

Workday Workday-Pro-HCM-Core Simulation Questions, Valid Workday-Pro-HCM-Core Test Notes

Workday Pro HCM Core for Administrators – Mock Exam with Answers & Options

Total Questions: 50 | Time: 100 Minutes

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Workday Pro HCM Core Certification Exam Sample Questions (Q135-Q140):

NEW QUESTION # 135

You need to view the compa-ratio for employees, but it is not currently visible when viewing a worker's compensation. How will you set this up?

- A. Verify the eligibility rule on the compensation grade.
- B. Add the compensation grade to the correct job profile.
- C. Modify the security policy for the Worker Data: Compensation Grade domain.
- D. **Select the correct option for the compa-ratio display in the compensation package analytics.**

Answer: D

Explanation:

In Workday, compa-ratio is a calculated metric that compares an employee's pay to the midpoint of their compensation grade range. While the calculation depends on grades and pay, its visibility is controlled through compensation package analytics settings.

If the compa-ratio is not visible when viewing worker compensation, the most likely cause is that the metric has not been enabled for display within the compensation package analytics configuration. Administrators must explicitly select which analytics—such as compa-ratio, position in range, or range penetration—are displayed to users.

Security policies control access to data but do not toggle metric visibility. Eligibility rules and job profile assignments affect calculation accuracy but not whether the metric is shown.

By enabling the compa-ratio option in compensation package analytics, Workday displays the metric consistently during compensation events.

Therefore, option B is the correct answer.

NEW QUESTION # 136

What is the function of job profiles?

- A. Job profiles are optional fields for hiring and contract processes.
- B. Job profiles are assigned only to jobs.
- C. Job profiles are required when creating a position.
- D. **Job profiles include the general characteristics of position.**

Answer: D

Explanation:

In Workday HCM, job profiles are core configuration objects that define the general characteristics of work performed in the organization. Their primary function is to standardize and describe roles consistently across the enterprise, regardless of whether the organization uses job management, position management, or a hybrid staffing model. Job profiles capture high-level attributes such as job title, job family, job family group, management level, job category, worker type eligibility, and other structural elements that describe the nature of the work.

The correct statement is that job profiles include the general characteristics of position. In position management organizations, every position is associated with a job profile, which supplies these shared characteristics. This ensures that multiple positions performing the same type of work are aligned to the same job definition, supporting consistency in staffing, compensation, reporting, and organizational analysis.

Option A is incorrect because job profiles are not optional; they are foundational to staffing and compensation processes. Option B is inaccurate because job profiles are not assigned only to jobs—they are used across both job management and position management models. Option D is also incorrect because while job profiles are required for creating positions, that statement describes a dependency, not the function of job profiles.

From a Workday Pro HCM best-practice perspective, job profiles serve as the single source of truth for job architecture, enabling scalable workforce management, consistent reporting, and effective compensation governance. They allow organizations to evolve roles over time while maintaining structural alignment across workers and positions.

Therefore, the correct and Workday-verified function of job profiles is that they include the general characteristics of positions.

NEW QUESTION # 137

A company is in the process of introducing pay ranges for specific job profiles to ensure fair and competitive compensation. These pay ranges are implemented as compensation grades in Workday.

What role do compensation grades fulfill within the Workday compensation framework?

- A. To provide guidance to any security group so they can connect a salary amount to payroll earnings.
- B. To provide guidance to any security group who has the ability to enter specific pay rates during a transaction.
- C. To provide guidance to any security group who has the ability to determine the employee's eligibility for overtime pay.
- D. To provide guidance to any security group in order to calculate which compensation basis is required for each employee.

Answer: B

Explanation:

In Workday HCM, compensation grades are a foundational component of the compensation framework and are primarily used to define pay ranges (minimum, midpoint, and maximum) for roles within the organization.

These grades are typically associated with job profiles, positions, or job families to ensure internal equity and market competitiveness.

From a transactional perspective, compensation grades guide users with appropriate security access—such as HR Partners or Compensation Partners—when entering or proposing compensation amounts during staffing and compensation events. When a worker is hired, promoted, transferred, or receives a compensation change, the assigned compensation grade determines the acceptable pay range that can be entered in the transaction. This ensures consistency, compliance with company policy, and alignment with compensation strategy.

Compensation grades do not calculate compensation basis, connect compensation to payroll earnings, or determine overtime eligibility. Those functions are handled by compensation basis rules, payroll mappings, and time tracking or FLSA status configurations, respectively. Instead, compensation grades act as reference structures that inform and constrain compensation entry, often working in conjunction with compensation plans and guidelines.

Additionally, compensation grades can be used in reporting and analytics to compare compensation across roles and to identify exceptions where pay falls outside the defined range. Overall, their primary purpose is to provide guidance and controls for entering specific pay rates, making option D the correct answer according to Workday Pro HCM best practices.

NEW QUESTION # 138

A vacant HR Generalist position needs to support a new organization and its subordinate organizations.

What are the steps to create the security group to meet this requirement?

- A. Run the Maintain Assignable Roles task.
Create a role-based constrained security group.
Assign the position to the new role on the organization.
- B. Create a role-based unconstrained security group.
Run the Activate Pending Security Policy Changes task.
Assign the position to the new role on the custom organization.
- C. Run the Maintain Assignable Roles task.
Create a user-based security group.
Assign the incumbent to the security group.
- D. Create a user-based security group.
Run the Activate Pending Security Policy Changes task.
Assign the position to the security group.

Answer: A

Explanation:

In Workday HCM, when security access must follow a position rather than a specific individual, the correct solution is to use a role-based constrained security group. This is especially important when the position is vacant, as assigning security to a person would not meet the requirement and would require reconfiguration once the role is filled.

The first step is to run the Maintain Assignable Roles task. This task enables administrators to define which role-based security groups can be assigned to organizations. Without completing this step, the role cannot be attached to an organization or used in an organizational context.

Next, a role-based constrained security group is created. Constrained security groups restrict access based on organizational assignments, allowing the role to support a specific organization and its subordinate organizations. This aligns precisely with the requirement for the HR Generalist position to support a new organization hierarchy while maintaining proper security boundaries.

Finally, the position is assigned to the new role on the organization. Assigning the role to the position-not the worker-ensures that security access automatically transfers to whoever occupies the HR Generalist position in the future. This supports scalability, reduces administrative effort, and follows Workday's security best practices.

The other options are incorrect because user-based security groups require an incumbent and do not support vacant positions, while unconstrained security groups grant overly broad tenant-wide access. Activating pending security policy changes alone does not satisfy the requirement to scope access by organization.

Therefore, Option A is the only configuration that is accurate, scalable, and fully aligned with Workday Pro HCM security design principles.

NEW QUESTION # 139

The Total Rewards team in LATAM notices that the 13th-month period salary plan for employees in Rio de Janeiro is not included in total base pay. All eligible employees are assigned a period salary plan with a compensation element named Brazil Holiday Pay. How can you include this plan in Brazil employees' total base pay?

- A. In the salary plan, add Brazil Holiday Pay to the Compensation Element field.
- B. In the period salary plan, select Total Base Pay as the compensation basis.
- **C. In the Brazil grade profiles, add the Brazil Holiday Pay element to the Base Pay Elements field.**
- D. In the Maintain Compensation Basis task, create a configurable compensation basis for Brazil.

Answer: C

Explanation:

In Workday, total base pay calculations are controlled by grade profiles, specifically through the Base Pay Elements field. This field determines which compensation elements are included when evaluating base pay ranges such as minimum, midpoint, and maximum. In this scenario, employees are correctly assigned a period salary plan with the Brazil Holiday Pay compensation element, but that element is not included in total base pay. This indicates that the grade profiles for Brazil do not currently include this element in the Base Pay Elements configuration.

Compensation bases are used for plan calculations and validations, not for defining base pay composition.

Compensation elements must be included in the grade profile to affect base pay ranges. Salary plans and period salary plans reference compensation elements but do not control base pay inclusion.

By adding Brazil Holiday Pay to the Base Pay Elements field on the Brazil grade profiles, Workday will include the 13th-month payment in total base pay calculations for employees in Brazil.

Therefore, option D is the correct and Workday-supported solution.

NEW QUESTION # 140

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