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

Topic	Details
Topic 1	<ul style="list-style-type: none">• Security: 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.
Topic 2	<ul style="list-style-type: none">• Business Process Configuration: Definition-Level: 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.
Topic 3	<ul style="list-style-type: none">• Sorting and Filtering: This section of the exam measures the skills of Workday Report Developers and focuses on improving data presentation. Candidates are evaluated on their ability to apply effective sorting, filtering, and logic-building techniques to generate accurate results.

Topic 4	<ul style="list-style-type: none"> • Job Profiles: This section of the exam measures the skills of Talent Management Specialists and includes creating, editing, and managing job profiles. It also covers understanding the relationship between job profiles, jobs, positions, and workers. Candidates are expected to create job family groups, build job requisitions, and ensure job structures align with workforce needs.
Topic 5	<ul style="list-style-type: none"> • Staffing Models: This section of the exam measures the skills of Workday Functional Consultants and focuses on understanding staffing models used in Workday. It includes identifying the characteristics of position management and job management models, setting position restrictions, and applying them when creating positions. Candidates must understand how staffing models support workforce planning and organizational efficiency.
Topic 6	<ul style="list-style-type: none"> • Compensation: This section of the exam measures the skills of Compensation and Benefits Managers and involves building and maintaining compensation frameworks. It includes defining eligibility rules, configuring compensation packages, salary plans, and allowance plans. Candidates must understand compensation defaulting, manage worker compensation events, and ensure alignment with organizational pay structures.
Topic 7	<ul style="list-style-type: none"> • 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.
Topic 8	<ul style="list-style-type: none"> • Business Process Configuration: Step-Level: This section of the exam measures the skills of Business Process Developers and focuses on customizing workflows. It includes creating condition rules, configuring advanced routing, customizing notifications, and adding help text to enhance user experience and control workflow behavior.
Topic 9	<ul style="list-style-type: none"> • Business Process Security: 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.
Topic 10	<ul style="list-style-type: none"> • Jobs and Positions: 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.
Topic 11	<ul style="list-style-type: none"> • Organizations: This section of the exam measures the skills of HR System Administrators and covers managing organizational structures in Workday. It includes creating and maintaining organization types such as supervisory and cost center hierarchies, configuring reporting structures, and defining locations. Candidates also demonstrate the ability to assign workers, establish leadership roles, and manage the relationships between organizations and employees.
Topic 12	<ul style="list-style-type: none"> • Business Process Steps: 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.
Topic 13	<ul style="list-style-type: none"> • Scheduling Reports: This section of the exam measures the skills of Report Administrators and covers running, scheduling, and configuring reports with dynamic criteria. It emphasizes automation and time-based execution for reporting efficiency.
Topic 14	<ul style="list-style-type: none"> • 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.
Topic 15	<ul style="list-style-type: none"> • Report Security: This section of the exam measures the skills of Workday Access Control Specialists and focuses on implementing security controls in report design. It covers sharing options, user access considerations, and transferring ownership responsibly.

Quiz 2026 Workday Workday-Pro-HCM-Core: Real Workday Pro HCM Core Certification Exam Dumps

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Workday Pro HCM Core Certification Exam Sample Questions (Q27-Q32):

NEW QUESTION # 27

You are creating a new security group to allow users responsible for security oversight to run Security reports across all organizations.

What type of security group should you create?

- A. Role-based (Constrained)
- B. Segment-based
- C. User-based
- D. Rule-based

Answer: C

Explanation:

The correct answer is D - User-based.

User-based security groups are manually assigned to specific users and are typically used for administrative or audit-level access.

They can be configured as unconstrained, granting full visibility across all organizations and data in the tenant.

For users responsible for security oversight or auditing, a user-based group (such as Security Administrator or Security Auditor) is appropriate. This group can be assigned to the necessary domain and business process security policies that control access to security reports and configuration data.

Other group types (e.g., role-based or segment-based) depend on organizational context and cannot provide unrestricted system-wide visibility, making a user-based group the correct option for full security monitoring.

Reference: Workday Pro HCM - Security Administration and Oversight, "User-Based Security Groups for Security Auditors and Administrators" section.

NEW QUESTION # 28

A member of the HR Partner Role-Based security group transfers to a different position on another team. What subprocess in Change Job will address their security group membership?

- A. Manage Job History
- B. Assign Roles
- C. Assign Pay Group
- D. Manage Business Processes for Worker

Answer: B

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Security and Business Process Framework Guide, 2023R2):

When a worker who is part of a Role-Based Security Group (RBSG) transfers to a different position, Workday automatically reviews the roles associated with their supervisory organization through the Assign Roles subprocess.

The Assign Roles subprocess within the Change Job business process ensures that role assignments (such as HR Partner, Manager, or Payroll Partner) are updated according to the new supervisory organization's configuration. This automation helps maintain proper security access and prevents users from retaining permissions tied to their previous role or organization.

Option A (Assign Pay Group) manages payroll assignment, not security.

Option B (Manage Job History) records past job data, unrelated to role security.

Option D (Manage Business Processes for Worker) handles process configurations, not security group updates.

Thus, Assign Roles is the correct subprocess to maintain accurate security group membership during position changes.

Reference (Paraphrased Source):

Workday Pro HCM Core - Security and Business Process Configuration Guide (2023R2), Section: "Role Assignments in Staffing Events."

NEW QUESTION # 29

What must your client do before they can start hiring within a position management staffing model supervisory organization?

- **A. Have an open, approved position.**
- B. Use the Edit Staffing Model task to select the staffing model.
- C. Have at least one member hired into the supervisory organization.
- D. Set hiring restrictions on the supervisory organization.

Answer: A

Explanation:

The correct answer is B - Have an open, approved position.

In Workday's Position Management staffing model, each hire is tied to a specific position. Before a worker can be hired, a position must exist, be opened, and be approved through the appropriate business process.

Once a position is approved, it becomes available for the Hire or Add Job process. Without an approved position, no worker can be assigned under that supervisory organization. The position serves as the structural foundation for tracking headcount, job details, and time-to-fill metrics.

Options A and C refer to configuration prerequisites, but the question specifically focuses on the operational readiness to hire.

Option D is incorrect because a hire cannot occur until after a position exists.

Reference: Workday Pro HCM - Staffing Models and Hiring Processes, "Position Management Model - Creating and Approving Positions."

NEW QUESTION # 30

A company pays its employees a monthly allowance. Plan targets are dependent on plan profile eligibility rules. There are 100 different plan profiles, each with a specific target amount for the eligible population.

Sample eligibility criteria include:

- * Job Family = Human Resources # \$50 USD
- * Job Family = Sales # \$70 USD
- * Job Family and Country = Human Resources / Australia # \$78 AUD
- * Job Family and Country = Sales / Australia # \$110 AUD

A compensation administrator changes the eligibility rule for the Sales / Australia plan profile and removes Sales employees.

What impact will changing this eligibility rule have?

- A. A system error will persist.
- **B. Sales employees will automatically be removed from the plan.**
- C. Any Australian employee will have an allowance automatically added during a job change, and Sales employees will have their allowance automatically removed during a job change.
- D. All Australian employees will automatically be enrolled in the plan.

Answer: B

Explanation:

In Workday, plan profile eligibility rules control which employees qualify for a compensation plan during evaluation events, such as Hire, Job Change, or Compensation Change. When eligibility rules are updated, Workday does not immediately retroactively remove compensation. Instead, the system evaluates eligibility at the next compensation-related business process.

In this scenario, Sales employees were explicitly removed from the Sales / Australia plan profile eligibility.

As a result, those employees no longer qualify for the allowance. During the next eligible event—such as a job change or compensation review—Workday will automatically remove the allowance from employees who no longer meet the eligibility criteria.

Workday does not generate system errors due to eligibility rule changes, nor does it automatically enroll unrelated populations.

Additionally, allowances are not mass-added or removed immediately without a triggering event unless a mass operation is run.

Therefore, the correct outcome is that Sales employees will automatically be removed from the plan, making option D correct.

NEW QUESTION # 31

An allowance plan has a default value of \$100 USD. The plan has three profiles:

- * \$110 CAD - all Toronto employees are eligible
- * €80 EUR - all Paris employees are eligible
- * \$120 AUD - all Sydney employees are eligible

You want to give employees in Dublin, Ireland €90 EUR in the allowance.

How can you ensure employees in Ireland receive the correct localized amount during hire without affecting employees in the US?

- A. Use the Set Up Allowance Plan Adjustment task and choose the No Override option.
- B. Update the default value in the Allowance Plan to €90 EUR using the Set Up Allowance Plan Adjustment task.
- **C. Edit the Allowance Plan and add a new plan profile for Ireland with a value of €90 EUR.**
- D. Use the Request Compensation Change process to manually update the allowance for Irish employees.

Answer: C

Explanation:

The correct way to localize allowance amounts in Workday without impacting other populations is through the use of plan profiles. Plan profiles allow administrators to define country-specific or location-specific values using eligibility rules, ensuring that employees automatically receive the correct amount during hire and other staffing events.

In this scenario, adding a new plan profile for Ireland with a value of €90 EUR ensures that employees hired in Ireland automatically receive the correct allowance. This approach preserves the existing default value of \$100 USD for employees in the US and avoids unintended downstream impacts.

Updating the default value would affect all employees who do not meet profile eligibility, including US employees. Allowance Plan Adjustments are used to update existing assignments, not to control defaulting logic during hire. Manual compensation changes are inefficient, error-prone, and contradict Workday best practices for scalable configuration.

Therefore, adding a new allowance plan profile for Ireland is the correct, controlled, and Workday-recommended solution, making option C the correct answer.

NEW QUESTION # 32

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