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

Topic	Details
Topic 1	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 2	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>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.</li> </ul>

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### Workday Pro HCM Reporting Certification Exam Sample Questions (Q20-Q25):

#### NEW QUESTION # 20

A user needs to view additional data on the delivered Headcount By Job Profile report. What should you recommend?

- A. Edit the standard report
- B. Create a custom report from scratch
- **C. Copy and modify the standard report**
- D. Export the standard report to a data warehouse

**Answer: C**

Explanation:

Workday delivers many standard (delivered) reports that are available to all customers. These reports are a great starting point but are not editable directly. If the delivered report does not meet your requirements, you should copy it and then modify the copy to create a custom report. This ensures that you retain the delivered report as-is, while still tailoring the report output to your business needs.

From the Workday Module 1 and 2 Reporting sections:

"Workday delivers standard reports that are available for all customers. If necessary, you can copy many of the Workday-delivered reports to create a custom report and modify it as needed."

"There still may not be a report that meets my specific needs though. In that case, I can either create a report from scratch or copy a delivered report and make changes."

"Standard reports are already available in all customer tenants and span across the functional areas in Workday. Workday creates standard reports using either the report writer tool or XpressO. However, you can copy and modify reports created with report writer as needed." Therefore, the correct recommendation is to copy and modify the delivered Headcount By Job Profile report (Option D) instead of editing the original.

#### NEW QUESTION # 21

A compensation analyst would like a report that includes an Expected Deadline field that returns a date 60 days after the Bonus Approval Date field.

- A. Format Date
- **B. Increment or Decrement Date**
- C. Date Difference
- D. Build Date

**Answer: B**

Explanation:

Workday calculated fields allow users to manipulate dates, numbers, and text values. To calculate a new date based on an existing date field (e.g., Bonus Approval Date), you use the Increment or Decrement Date function. This adds or subtracts a defined number of days, months, or years from the source date.

From Workday Reporting documentation:

"Increment or Decrement Date - Returns a date that is a specified number of days, months, or years before or after the value of the source date field." Example: If the Bonus Approval Date is 01/01/2025, adding 60 days using this function would return 03/02/2025.

Thus, the correct choice is A. Increment or Decrement Date.

### NEW QUESTION # 22

A recruiter is running a dashboard and no data is appearing in the Top New Applications by Job Profile worklet tile. What could be the cause of the issue?

- A. The dashboard configuration does not include Top New Applications by Job Profile as a required worklet.
- **B. The recruiter has constrained access to the report's data source or data source filter.**
- C. The recruiter does not have access to the Top New Applications by Job Profile report.
- D. The recruiter does not have access to the domain securing the dashboard.

**Answer: B**

Explanation:

If a recruiter sees an empty dashboard tile, the most likely cause is constrained security access. Even though the dashboard is properly configured and the worklet is enabled, Workday's security framework ensures that report results vary by user depending on their role and assigned constraints.

From the Workday Reporting binder: "Report results differ between users if security constraints apply. Constrained security groups grant access only to a subset of data... Unconstrained security groups grant users access to all target instances of a securable item". In this scenario, the recruiter likely has constrained access to only their supervisory organization or region. As a result, the "Top New Applications by Job Profile" report returns no records in the worklet tile.

Other options are less likely: if the recruiter lacked access to the report entirely, the tile would not appear; required vs. optional dashboard configuration would not impact existing data visibility; and domain-level security applies to report access, not data filtering.

Therefore, the correct answer is C. The recruiter has constrained access to the report's data source or data source filter.

### NEW QUESTION # 23

You are viewing a Report Performance Log and notice the Top Level Filter Time is high. How should you edit the report definition to improve this?

- A. Use a different data source
- B. Use calculated fields instead of filters
- C. Use subfilters instead of filters
- **D. Use built-in data source prompts instead of filters**

**Answer: D**

Explanation:

Workday's Report Performance Log highlights processing time contributors such as "Top Level Filter Time." If this is high, the best practice is to replace report filters with built-in data source prompts, since prompts restrict data earlier in processing, improving performance.

From the Workday Reporting documentation:

"To improve report performance, leverage built-in data source prompts instead of filters whenever possible. Prompts reduce the data set retrieved before filters are applied, minimizing filter processing time." Therefore, the correct answer is B. Use built-in data source prompts instead of filters.

### NEW QUESTION # 24

An HR analyst has many visualizations in different discovery boards that use the Workers for HCM Reporting data source on the Worker primary business object. The analyst wants to drill into one of the visualizations by Worker. Upon drilling, the analyst notices that Worker is not a listed Drill By field option. They want to drill by Worker without editing the Drill By list of the other visualizations.

How would the analyst configure this?

- A. Drag and drop the Worker field in one of the dimensions of this visualization in the Builder Panel.
- B. Create a control from a sheet filter and filter the data by Worker from the Control Panel.
- **C. Override the Drill By field list and add Worker in the Configuration Panel for this visualization.**
- D. Add Worker as a Drill By field from the Maintain Field Lists for Discovery Boards report.

**Answer: C**

Explanation:

Thus, the correct choice is D. Override the Drill By field list and add Worker in the Configuration Panel for this visualization.

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