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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">• 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 3	<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 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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The trick to the success is simply to be organized, efficient, and to stay positive about it. If you are remain an optimistic mind all the time when you are preparing for the Workday-Pro-HCM-Reporting exam, we deeply believe that it will be very easy for you to successfully pass the exam, and get the related certification in the near future. Of course, we also know that how to keep an optimistic mind is a question that is very difficult for a lot of people to answer. Because the Workday-Pro-HCM-Reporting Exam is

so difficult for a lot of people that many people have a failure to pass the exam. As is known to us, where there is a will, there is a way. We believe you will get wonderful results with the help of our Workday-Pro-HCM-Reporting exam questions.

Workday Pro HCM Reporting Certification Exam Sample Questions (Q39-Q44):

NEW QUESTION # 39

An HR analyst needs to schedule a collection of diversity reports to the HR director on a monthly basis. What mechanism should the HR analyst use to do this?

- **A. Report groups**
- B. Embedded analytics
- C. Alerts
- D. Report bursting

Answer: A

Explanation:

Report groups allow multiple reports to be bundled together and scheduled as a package to distribute at a set frequency. In this case, the HR analyst can group all diversity-related reports and schedule them to run automatically each month for the HR director. The Workday documentation explains: "Workday provides additional reporting features such as sharing, scheduling, and exporting reports. Reports can be grouped into report groups for easier scheduling and delivery."

While Report Bursting is used for distributing a single report with different data slices (e.g., sending each manager their team's results), it is not suited for bundling multiple different reports. Embedded analytics are dashboards, not scheduling tools. Alerts notify users of conditions but do not manage recurring report packages.

Therefore, Report Groups is the correct method for scheduling multiple reports together.

NEW QUESTION # 40

You need to create a matrix report that evaluates the effectiveness of recruiters on each region.

How can you ensure the report displays the percentage of hires for each recruiter in relation to all recruiters and regions?

- **A. Select the Percent of Overall Total option on the Number of Hires summarization**
- B. Create a Calculation summarization to show the percentage of hires for each region
- C. Create a calculated field using the Sum function on the Number of Hires summarization
- D. Use a Count summarization to aggregate all data at the row level

Answer: A

Explanation:

Matrix reports in Workday allow grouping of data, applying summarizations, and drilling into the summaries for deeper analysis. To calculate percentages relative to the overall total, Workday provides a built-in summarization option called "Percent of Overall Total." This option is applied to numeric summarizations like "Number of Hires." From the Workday Reporting Guide:

"Matrix reports allow you to group data, summarize the metrics for each grouping, and drill into the summarizations for further analysis."

"You can apply different summarizations such as Count, Sum, Average, and Percent of Overall Total on numeric fields." (Matrix Report Options - Workday Module 1 Binder) Therefore, to show the percentage of hires per recruiter relative to the grand total across recruiters and regions, you would select "Percent of Overall Total" on the Number of Hires summarization.

NEW QUESTION # 41

You have received a request for a new custom report that is similar to the Workday-delivered report Compare Workers, and you run the Workday Standard Reports report.

What information can you use to determine if you can copy Compare Workers to create a new custom report?

- A. The Description column is not empty for the report.
- B. The report shows Yes in the Schedulable column.
- **C. The report shows Report Writer in the Type column.**
- D. You can access the report's Related Actions from the Report column.

Answer: C

Explanation:

The Workday Standard Reports report lists all delivered reports and key attributes. Only standard reports created with the Report Writer tool can be copied and modified into custom reports. The "Type" column indicates whether the report is a Report Writer report.

From the Workday Reporting documentation:

"Workday delivers standard reports that are available for all customers. If necessary, you can copy many of the Workday-delivered reports created with the report writer to create a custom report and modify it as needed." Thus, the correct indicator is C. The report shows Report Writer in the Type column.

NEW QUESTION # 42

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

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 # 43

The HR administrator is complaining about a report that is running slowly. The report uses the Trended Workers data source and includes a field on the related Worker business object.

How can you improve report performance without altering the report requirements?

- A. Create a calculated field on the Trended Worker business object.
- B. Run the Create Worker Trending Data task.
- C. Run the Purge Worker Trending Data task.
- D. Add the field to the Trended Workers data source.

Answer: D

Explanation:

Performance issues often occur when trending reports pull fields from related business objects instead of directly from the Trended Workers data source. This requires Workday to join across objects at runtime, slowing down report execution. To improve performance, you should add the required field to the Trended Workers data source, ensuring the data is pre-joined and optimized for trending.

From the Workday binder: "To improve performance, add commonly reported fields directly to the Trended Workers object. Using related business object fields requires additional joins and increases report runtime." Creating calculated fields adds complexity rather than improving speed. Purging or re-creating trending data maintains system hygiene but does not address field-level performance.

Thus, the correct solution is A. Add the field to the Trended Workers data source.

NEW QUESTION # 44

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