

New Workday Workday-Pro-HCM-Reporting Exam Format | Workday-Pro-HCM-Reporting Vce Test Simulator



Workday HCM Skills Are Driving High Growth Career Opportunities

This session shows how Workday HCM powers hiring, security, reporting, and workforce decisions across enterprises globally.



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

Topic	Details
Topic 1	<ul style="list-style-type: none">Calculated Fields: This domain assesses the skills of candidates regarding calculations. A calculation is a deliberate process that transforms one or more inputs into one or more results.
Topic 2	<ul style="list-style-type: none">Reporting: Business Reporting is used to inform management and investors of information such as financial performance, the market outlook, or the performance of a specific department. Candidates are tested for their business reporting skills.

Topic 3	<ul style="list-style-type: none"> • Human Capital Management: Human capital is a concept used by economists and social scientists to designate personal attributes considered useful in the production process. Candidates are assessed for their HCM skills.
Topic 4	<ul style="list-style-type: none"> • Composite Reporting: This domain of the Workday Pro HCM Reporting Certification exam measures the skills of HRIS Analysts and covers building and managing Composite Reports to deliver advanced insights across Workday HCM data.

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Quiz 2026 Workday-Pro-HCM-Reporting: Latest New Workday Pro HCM Reporting Certification Exam Exam Format

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Workday Pro HCM Reporting Certification Exam Sample Questions (Q37-Q42):

NEW QUESTION # 37

A user runs a custom report that shows employee performance data using the Rating - Current report field. The user wants to view the ratings of other teams to compare their team's performance. Upon running the report, the user is only able to view the instances for their direct reports.

What additional security configuration would the user need to view all instances of the performance data?

- A. Access to the security domain used in the report
- B. Constrained access to the report field used in the report
- C. Access to the data source filter used in the report
- **D. Unconstrained access to the data source used in the report**

Answer: D

Explanation:

Workday's configurable security model determines how much data a user can see in reports. If a user can only see their direct reports, they currently have constrained access. To view performance data for all workers, the user requires unconstrained access to the data source tied to the report field.

From Workday security documentation:

"Constrained security groups grant members access only to a subset of data... Unconstrained security groups grant users access to all target instances of a securable item." Therefore, the user needs D. Unconstrained access to the data source used in the report.

NEW QUESTION # 38

A compensation analyst wants to provide C-level executives with a readable and easily accessible display of annual average base pay for workers by region.

What would be an effective option for this case?

- A. A worklet, we only need information from a single report.
- **B. A dashboard, because we need information from a collection of reports, organized by region.**
- C. A dashboard, because we only need information from a single report.
- D. A worklet, because we need information from a collection of reports, organized by region.

Answer: B

Explanation:

Workday dashboards allow organizations to present multiple reports together in a consolidated, highly visual, and interactive format. For C-level executives, who require a comprehensive and regional view of annual average base pay, dashboards are preferred over individual reports or worklets because they enable grouping and comparison across multiple data sets.

From the Workday binder: "Dashboards provide an interface to view charts and sheets all in one place. This enables managers and executives to analyze key metrics and trends so they can make better decisions." . By organizing reports by region within a dashboard, executives can quickly compare averages, identify trends, and take strategic action without needing to navigate multiple reports.

Worklets are lightweight tiles often used for single reports or quick tasks on the Home page. However, this scenario requires an organized collection of reports, making D. A dashboard, because we need information from a collection of reports, organized by region the correct answer.

NEW QUESTION # 39

You are viewing a Report Performance Log and notice the Top Level Filter Time is high. How should you edit the report definition to improve this?

- A. Use a different data source
- B. Use calculated fields instead of filters
- C. Use built-in data source prompts instead of filters
- D. Use subfilters instead of filters

Answer: C

Explanation:

Workday's Report Performance Log highlights processing time contributors such as "Top Level Filter Time." If this is high, the best practice is to replace report filters with built-in data source prompts, since prompts restrict data earlier in processing, improving performance.

From the Workday Reporting documentation:

"To improve report performance, leverage built-in data source prompts instead of filters whenever possible. Prompts reduce the data set retrieved before filters are applied, minimizing filter processing time." Therefore, the correct answer is B. Use built-in data source prompts instead of filters.

NEW QUESTION # 40

A user needs to view additional data on the delivered Headcount By Job Profile report. What should you recommend?

- A. Copy and modify the standard report
- B. Export the standard report to a data warehouse
- C. Create a custom report from scratch
- D. Edit the standard report

Answer: A

Explanation:

Workday delivers many standard (delivered) reports that are available to all customers. These reports are a great starting point but are not editable directly. If the delivered report does not meet your requirements, you should copy it and then modify the copy to create a custom report. This ensures that you retain the delivered report as-is, while still tailoring the report output to your business needs.

From the Workday Module 1 and 2 Reporting sections:

"Workday delivers standard reports that are available for all customers. If necessary, you can copy many of the Workday-delivered reports to create a custom report and modify it as needed."

"There still may not be a report that meets my specific needs though. In that case, I can either create a report from scratch or copy a delivered report and make changes."

"Standard reports are already available in all customer tenants and span across the functional areas in Workday. Workday creates standard reports using either the report writer tool or XpressO. However, you can copy and modify reports created with report writer as needed." Therefore, the correct recommendation is to copy and modify the delivered Headcount By Job Profile report (Option D) instead of editing the original.

NEW QUESTION # 41

A Hire event has an Effective Date of 09/02/2023.

What would be the Record Date of the Hire event on the Trended Workers object?

- A. 10/31/2023
- B. 9/2/2023
- C. 9/30/2023
- D. 9/1/2023

Answer: C

Explanation:

In Workday trending reports, the Record Date for a transaction is not always the same as the event's Effective Date. Instead, trending data is captured based on the periodicity of the trended workers configuration, most commonly set to the end of each month. For Hire events, the Effective Date is when the change takes effect in the system, but the trended data is stored using the month-end Record Date.

From the Workday binder: "Trended Workers captures snapshots of worker data at periodic intervals (e.g., monthly, quarterly). A transaction such as a hire or termination is recorded in trending as of the last day of the period in which the effective date occurs." In this scenario, the Hire Effective Date of 09/02/2023 falls in September. The Record Date is therefore the last day of September, 09/30/2023, not the effective date itself.

Thus, the correct answer is C. 9/30/2023.

NEW QUESTION # 42

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