

# Workday Workday-Pro-HCM-Core Printable PDF & Workday-Pro-HCM-Core 100% Correct Answers



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

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

Topic 3	<ul style="list-style-type: none"> <li>• <b>Staffing Models:</b> 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.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>• <b>Navigation, Finding Data, and Business Objects:</b> This section of the exam measures the skills of Workday HCM Analysts and focuses on navigating the Workday interface efficiently, finding relevant data, and understanding how business objects function. Candidates are tested on their ability to apply navigation techniques, recognize the structure and purpose of Workday business objects, and link them to organizational data management processes.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>• <b>Scheduling Reports:</b> 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.</li> </ul>
Topic 6	<ul style="list-style-type: none"> <li>• <b>Building Custom Reports:</b> This section of the exam measures the skills of Workday Data Analysts and involves creating custom reports using standard or indexed data sources. It includes adding business object fields, enabling web services, and building reports that support decision-making.</li> </ul>
Topic 7	<ul style="list-style-type: none"> <li>• <b>Business Process Steps:</b> 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.</li> </ul>
Topic 8	<ul style="list-style-type: none"> <li>• <b>Security:</b> 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.</li> </ul>
Topic 9	<ul style="list-style-type: none"> <li>• <b>Business Process Security:</b> 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.</li> </ul>

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## **Workday Pro HCM Core Certification Exam Sample Questions (Q56-Q61):**

### **NEW QUESTION # 56**

Why would you recommend a client to use job families or job family groups?

- A. Job families can belong to one or more job family groups.
- B. Job families and job family groups can be assigned to compensation grade profiles.
- **C. Job families and job family groups are optional, but they can help organize and group job profiles.**
- D. Job families and job family groups have a hierarchical structure with job families being the highest level.

**Answer: C**

Explanation:

The correct answer is A - Job families and job family groups are optional, but they can help organize and group job profiles. Job Families and Job Family Groups are optional configuration elements in Workday, but they serve a key purpose in maintaining a structured, organized job framework. They enable the grouping of similar jobs for streamlined management in areas such as compensation, recruiting, reporting, and career development.

For instance, all technical roles (like Software Engineer, Systems Analyst, and Data Architect) might belong to the Information Technology Job Family, which in turn is part of the Technology Job Family Group.

While optional, using these structures provides consistency across departments, simplifies security and reporting filters, and supports analytics related to workforce planning and talent management.

Reference: Workday Pro HCM - Job Profiles and Job Family Structures, "Benefits of Using Job Families and Job Family Groups."

### NEW QUESTION # 57

You want to prevent an HR Partner from accessing the Find Workers report. What must you update?

- A. Business Process Security Policy
- B. Maintain Functional Areas
- C. Maintain Assignable Roles
- D. Domain Security Policy

**Answer: D**

Explanation:

The correct answer is C - Domain Security Policy.

In Workday, reports and data access are controlled by domain security policies, whereas business process security policies control who can initiate or act on transactions. The Find Workers report accesses worker data fields that are part of the Worker Data: Public, Personal, and Employment domains.

To restrict the HR Partner security group from accessing the Find Workers report, you must update the domain security policy that governs the worker data used by that report. By removing the HR Partner group from the View permissions of the relevant domains, you effectively prevent them from retrieving worker information through that report.

Reference: Workday Pro HCM - Security Fundamentals, "Domain Security Policies and Data Access Controls" section.

### NEW QUESTION # 58

Your client frequently has special projects their employees work on. These projects are temporary and are staffed with existing employees. Your client needs a way to assign a temporary manager for each project and be able to see all the team members in the tenant. What organization type will allow them to accomplish this?

- A. Matrix
- B. Pay Group
- C. Supervisory
- D. Location Hierarchy

**Answer: A**

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Organization Types and Structures Guide, 2023R2):

The correct organization type for managing temporary project-based teams is a Matrix Organization.

Matrix organizations are designed to group employees from different supervisory organizations to work together on a temporary or functional basis, such as projects or task forces.

This structure allows the assignment of a temporary manager (Matrix Manager) who oversees project-related activities without changing employees' primary supervisory reporting relationships. The matrix manager gains visibility into all assigned members, enabling effective project oversight.

Options A (Location Hierarchy) manages physical work locations, not project teams.

Option B (Supervisory) defines permanent reporting structures.

Option D (Pay Group) organizes workers for payroll purposes only.

Thus, Matrix Organization provides the flexibility and visibility required for cross-functional, project-based staffing.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Matrix Organizations and Project-Based Management."

### NEW QUESTION # 59

When hiring a worker, you want the HR Partner to receive a task to review and update the company and cost center assigned to the new hire. What action do you add to the Hire business process to accomplish this?

- A. Change Organization Assignments
- B. Edit Workday Account
- C. Review Employee Hire
- D. Onboarding Setup

**Answer: A**

Explanation:

To ensure the HR Partner reviews and updates a new hire's Company and Cost Center, you add the Change Organization Assignments action step to the Hire business process.

This action allows the HR Partner (or assigned role) to validate and modify organizational assignments, such as Company, Cost Center, Region, or Location, before the Hire event is finalized. It is typically positioned after the Review Employee Hire step to confirm that all organization-level data aligns with the new worker's role and supervisory org defaults.

Option A (Review Employee Hire) is a completion-type review step and does not update organization data.

Option B (Onboarding Setup) prepares onboarding tasks, not organizational details.

Option C (Edit Workday Account) deals with account credentials and system access.

Thus, Change Organization Assignments is the correct step for updating or confirming company and cost center information during the hiring process.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Adding and Configuring Organization Assignment Steps in Staffing BPs."

### NEW QUESTION # 60

A customer creates a new supervisory organization to inherit attributes from an existing supervisory organization. Which attributes will be inherited from the superior organization to the subordinate organization? (Select three correct answers.)

- A. Visibility
- B. Subtype
- C. Organization Assignments
- D. Name
- E. Staffing Model

**Answer: A,C,E**

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Organizations Configuration Guide 2023R2):

When creating a new supervisory organization, Workday allows the subordinate organization to inherit key structural and configuration attributes from its superior organization. These inherited elements include:

\* Visibility (A): Determines who can view the organization and its members, inherited to maintain consistent access control.

\* Organization Assignments (B): Such as company, cost center, region, and custom organizations, ensuring hierarchical alignment.

\* Staffing Model (D): The staffing model (Position Management or Job Management) is inherited to ensure consistency in hiring and staffing control.

Subtype (C) and Name (E) are not inherited; they must be defined at the time of creation. Subtype determines the organization's classification, while the name uniquely identifies it.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations and Hierarchy Configuration Guide (2023R2), Section: "Creating Subordinate Supervisory Organizations."

"Subordinate supervisory organizations inherit configuration from their superior supervisory organization, including attributes such as the staffing model, organization assignments, and visibility settings. This ensures consistency and reduces administrative overhead."

- Workday Module 2 Binder, Supervisory Organizations Section

### NEW QUESTION # 61

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