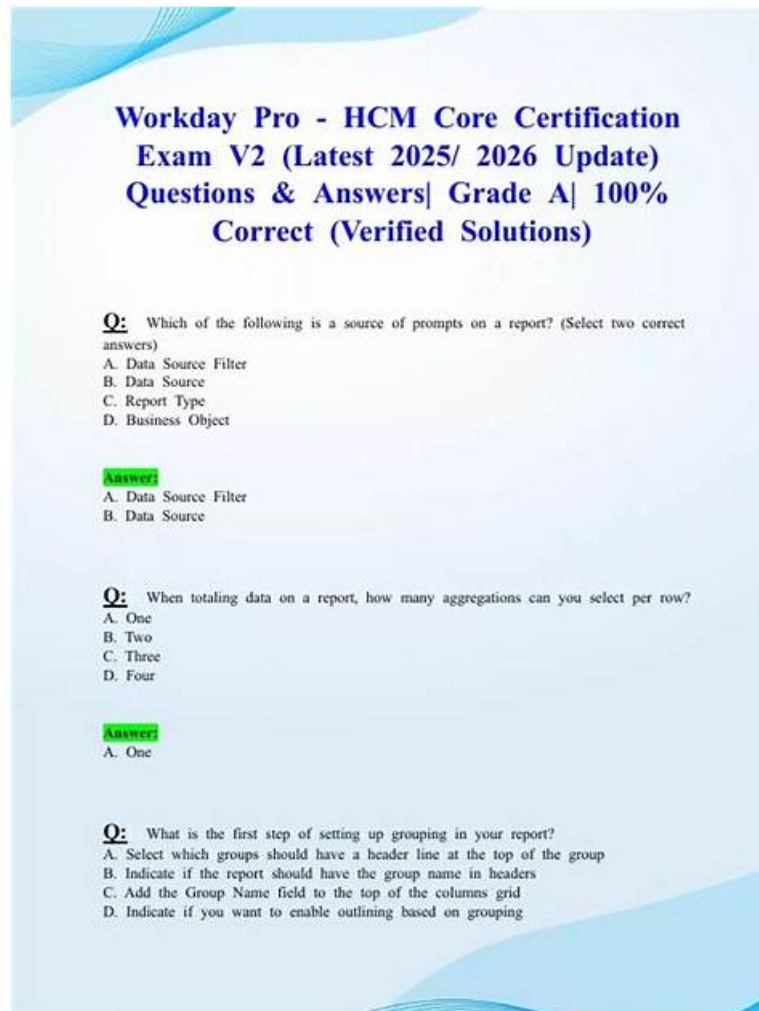


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Workday Workday-Pro-HCM-Core Exam Syllabus Topics:

Topic	Details

Topic 1	<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 2	<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 3	<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 4	<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 5	<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 6	<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 7	<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 8	<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 9	<ul style="list-style-type: none"> • Building Custom Reports: 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.
Topic 10	<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.

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Workday Pro HCM Core Certification Exam Sample Questions (Q49-Q54):

NEW QUESTION # 49

What business process definition tab can you use to determine if a step initiates a subprocess?

- A. Allowed Actions by Role
- **B. Allowed Services**
- C. Available Rules and Fields
- D. Notifications

Answer: B

Explanation:

In Workday HCM, business process definitions consist of multiple steps that may include approvals, notifications, integrations, or system actions. Some steps are configured to initiate a subprocess, meaning that when the step runs, it launches another related business process, such as compensation changes, provisioning, or document generation. Identifying whether a step triggers a subprocess is essential for troubleshooting, impact analysis, and process design.

The correct tab to determine whether a step initiates a subprocess is Allowed Services. The Allowed Services tab displays the services (subprocesses) that can be launched from a specific step within the business process definition. If a step is configured to initiate a subprocess, it will be clearly listed on this tab, indicating which downstream business processes may be triggered when the step executes.

The other options do not provide this information. Available Rules and Fields lists condition rules and data fields that can be used for routing or validations but does not show subprocess initiation. Allowed Actions by Role defines what actions security roles can perform during the business process, such as approve or cancel, and is unrelated to subprocess execution. Notifications shows alert and message configurations but does not indicate subprocess behavior.

From a Workday Pro HCM perspective, the Allowed Services tab is a critical tool for understanding process orchestration within Workday. It helps administrators visualize dependencies between business processes and ensures that changes to one process do not unintentionally impact others.

Therefore, the correct and Workday-verified answer is Allowed Services, as it identifies whether a business process step initiates a subprocess.

NEW QUESTION # 50

A recruiter is proposing compensation for a candidate during the Offer stage. The recruiter wants to change the home internet allowance from \$50 AUD to \$100 AUD, but is unable to do so.

Why is the recruiter unable to change the amount?

- A. The candidate is eligible for more than one allowance plan.
- B. The candidate is not eligible for a plan profile.
- **C. The allowance plan has the No Override checkbox selected.**
- D. The allowance plan is not included in the compensation package.

Answer: C

Explanation:

In Workday, allowance plans include a No Override configuration option that prevents users from manually changing the plan amount during staffing or compensation events. When this checkbox is selected, the plan amount is strictly controlled by the plan default or plan profile value.

Even if a recruiter has appropriate security and the candidate is eligible for the allowance, the presence of No Override enforces compensation governance and prevents deviations from defined policy.

Ineligibility would prevent the plan from appearing at all, and multiple plan profiles would cause defaulting issues—not override restrictions. If the plan were not included in the compensation package, it would not be visible.

Therefore, the recruiter cannot change the amount because the No Override checkbox is selected, making option C correct.

NEW QUESTION # 51

Managers need to view their direct reports' data.

What setting in the Maintain Assignable Roles task grants them this access?

- A. Is Supporting
- **B. Is Leader**

- C. Enabled for Location Hierarchy
- D. Enabled for Supervisory Organization

Answer: B

Explanation:

In Workday HCM, access to direct reports' data is primarily driven by managerial relationships within the supervisory organization hierarchy. The Maintain Assignable Roles task is used to define how role-based security groups can be assigned and how access is derived from organizational relationships.

The setting that grants managers access to their direct reports' data is Is Leader. When a role-based security group is configured with the Is Leader designation, Workday evaluates the worker's role as a manager (leader) of a supervisory organization. This enables leader-based security access, allowing managers to view and act on data for workers who report directly to them (and, depending on configuration, potentially their subordinates).

This setting is foundational for manager self-service and manager insights, such as viewing team profiles, compensation, performance data, and other worker-related information tied to reporting relationships. Without the Is Leader setting, Workday would not recognize the user as having leader-based authority over the workers in the supervisory organization.

The other options do not provide this access. Enabled for Location Hierarchy grants access based on location structure, not reporting relationships. Is Supporting is used for roles like HR Partners or Finance Partners who support an organization but are not managers. Enabled for Supervisory Organization controls where a role can be assigned, not whether it confers manager-level access. From a Workday Pro HCM best-practice perspective, Is Leader is the critical configuration that ensures managers can view and manage their direct reports' data appropriately. Therefore, the correct and Workday- verified answer is Is Leader.

NEW QUESTION # 52

You are rolling out a new internet allowance plan and notice that most employees receive the plan's zero default amount. The plan has multiple profiles that use management level and location to determine eligibility.

Why are some employees receiving the zero default amount?

- A. The allowance plan is included in more than one compensation package.
- **B. The employees are eligible for more than one plan profile.**
- C. The employees have an in-progress compensation event.
- D. There is no eligibility rule on the plan.

Answer: B

Explanation:

In Workday, allowance plan profiles are designed to localize plan targets based on eligibility criteria.

However, a key rule is that each employee can match only one profile. When an employee meets the eligibility criteria for multiple plan profiles, Workday cannot determine which profile amount to apply and therefore defaults to the plan's base default value, which in this case is zero.

In this scenario, the plan uses both management level and location as eligibility criteria across multiple profiles. If these criteria overlap and are not mutually exclusive, employees may qualify for more than one profile simultaneously.

Workday does not throw an error in this situation; instead, it applies the plan's default value to avoid ambiguity. In-progress compensation events do not affect defaulting logic, and having multiple compensation packages does not cause zero defaulting. A missing eligibility rule would apply the default to everyone, not just some employees.

To resolve this issue, administrators must ensure that plan profile eligibility rules are mutually exclusive so that each employee qualifies for exactly one profile.

Therefore, option B is the correct answer.

NEW QUESTION # 53

What is a Workday standard report?

- A. An ad-hoc report for on-the-fly analytics
- B. A report to export data for external analysis
- **C. A delivered predefined report**
- D. A customized report for specific organizational needs

Answer: C

Explanation:

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