Workday-Pro-HCM-Core Exam Questions are Available in 3 Easy-to-Understand Formats

Workday HCM Core Study set Exam Questions with Complete Solutions 2025

A worker can only be hired into which type of organization? - ✓✓✓Supervisory

Business process configuration allows us to route steps to whom in order to complete a transaction? - ✓✓✓Security groups

Give one example of an integration to Workday HCM and an integration from Workday HCM. - ✓✓✓To Workday: Recruiting Systems, etc.; From Workday: Charles Schwab, Blue Cross, etc.

How are workers included in a location hierarchy? - ✓✓✓By being hired or contracted into a particular location that is included within a location hierarchy

How can you distinguish between an employee and a contingent worker within Workday? - ✓✓✓[C] notation next to their name

If you enter the termination date of 12/31/2018:

A.

B.

C.

D. - ✓✓✓

List 3 report types available for Report Writer. - ✓✓✓Simple, Advanced, Matrix, Search, Transposed, nBox, Trending, Composite

Name at least four worker self-service tasks available in Workday. - ✓✓✓Some examples include: Request time off, edit personal information, edit payment or withholding elections, create an expense report, request a leave of absence, enter time, etc.

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

NEW QUESTION # 49

You want a report's results to be organized by the name of the worker's supervisory organization for any user running the report. What report configuration accomplishes this?

- A. Sort
- B. Subfilter
- C. Share
- D. Filter

Answer: A

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Reporting and Analytics Guide, 2023R2):
In Workday Reporting, to organize or arrange the display of report results based on specific criteria - such as the Supervisory Organization Name - you use the Sort configuration option.
Sorting determines the order in which records appear when the report is executed. In this case, by sorting on the Supervisory Organization Name field, all workers will be grouped together under their respective organization, making the output intuitive and structured for analysis.
Option B (Share) controls who has access to the report.
Option C (Filter) limits which records are included in the results.
Option D (Subfilter) refines filter logic but does not control display order.
Thus, Sort is the correct configuration feature to organize report results for any user running the report.
Reference (Paraphrased Source):
Workday Pro HCM Core - Reporting Configuration and Design Guide (2023R2), Section: "Sorting, Grouping, and Display Options in Custom Reports."

NEW QUESTION # 50

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

Answer: B,C,D

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 # 51

You created a Role-Based (Unconstrained) security group and a User-Based security group. Both security groups have access to the domain that secures the Staffing tab of a supervisory organization.

What access will members of each group have?

- A. Both security groups can view the Staffing tab of all supervisory organizations.
- B. Both security groups can view the Staffing tab of supervisory organizations they are assigned to support.
- C. Role-Based (Unconstrained) can view the Staffing tab of supervisory organizations they are assigned to support. User-Based can view the Staffing tab of all supervisory organizations.
- D. Role-Based (Unconstrained) can view the Staffing tab of all supervisory organizations. User-Based can view the Staffing tab of supervisory organizations they are assigned to support.

Answer: D

Explanation:

The correct answer is B - Role-Based (Unconstrained) can view the Staffing tab of all supervisory organizations. User-Based can view the Staffing tab of supervisory organizations they are assigned to support.

A Role-Based (Unconstrained) security group provides broad, system-wide access to the data and functionality governed by its assigned domains and business processes. Unlike constrained groups, these are not limited by supervisory or organizational context. As a result, members can view the Staffing tab for all supervisory organizations across the tenant.

A User-Based security group, on the other hand, grants access only to specific data tied to the individual user's security configuration. If the user is associated with certain organizations, their access will be limited accordingly.

Therefore, while unconstrained roles are ideal for high-level administrators who need full visibility, user- based access is suitable for specific or limited visibility.

Reference: Workday Pro HCM - Security Configuration Guide, "Understanding Constrained and Unconstrained Role Access."

NEW QUESTION # 52

You are creating a new security group to allow users responsible for security oversight to run Security reports across all organizations.

What type of security group should you create?

- A. Rule-based
- B. Role-based (Constrained)
- C. User-based
- D. Segment-based

Answer: C

Explanation:

The correct answer is D - User-based.

User-based security groups are manually assigned to specific users and are typically used for administrative or audit-level access.

They can be configured as unconstrained, granting full visibility across all organizations and data in the tenant.

For users responsible for security oversight or auditing, a user-based group (such as Security Administrator or Security Auditor) is appropriate. This group can be assigned to the necessary domain and business process security policies that control access to security reports and configuration data.

Other group types (e.g., role-based or segment-based) depend on organizational context and cannot provide unrestricted system-wide visibility, making a user-based group the correct option for full security monitoring.

Reference: Workday Pro HCM - Security Administration and Oversight, "User-Based Security Groups for Security Auditors and Administrators" section.

NEW QUESTION # 53
What security group does Workday deliver that allows employees to change theirhome address?

- A. Employee-as-Self
- B. Initiator
- C. Manager
- D. All Users

Answer: A

Explanation:
The correct answer isA - Employee-as-Self.
Employee-as-Selfis adelivered Workday user-based security groupautomatically assigned to all active workers within the tenant.
This group allows employees toview and update their own personal data, such as home address, phone number, emergency contacts, and other self-service information.
The permissions for this group are defined indomain security policiesrelated to personal data, such asWorker Data: Personal InformationandWorker Data: Home Contact Information. Employees only have access to modify their own records, not those of others.
This self-service model is central to Workday's HCM design, empowering employees to maintain accurate personal information without administrator intervention.
Reference:Workday Pro HCM -Security and Self-Service Fundamentals, "Employee-as-Self Delivered Security Group" section.

NEW QUESTION # 54
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