

Certification Workday-Pro-HCM-Core Test Answers | Workday-Pro-HCM-Core Pass4sure



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

Topic	Details
Topic 1	<ul style="list-style-type: none"> Organizations: This section of the exam measures the skills of HR System Administrators and covers managing organizational structures in Workday. It includes creating and maintaining organization types such as supervisory and cost center hierarchies, configuring reporting structures, and defining locations. Candidates also demonstrate the ability to assign workers, establish leadership roles, and manage the relationships between organizations and employees.
Topic 2	<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 3	<ul style="list-style-type: none"> 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 4	<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 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"> • 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 7	<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 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 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 10	<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 11	<ul style="list-style-type: none"> • Job Profiles: This section of the exam measures the skills of Talent Management Specialists and includes creating, editing, and managing job profiles. It also covers understanding the relationship between job profiles, jobs, positions, and workers. Candidates are expected to create job family groups, build job requisitions, and ensure job structures align with workforce needs.
Topic 12	<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 13	<ul style="list-style-type: none"> • 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 14	<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 15	<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.

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Workday Pro HCM Core Certification Exam Sample Questions (Q81-Q86):

NEW QUESTION # 81

A company wants to create a compensation basis for their sales team. This basis should include:

Base salary

Monthly commission earnings

Quarterly bonus plan

How should they configure this compensation basis?

- A. Define a new compensation grade and assign the relevant compensation plans.
- B. Use the Total Salary and Allowances compensation basis and add the bonus plan.
- C. Create a calculated compensation basis, including salary, commission, and bonus plans.
- **D. Create a configurable compensation basis, including salary, commission, and bonus plans.**

Answer: D

Explanation:

In Workday, a configurable compensation basis is used when an organization needs to group multiple compensation plans—such as salary, commission, and bonus—for purposes of calculation, validation, guidelines, and reporting. This type of basis allows administrators to explicitly select which compensation plans are included and define how they interact.

For a sales team, compensation commonly consists of base salary, variable commission earnings, and incentive or bonus plans. A configurable compensation basis is the only option that supports combining these different plan types into a single, controlled compensation framework. It also allows ranking, eligibility rules, and advanced controls such as Manage Basis Total.

Compensation grades define pay ranges and are not used to aggregate compensation components. Calculated compensation bases derive values from formulas and are not appropriate when simply grouping plans. The delivered Total Salary and Allowances basis does not include commission plans and cannot be extended to meet this requirement.

Therefore, creating a configurable compensation basis that includes salary, commission, and bonus plans is the correct and Workday-recommended solution, making option A correct.

NEW QUESTION # 82

A company pays its employees a monthly allowance. Plan targets depend on plan profile eligibility rules.

Sample eligibility includes:

* Job Family = Human Resources # \$50 USD

* Job Family = Sales # \$70 USD

* Job Family and Country = Human Resources / Australia # \$78 AUD

* Job Family and Country = Sales / Australia # \$110 AUD

The HR administrator updates the Sales job family so it now contains the job profile Sales Analyst.

When accessing the Employee Compensation Audit report, which column will highlight the allowance plan for the Sales Analyst?

- A. Assigned Ineligible Compensation Components
- B. Assigned Eligible Compensation Components
- **C. Unassigned Eligible Compensation Components**
- D. This plan won't appear on the report

Answer: C

Explanation:

The Employee Compensation Audit report in Workday is designed to identify discrepancies between eligibility and actual plan assignment. It compares whether employees should be assigned to compensation plans based on eligibility rules versus whether they are currently assigned.

In this scenario, the Sales Analyst job profile was newly added to the Sales job family. As a result, Sales Analysts now meet the eligibility criteria for the Sales allowance plan. However, unless a compensation event (such as Hire, Job Change, or Compensation Change) has occurred, the allowance plan may not yet be assigned.

When an employee is eligible for a plan but not currently assigned, Workday flags this discrepancy under Unassigned Eligible Compensation Components. This column highlights compensation plans that should be assigned based on current eligibility but are missing.

Assigned Ineligible Compensation Components would only apply if the employee had the plan but no longer qualified. The plan will appear on the report because eligibility exists.

Therefore, the correct column is Unassigned Eligible Compensation Components, making option A correct.

NEW QUESTION # 83

What statement describes business process notification functionality?

- A. You can create your own notification triggers.
- B. You can only send custom notifications to internal employees.
- **C. You can use text and fields in the body of the notification message.**
- D. You can only select one status as the notification trigger.

Answer: C

Explanation:

Workday's Business Process Notification functionality enables administrators to configure custom notifications that are automatically sent to users when specific BP events occur. The correct statement is that you can use text and fields in the body of the notification message (Option B).

Notification templates support the insertion of business process fields, allowing dynamic content such as worker names, event types, or effective dates to be automatically populated in the message. This helps personalize communications and provide clear, actionable context.

Option A is incorrect because notifications can be sent to both internal users and external participants (such as vendors or contingent workers) if appropriately configured.

Option C is incorrect - you can configure multiple status triggers (e.g., In Progress, Denied, Completed).

Option D is incorrect since notification triggers are predefined by Workday, and while you can configure their messages and recipients, you cannot create entirely new trigger types.

Therefore, the main strength of this feature lies in its customizable content, dynamic field integration, and multi-status trigger support.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Business Process Notifications," and "Custom Message Configuration."

NEW QUESTION # 84

A company pays its employees a monthly allowance. Plan targets depend on plan profile eligibility rules.

Sample eligibility includes:

- * Job Family = Human Resources # \$50 USD
- * Job Family = Sales # \$70 USD
- * Job Family and Country = Human Resources / Australia # \$78 AUD
- * Job Family and Country = Sales / Australia # \$110 AUD

The HR administrator updates the Sales job family so it now contains the job profile Sales Analyst.

When accessing the Employee Compensation Audit report, which column will highlight the allowance plan for the Sales Analyst?

- A. Assigned Ineligible Compensation Components
- B. Assigned Eligible Compensation Components
- **C. Unassigned Eligible Compensation Components**
- D. This plan won't appear on the report

Answer: C

Explanation:

The Employee Compensation Audit report in Workday is designed to identify discrepancies between eligibility and actual plan assignment. It compares whether employees should be assigned to compensation plans based on eligibility rules versus whether they are currently assigned.

In this scenario, the Sales Analyst job profile was newly added to the Sales job family. As a result, Sales Analysts now meet the eligibility criteria for the Sales allowance plan. However, unless a compensation event (such as Hire, Job Change, or Compensation Change) has occurred, the allowance plan may not yet be assigned.

When an employee is eligible for a plan but not currently assigned, Workday flags this discrepancy under Unassigned Eligible Compensation Components. This column highlights compensation plans that should be assigned based on current eligibility but are missing.

Assigned Ineligible Compensation Components would only apply if the employee had the plan but no longer qualified. The plan will appear on the report because eligibility exists.

Therefore, the correct column is Unassigned Eligible Compensation Components, making option C correct.

NEW QUESTION # 85

A mobile allowance plan has a target amount of \$150 per month. The new target amount will be \$200 per month for employees using the plan.

Employees who currently have an override amount should retain their existing difference.

How will you update the plan target while maintaining current differences?

- A. Use the Set Up Allowance Plan Adjustment task and select Adjust by Same Amounts for Employees Using Override.
- B. Change the allowance plan amount and roll out the plan to all eligible workers.
- C. Use the Set Up Allowance Plan Adjustment task and select Adjust to New Defaults for Employees Using Override.
- D. Use the Remove Compensation Plan process and roll out the new plan to all eligible workers.

Answer: A

Explanation:

In Workday, when updating allowance plan target amounts, administrators must carefully manage how the change impacts employees who are assigned override amounts. Overrides represent intentional deviations from the plan default, and preserving those differences is often a business requirement.

The Set Up Allowance Plan Adjustment task provides specific options for handling overrides. The option Adjust by Same Amounts for Employees Using Override increases each employee's allowance by the same delta as the change to the plan default. In this scenario, the default increases from \$150 to \$200, a difference of

\$50. Employees with override amounts will also receive a \$50 increase, thereby preserving their original variance from the default. Selecting Adjust to New Defaults would eliminate the override difference by resetting employees to the new default amount, which contradicts the requirement. Removing or re-rolling out the plan introduces unnecessary disruption and risk.

Therefore, the correct approach is to use the Set Up Allowance Plan Adjustment task and select Adjust by Same Amounts for Employees Using Override, making option D correct.

NEW QUESTION # 86

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