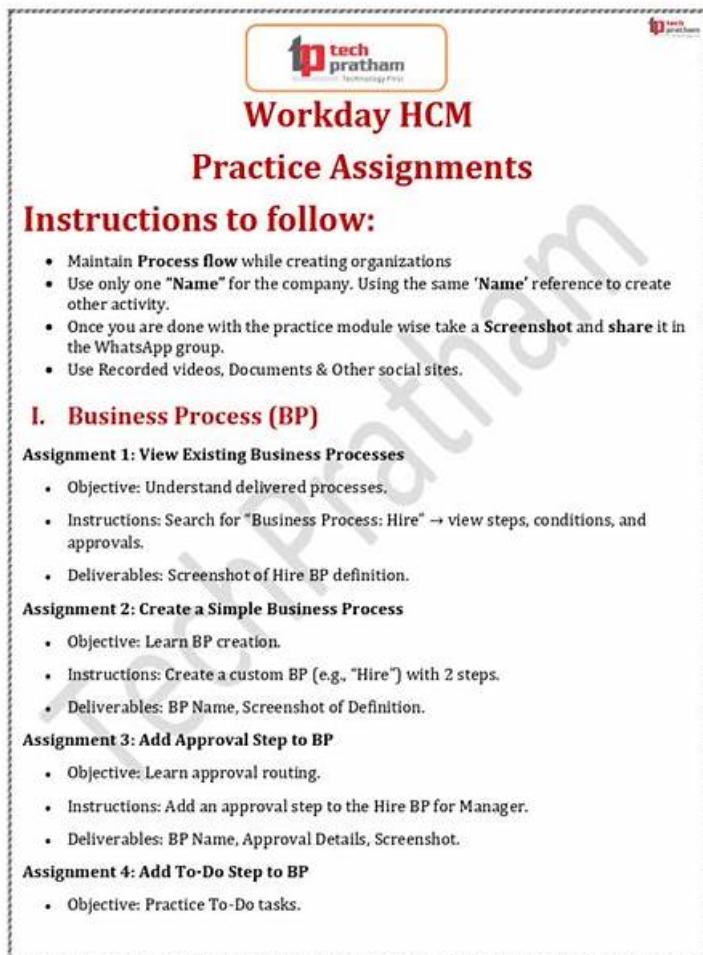


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The image shows a document titled "Workday HCM Practice Assignments" from "tech pratham". The document is a PDF with a red header and a white body. It contains instructions for practice assignments, four assignment sections (Assignment 1 to Assignment 4), and a footer with a QR code and the text "Workday HCM Practice Assignments".

Workday HCM Practice Assignments

Instructions to follow:

- Maintain Process flow while creating organizations
- Use only one "Name" for the company. Using the same 'Name' reference to create other activity.
- Once you are done with the practice module wise take a Screenshot and share it in the WhatsApp group.
- Use Recorded videos, Documents & Other social sites.

I. Business Process (BP)

Assignment 1: View Existing Business Processes

- Objective: Understand delivered processes.
- Instructions: Search for "Business Process: Hire" → view steps, conditions, and approvals.
- Deliverables: Screenshot of Hire BP definition.

Assignment 2: Create a Simple Business Process

- Objective: Learn BP creation.
- Instructions: Create a custom BP (e.g., "Hire") with 2 steps.
- Deliverables: BP Name, Screenshot of Definition.

Assignment 3: Add Approval Step to BP

- Objective: Learn approval routing.
- Instructions: Add an approval step to the Hire BP for Manager.
- Deliverables: BP Name, Approval Details, Screenshot.

Assignment 4: Add To-Do Step to BP

- Objective: Practice To-Do tasks.

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Workday Pro HCM Reporting Certification Exam Sample Questions (Q47-Q52):

NEW QUESTION # 47

You configured a trending report for an HR analyst that shows headcount by country trends by quarter. The HR analyst has asked for the data to display for each month, rather than each quarter.

How can you fulfill these requirements?

- A. Run the Maintain Trended Workers task and modify the Trending Period.
- **B. Edit the Group by Time Period field in the report definition.**
- C. Edit the field on the Column Grouping grid in the report definition.
- D. Add a report prompt that uses the Trending Period field.

Answer: B

Explanation:

When designing trending reports, the Group by Time Period field determines how the trended records are aggregated and displayed. By default, reports may show quarterly or annual rollups, but this can be easily adjusted to monthly without needing to reconfigure or regenerate trending data.

From the Workday documentation: "In trending reports, the Group by Time Period setting allows users to choose the granularity of the results, such as monthly, quarterly, or annually. This setting controls the display of data in charts and tables." Other options are less appropriate: editing the Column Grouping grid changes report layout but not trending intervals, using a prompt does not change aggregation, and running the Maintain Trended Workers task changes system-wide trending setup, not individual report display. Thus, the correct approach is B. Edit the Group by Time Period field in the report definition.

NEW QUESTION # 48

An HR administrator shares a discovery board with a manager and gives the manager Can Edit permissions. The manager is able to open Drive and access the discovery board. However, upon opening the discovery board, the manager notices that there are placeholders for each visualization and the data does not display.

What permission does the manager need to view the data in the visualizations?

- A. Can View permissions on each visualization
- B. The Drive domain
- **C. The data source used in each visualization**
- D. The Discovery Boards: Create domain

Answer: C

Explanation:

Discovery boards in Workday Prism or Analytics rely on underlying data sources to populate visualizations. Even if the manager has Can Edit or Can View access to the discovery board itself, they still need access to the domains or data sources used in the visualizations. Without this, placeholders appear instead of data.

From the Workday binder: "Discovery boards enforce Workday security. Users must have access to the underlying data sources or domains to view data in visualizations, regardless of board permissions." Giving "Can View" permissions on the visualization object itself or Drive access only affects sharing, not data. Discovery Boards: Create allows building new boards, not data access.

Therefore, the manager must have A. The data source used in each visualization.

NEW QUESTION # 49

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

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

Answer: A

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 # 50

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 worklet, 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 dashboard, because we need information from a collection of reports, organized by region.

Answer: D

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 # 51

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 has more than 100 rows of data.
- B. You need to configure the Recruiting dashboard to include the worklet.
- C. Your security needs to be updated to view the worklet.
- D. The worklet needs to be setup as required on the dashboard.

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 # 52

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