

Workday-Pro-HCM-Core Valid Exam Format - Workday-Pro-HCM-Core Reliable Exam Test

Workday Pro - HCM Core Certification Exam Guide (Latest Update 2025 / 2026) Knowledge Check Questions and Answers | Grade A | 100% Correct (Verified Solutions)

Question:

What fields are required in the Create Position task?

Answer:

1. Posting Title
2. Number of headcount allocations
3. Availability Date
4. Earliest Hire Date

Ability to set hiring restrictions is available but not required. If not restrictions are going to be selected then the No Job Restrictions checkbox must be turned on otherwise at least one restriction is required. Pg 97

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Workday Pro HCM Core Certification Exam Sample Questions (Q34-Q39):

NEW QUESTION # 34

What statement about business processes is true?

- A. You can set any step of a business process as completion.
- **B. You can create business process definitions based on rules.**
- C. You can add any action step to any business process.
- D. You can add any type of condition rules to any step.

Answer: B

Explanation:

In Workday, a Business Process (BP) defines how specific business events are executed within the system.

The true statement among the options is that you can create business process definitions based on rules.

Workday allows you to maintain rule-based BP definitions, meaning that a single BP can have multiple versions triggered under different conditions (for example, based on supervisory organization, company, location, or job profile).

This functionality enhances configuration flexibility by allowing organizations to adapt process flow depending on contextual attributes - without duplicating processes. Each version operates under a defined condition rule, evaluated at runtime to determine which BP definition applies.

Options A, B, and C are incorrect:

- * A is false because not every action step can be added to every process - the available step types depend on the BP template (for example, Hire, Change Job, or Request Compensation Change).
- * B is false since condition rules can only be applied to specific steps where the system allows configuration (for instance, approvals and to-dos).
- * C is false because only a designated Completion Step marks the end of the process, and it cannot be assigned arbitrarily to any step.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Framework and Configuration Guide (2023R2, Workday Learning).

Sections: "Rule-Based Business Process Definitions," "Business Process Configuration Best Practices," and

"Condition Rule Framework."

NEW QUESTION # 35

You need to determine which tasks in your business process must occur after the completion step. What report will you run?

- A. Business Process Configuration Options
- B. Business Process Compare
- **C. Business Process Definitions**
- D. Business Process Definitions for Business Object

Answer: C

Explanation:

The correct report to determine which tasks occur after the Completion Step in a business process is the "Business Process Definitions" report.

In Workday, the Business Process Definitions report provides a comprehensive view of all steps, conditions, and routing rules configured within a specific business process definition. This includes identifying the sequence of steps, whether they occur before or after the completion step, and the associated responsible roles or security groups.

This report is critical for administrators and Workday Pro users to validate workflow sequencing, especially when troubleshooting process behavior or verifying compliance with organizational approval structures. Other reports, such as Business Process Definitions for Business Object, are broader and list all business processes tied to a given object, but they do not detail the post-completion steps.

Reference: Workday Pro HCM - Business Process Fundamentals, "Analyzing Business Process Definitions" section; Workday

NEW QUESTION # 36

What options are available when configuring a business process notification?

- A. Recipient based on Workday Account
- B. Sender based on Workday Account
- C. Trigger on In Progress
- D. On exit

Answer: A

Explanation:

When configuring Business Process Notifications in Workday, administrators can define the recipient based on a specific Workday Account. This allows precise targeting of individuals or security groups (e.g., HR Partner, Manager, or specific role-based accounts) who should receive the notification.

Option D is correct because "Recipient based on Workday Account" ensures the system routes the notification to the appropriate user or group dynamically, based on the context of the business event. This is essential for process transparency and timely action. Option A (Sender based on Workday Account) is incorrect - the sender is system-defined ("Workday Notification"), not configurable by user account.

Option B (On exit) and Option C (Trigger on In Progress) are not valid notification configuration options; triggers are defined by process status changes such as "Awaiting Action," "Completed," or "Denied." Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Business Process Notifications and Recipient Configuration."

NEW QUESTION # 37

What is the primary benefit of using a Position Management staffing model?

- A. Offers greater control on each position open within an organization.
- B. Offers reporting capabilities on filled positions only.
- C. Allows a company to hire an unlimited number of employees for a single position.
- D. Allows for greater flexibility when hiring.

Answer: A

Explanation:

The correct answer is C - Offers greater control on each position open within an organization.

The Position Management staffing model is designed for organizations that require precise headcount control and visibility into staffing levels. Each position represents a discrete role that must be created, approved, and tracked before a hire occurs.

This model provides a high degree of control over:

- * Vacancies and filled positions
- * Position attributes (FTE, job profile, location, etc.)
- * Time-to-fill metrics for open roles

Because every hire is linked to a specific position, administrators can effectively monitor workforce planning, budgeting, and resource allocation.

Reference: Workday Pro HCM - Staffing Model Fundamentals, "Benefits of Position Management."

NEW QUESTION # 38

Which statements about user-based security groups are true? (Select three correct answers.)

- A. Assigning a user to a user-based security group kicks off a business process.
- B. When a user is assigned as a member of a user-based security group, the user gets access to all security policies the group is assigned to.
- C. User-based security groups are always unconstrained.
- D. User-based security groups can either be constrained or unconstrained.
- E. User-based security groups are typically used for administrators or specific individuals who need system-wide access.

Answer: B,D,E

Explanation:

The correct answers are B, D, and E.

User-based security groups are groups in which membership is manually assigned to individual users. They are highly flexible and used primarily for administrative or elevated-access purposes.

* (B) These groups can be either constrained or unconstrained. Constrained groups limit data access (for example, access only to workers in a particular supervisory org), while unconstrained groups provide broad system-wide visibility.

* (D) These groups are commonly used for system administrators, payroll admins, or HR system owners, who require full access across tenants.

* (E) Once a user is assigned to a user-based group, they automatically inherit access to all domains and business processes that the security group has permissions for.

Option A is incorrect because user-based groups are not always unconstrained; and C is incorrect because assigning users does not initiate a business process—it's a configuration action managed through the Maintain Security Group Member task.

Reference: Workday Pro HCM - Security Configuration and Administration, "User-Based Security Group Behavior and Permissions" section.

NEW QUESTION # 39

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