

Workday-Pro-HCM-Core 100% Accuracy & Workday-Pro-HCM-Core Reliable Test Pdf



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

Topic	Details
Topic 1	• 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 2	• 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 3	• 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 4	• Sorting and Filtering: This section of the exam measures the skills of Workday Report Developers and focuses on improving data presentation. Candidates are evaluated on their ability to apply effective sorting, filtering, and logic-building techniques to generate accurate results.
Topic 5	• 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	• 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 7	• Report Security: This section of the exam measures the skills of Workday Access Control Specialists and focuses on implementing security controls in report design. It covers sharing options, user access considerations, and transferring ownership responsibly.
Topic 8	• 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 9	• 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 10	• 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 11	• 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 12	• 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 13	• 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 14	• 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.
Topic 15	• 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.

Workday Pro HCM Core Certification Exam Sample Questions (Q25-Q30):

NEW QUESTION # 25

You need to identify employees who are assigned to bonus plans for which they are not eligible. What report will you use?

- A. View Compensation Plan Rollout Process
- B. Compensation Spreadsheet
- **C. Employee Compensation Audit**
- D. Employees Assigned Multiple Bonus Plans

Answer: C

Explanation:

The Employee Compensation Audit report is specifically designed to identify mismatches between compensation plan eligibility and actual plan assignment. It highlights situations where employees are assigned compensation plans they should not have, as well as cases where employees are eligible but not assigned.

In this scenario, the goal is to identify employees who are assigned to bonus plans despite not meeting eligibility rules. The Employee Compensation Audit report includes a dedicated section for Assigned Ineligible Compensation Components, making it the most accurate and efficient reporting tool for this requirement.

Other reports do not serve this purpose:

- * The Compensation Plan Rollout Process is transactional and informational only.
- * Employees Assigned Multiple Bonus Plans focuses on duplication, not eligibility.
- * Compensation Spreadsheets are manual and lack eligibility validation logic.

Therefore, the correct report is Employee Compensation Audit, making option C correct.

NEW QUESTION # 26

You have a seniority dynamic calculated plan that increases the amount of the plan every three years of an employee's employment. An employee reaches their sixth anniversary.

What do you need to do to make sure this employee's plan updates with the new amount?

- **A. You do not need to do anything. Workday will check daily and automatically change the amount for the employee.**
- B. You need to set up a Compensation Plan Adjustment Process to evaluate and update anyone assigned to the plan.
- C. You need to schedule a Mass Operation Management task to evaluate and update anyone assigned to the dynamic plan.
- D. You need to create a custom audit report and submit a Request Compensation Change to update the amount.

Answer: A

Explanation:

Dynamic calculated compensation plans in Workday are designed to automatically recalculate compensation amounts based on predefined criteria, such as seniority, service dates, or anniversaries.

When a plan is configured as a seniority dynamic calculated plan, Workday continuously evaluates the employee's service milestones without requiring manual intervention.

In this scenario, the plan is configured to increase every three years of employment. When the employee reaches their sixth

anniversary, the condition for the next increase is automatically met. Workday recalculates the plan amount based on the updated seniority value and applies the new amount accordingly.

There is no requirement to run a compensation adjustment process, mass operation, or manual compensation change. These tools are typically used for fixed or manual compensation updates, not for plans driven by dynamic calculations. Workday evaluates dynamic plans as part of its standard processing, ensuring values remain accurate over time.

Options A and B introduce unnecessary administrative effort and are not required for dynamic plans. Option D incorrectly assumes manual intervention is needed, which defeats the purpose of a dynamic calculated plan.

Therefore, no action is required-the system updates the amount automatically-making option C the correct answer.

NEW QUESTION # 27

You need to trigger compensation eligibility for a newly hired worker. What step type should you use?

- A. To Do
- B. Complete Questionnaire
- **C. Action**
- D. Service

Answer: C

Explanation:

In Workday, when you need to trigger system events or sub-actions, such as initiating compensation eligibility rules for a newly hired worker, you use the Action Step type. The Action step executes a system-defined function or event automatically, without requiring manual user intervention.

In this case, adding an Action Step to the Hire Business Process (BP) can initiate the "Request Compensation Change" or run the "Determine Eligibility" process to assess compensation plans and eligibility rules for the new employee. This ensures that the worker's pay components are properly configured based on eligibility criteria immediately upon hire completion.

Option A (Complete Questionnaire) is used to collect additional data; Option B (Service) is for integration or automated system services; and Option C (To Do) is used for manual informational or procedural tasks. Only Action Steps directly invoke system logic or secondary processes.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Action Step Configuration and Functional Usage."

NEW QUESTION # 28

What security groups and users can you share a report with?

- A. Any security group or user that has security access to the report fields.
- B. Any security group or user that has a business reason for accessing the data.
- C. Any security group or user that has security access to the report tag(s) on the report.
- **D. Any security group or user that has security access to the report data source and data source filter.**

Answer: D

Explanation:

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

In Workday, the ability to share a report depends on a user or group's security access to the report's data source and data source filters. This ensures that only authorized individuals can view the report's content, even if they have the link or the report is shared with them directly.

Data sources define what underlying information a report can pull (e.g., Worker, Position, Organization).

Security policies tied to those data sources control who can access or view specific data fields. Therefore, even if a report is shared broadly, users can only see results their security permissions allow.

Options A, B, and D are incorrect because Workday security doesn't evaluate "business reasons" or "tags" for access - it enforces data-source-based controls. Field-level access is governed by the domain security policy within the data source.

Reference (Paraphrased Source):

Workday Pro HCM Core - Reporting Configuration Guide (2023R2), Section: "Report Sharing and Security Dependencies."

NEW QUESTION # 29

Scenario:

A new supervisory organization has been created. The staffing model has been assigned so that there is no limit on the number of jobs that are filled.

Before you can hire into the organization, what business process must you execute first?

- A. Create Position
- B. Edit Staffing Model
- **C. Hiring Restrictions**
- D. Change Job

Answer: C

Explanation:

The correct answer is C - Hiring Restrictions.

When a supervisory organization uses the Job Management staffing model (which has no limit on the number of jobs that can be filled), hiring is controlled through Hiring Restrictions rather than position management.

The Edit Hiring Restrictions business process must be configured before initiating hires to define:

- * Worker Type (Employee or Contingent Worker)
- * Location
- * Job Family and Job Profile
- * Time Type (Full-time or Part-time)

These restrictions determine what roles and worker types can be staffed in that supervisory organization.

Unlike Position Management, there is no need to create or approve individual positions beforehand.

Reference: Workday Pro HCM - Staffing Models and Hiring Configuration, "Establishing Hiring Restrictions in Job Management Organizations."

NEW QUESTION # 30

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