

Workday-Pro-HCM-Reporting Test Centres - Workday-Pro-HCM-Reporting Exam Tutorial



Workday Pro HCM Core Exam Guide

Congratulations on making it this far in your Workday Pro journey. You're one test away from the benefits of being a Workday Pro, including access to the [Workday Touchpoints Kit](#) and membership to an exclusive Workday Pro collaboration group on Workday Community.

This study guide is designed to help you prepare for the Workday Pro exam. This guide provides general testing information and outlines the specific topics covered in each segment of the exam.

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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">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 3	<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 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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Workday Workday-Pro-HCM-Reporting Questions - Highly Recommended By Professionals

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Workday Pro HCM Reporting Certification Exam Sample Questions (Q34-Q39):

NEW QUESTION # 34

You are configuring a matrix report that groups average performance ratings by supervisory organization. However, the report users would like to be able to drill down and view data at each level of the hierarchy. How should you edit the report definition to achieve this functionality?

- A. **Include a Lookup Hierarchy Rollup calculated field in the Drillable Fields grid.**
- B. Add a Detail Data Override.
- C. Include a Lookup Related Value calculated field in the Detail Data grid.
- D. Update your supervisory organization sort order to Logical sort order - Descending.

Answer: A

Explanation:

Matrix reports in Workday allow grouping and summarization of data, but to drill down through hierarchical structures such as supervisory organizations, you must configure hierarchy-aware calculated fields. The Lookup Hierarchy Rollup function enables drillable hierarchies, showing performance metrics at each level of the organizational tree.

The Workday binder notes: "Matrix reports allow you to group data, summarize the metrics for each grouping, and drill into the summarizations for further analysis." . This means you can expand results from the top supervisory org down to teams and individual workers.

Using a simple Lookup Related Value would only pull in one field from a related object, not enable hierarchical drill-down. Similarly, changing sort order or adding overrides does not create drillable hierarchies. Only Lookup Hierarchy Rollup enables this behavior.

NEW QUESTION # 35

A customer was receiving a report on a weekly basis but has not received it since the new year started. What task should you use to confirm the report frequency?

- A. Mass Operation Management
- **B. Scheduled Future Processes**
- C. Run History
- D. View Alerts

Answer: B

Explanation:

When a report is scheduled to run at a recurring interval (daily, weekly, monthly, etc.), Workday tracks this under the Scheduled Future Processes report. This task allows administrators and report owners to view when reports are set to run, the frequency of execution, and the schedule start and end dates. If a report stopped running after the new year began, the most likely cause is that the scheduling end date expired on December 31, meaning no new jobs were generated for the new year.

From the Workday Reporting binder: "Workday provides scheduling options to run reports at set frequencies. You can confirm upcoming scheduled report runs in the Scheduled Future Processes report." This provides visibility into whether the report is still scheduled and when it is next expected to execute.

The other answers are incorrect: View Alerts relates to system notifications, Mass Operation Management is not for reporting, and Run History shows past runs but not future scheduling. The correct option is C. Scheduled Future Processes.

NEW QUESTION # 36

You are building a report to identify employees who have exceeded the allowed number of 10 sick days in the current year.

Using the Sick Days Taken field, what is the correct formula to create a Boolean calculated field that returns True if an employee has exceeded the allowed number of sick days?

- A. Sick Days Taken ≥ 10
- B. Sick Days Taken = False
- C. Sick Days Taken = 10
- D. Sick Days Taken > 10

Answer: D

Explanation:

To check whether a worker's sick days exceed the threshold of 10, you must define a Boolean condition. The expression Sick Days Taken > 10 evaluates to True when the value is greater than 10, and False otherwise.

From Workday Reporting documentation:

"True/False conditions can be created using numeric comparisons such as greater than ($>$), less than ($<$), or equal to ($=$). These return True or False depending on the worker's data." Thus, the correct formula is A. Sick Days Taken > 10 .

NEW QUESTION # 37

A user needs to view additional data on the delivered Headcount By Job Profile report.

What should you recommend?

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

Answer: B

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 # 38

Refer to the following scenario to answer the question below.

You have prepared the following matrix report for a recruiting manager.

The recruiting manager wants to dynamically refine the output results for various hiring sources and locations.

How can you achieve this?

- A. Include a Drill to Report Link.
- B. Include a Summarization Calculation.
- C. Configure a Field Values Group.
- D. **Configure Facet Filters.**

Answer: D

Explanation:

Matrix reports in Workday allow for grouping, summarization, and drill-through capabilities. To let managers dynamically refine report results at runtime, you configure Facet Filters. Facet Filters enable users to filter the report output interactively, without modifying the underlying definition.

From the Workday Reporting documentation:

"Matrix reports allow grouping and summarization of data. You can also configure facet filters so users can dynamically refine report results by selecting values such as Hiring Source or Location." Thus, the correct way to let the recruiting manager refine the output is D. Configure Facet Filters.

NEW QUESTION # 39

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