

Topic 3	<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 4	<ul style="list-style-type: none"> • Compensation: This section of the exam measures the skills of Compensation and Benefits Managers and involves building and maintaining compensation frameworks. It includes defining eligibility rules, configuring compensation packages, salary plans, and allowance plans. Candidates must understand compensation defaulting, manage worker compensation events, and ensure alignment with organizational pay structures.
Topic 5	<ul style="list-style-type: none"> • Prompting: This section of the exam measures the skills of Report Designers and focuses on configuring prompts in report definitions. It involves identifying built-in prompts and optimizing their use to create interactive reports.
Topic 6	<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 7	<ul style="list-style-type: none"> • Navigation, Finding Data, and Business Objects: 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.
Topic 8	<ul style="list-style-type: none"> • Business Process Management: This section of the exam measures the skills of HRIS Administrators and covers managing both mass and individual business processes. It emphasizes handling multiple workflow tasks efficiently and ensuring accuracy in execution.
Topic 9	<ul style="list-style-type: none"> • Business Process Configuration: Definition-Level: This section of the exam measures the skills of Workflow Configuration Specialists and focuses on defining and validating business process steps. Candidates apply validation conditions, set process rules, and order steps efficiently to improve workflow accuracy.
Topic 10	<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 11	<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 12	<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 13	<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 14	<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.

Valid Workday-Pro-HCM-Core Exam Pdf & Reliable Workday-Pro-HCM-Core Exam Practice

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Workday Pro HCM Core Certification Exam Sample Questions (Q88-Q93):

NEW QUESTION # 88

What report can you run to visualize the organizational structure?

- A. Find Workers
- B. Job Catalog
- C. Navigate Hierarchy
- D. Find Events

Answer: C

Explanation:

In Workday HCM, understanding and reviewing the organizational structure is essential for workforce planning, management reporting, and operational decision-making. Workday delivers several standard reports and tasks, but only one is specifically designed to visually display organizational hierarchies in an intuitive and navigable format: Navigate Hierarchy.

The Navigate Hierarchy report allows users to visually explore organizational structures such as supervisory organizations, company structures, cost centers, and other hierarchy-based organizations. This report presents parent-child relationships clearly, enabling users to drill up and down the hierarchy to understand reporting lines, organizational ownership, and structural alignment. It is especially useful for HR partners, managers, and business leaders who need a quick visual representation of how the organization is structured.

Other options do not meet this requirement. Find Events focuses on business process events and transactions, not organizational relationships. Job Catalog displays job profile details and job architecture information, not organizational hierarchies. Find Workers returns worker records and employment details but does not visualize how organizations are structured.

From a Workday Pro HCM perspective, Navigate Hierarchy is the correct tool when the objective is visualization rather than data extraction. It supports real-time navigation and provides immediate insight into how organizations relate to one another within the tenant. This makes it the preferred and Workday-verified report for reviewing and understanding organizational structures.

Therefore, the correct answer is Navigate Hierarchy, as it is specifically designed to visualize organizational hierarchies in Workday.

NEW QUESTION # 89

What job profile attribute allows you to make all IT Associates, IT Managers, and IT Specialists eligible for a cell phone allowance?

- A. Company
- B. Total Base Pay
- C. Location
- D. Job Family

Answer: D

Explanation:

In Workday HCM, job profile attributes play a critical role in determining eligibility for compensation components, allowances, and benefits. When the goal is to make a group of related roles-such as IT Associates, IT Managers, and IT Specialists-eligible for a cell phone allowance, the most effective and scalable attribute to use is the Job Family.

A Job Family groups job profiles that perform similar types of work within a functional discipline. In this example, IT Associates, IT Managers, and IT Specialists are distinct job profiles, but they are all aligned to the same functional area of Information Technology. By configuring eligibility rules based on the job family, Workday allows organizations to apply compensation components, such as

allowances, consistently across all related roles without maintaining separate rules for each individual job profile.

Using Total Base Pay would be inappropriate because it is a compensation amount, not a classification attribute used for eligibility determination. Location and Company are organizational attributes that control where or for whom a worker is employed, but they do not define the functional nature of the work being performed. Applying eligibility based on those attributes could unintentionally include or exclude workers who should or should not receive the allowance.

From a Workday Pro HCM best-practice perspective, job families are specifically designed to support standardized compensation, benefits eligibility, and reporting across similar roles. Therefore, configuring the cell phone allowance eligibility using the Job Family attribute ensures consistency, reduces administrative complexity, and supports scalable compensation governance across the IT organization.

NEW QUESTION # 90

What type of notifications does Workday deliver?

- A. Overdue
- B. Custom
- C. System
- D. Alert

Answer: A

Explanation:

Workday delivers Overdue Notifications automatically to remind users that a step or task within a business process has not been completed within the expected time frame. These notifications are part of Workday's built-in process monitoring and are generated by the system based on defined due dates or completion delays.

Overdue notifications ensure accountability by alerting users when a step is pending beyond its due date, helping maintain compliance with HR and operational timelines.

Options A (Custom) and C (Alert) refer to user-configurable messages and rule-based triggers that administrators create, but they are not delivered automatically by Workday unless specifically configured.

Option D (System) refers to general system messages, not process-driven notifications.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Framework Configuration Guide (2023R2), Section: "Workday- Delivered Notifications and Overdue Task Alerts."

NEW QUESTION # 91

What security group does Workday deliver that allows employees to view information about the organization's structure?

- A. Role Maintainer
- B. Implemented
- C. All Employees
- D. Initiator

Answer: C

Explanation:

The correct answer is C - All Employees.

Workday delivers the All Employees security group as a predefined (delivered) user-based security group that automatically includes every active worker within the tenant. This group grants broad access to non-sensitive information that all workers should be able to view-such as organizational structure, reporting relationships, job profiles, and public worker details (like name, title, and location).

The All Employees group is fundamental for system usability and transparency, ensuring employees can navigate the org chart, identify colleagues, and understand reporting hierarchies without compromising confidential data.

Workday recommends maintaining this group's configuration in its default state to avoid restricting essential information visibility.

Security administrators may, however, further refine domain policies to exclude sensitive data while preserving general organization structure access.

Reference: Workday Pro HCM - Security Fundamentals, "Delivered Security Groups: All Employees, All Contingent Workers, and All Users" section.

NEW QUESTION # 92

What is the purpose of the completion step within a business process definition?

- A. To indicate when Workday runs the exit condition rule within the business process.
- B. To indicate when the HR Partner receives the approval step.
- C. To indicate when Workday completes a step automatically.
- **D. To indicate when Workday saves or commits information.**

Answer: D

Explanation:

In Workday HCM, business process definitions control how transactions such as hires, job changes, terminations, and approvals flow through the system. Each business process consists of multiple steps, including initiation, approvals, notifications, and system actions. Among these, the completion step plays a critical and often misunderstood role.

The primary purpose of the completion step is to indicate when Workday saves, finalizes, and commits the transaction data to the system. Until the completion step is reached, information entered during the business process remains in a pending state and is not fully written to the database. Once the completion step executes, the transaction becomes effective, and all related changes—such as worker status updates, organization assignments, compensation changes, or security updates—are officially applied.

Option A is incorrect because automatic completion of steps is controlled by step type and routing rules, not by the completion step itself. Option B is incorrect because exit condition rules are evaluated at various points during the process to determine whether steps should be skipped, not specifically at completion. Option D is unrelated, as the completion step does not control when specific roles receive approvals.

From a Workday Pro HCM perspective, the completion step is essential for ensuring data integrity and transactional accuracy. It marks the point at which the business process is considered finished and all downstream effects—such as reporting, payroll, benefits eligibility, and security changes—can occur reliably.

Therefore, the correct and Workday-verified purpose of the completion step is to indicate when Workday saves or commits information.

NEW QUESTION # 93

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