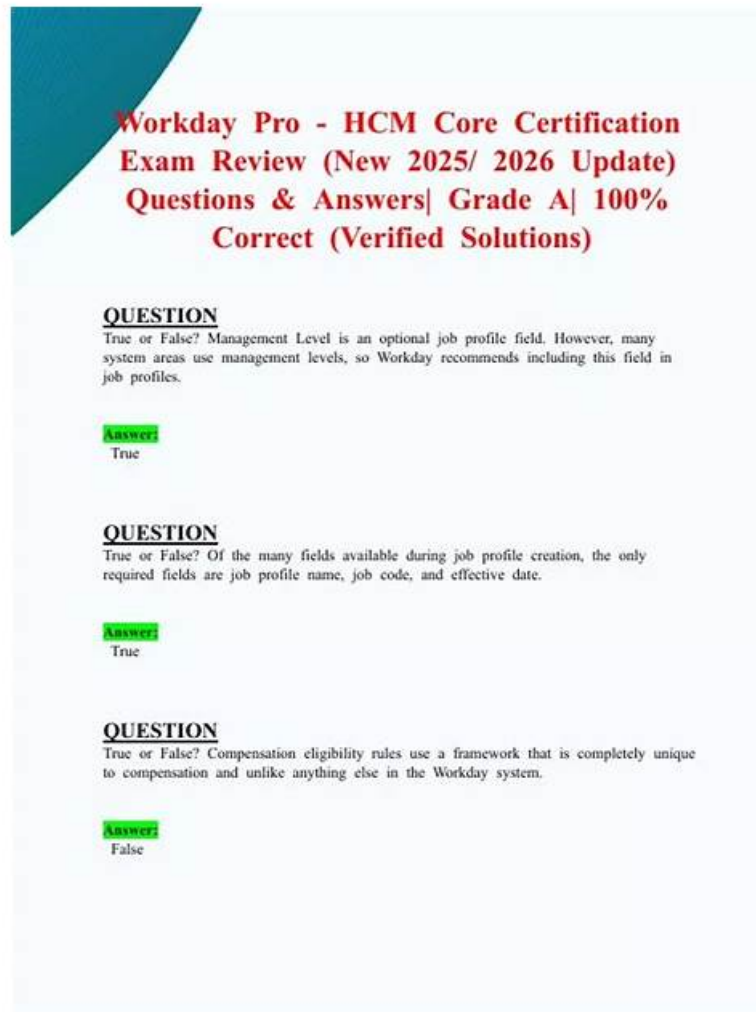


# Newest Latest Workday-Pro-HCM-Core Exam Practice - 100% Pass Workday-Pro-HCM-Core Exam



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

Topic	Details
Topic 1	<ul style="list-style-type: none"> <li>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.</li> </ul>

Topic 2	<ul style="list-style-type: none"> <li>• <b>Report Security:</b> 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.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>• <b>Staffing Models:</b> 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.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>• <b>Navigation, Finding Data, and Business Objects:</b> 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.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>• <b>Sorting and Filtering:</b> 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.</li> </ul>
Topic 6	<ul style="list-style-type: none"> <li>• <b>Reporting Overview:</b> 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.</li> </ul>
Topic 7	<ul style="list-style-type: none"> <li>• <b>Business Process Security:</b> 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.</li> </ul>
Topic 8	<ul style="list-style-type: none"> <li>• <b>Job Profiles:</b> 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.</li> </ul>
Topic 9	<ul style="list-style-type: none"> <li>• <b>Business Process Framework:</b> 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.</li> </ul>
Topic 10	<ul style="list-style-type: none"> <li>• <b>Business Process Configuration: Step-Level:</b> 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.</li> </ul>
Topic 11	<ul style="list-style-type: none"> <li>• <b>Scheduling Reports:</b> 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.</li> </ul>
Topic 12	<ul style="list-style-type: none"> <li>• <b>Security:</b> 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.</li> </ul>

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## Workday Pro HCM Core Certification Exam Sample Questions (Q11-Q16):

### NEW QUESTION # 11

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

**Answer: C**

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 # 12

What location usage defines the worker's physical location?

- A. Business Site
- B. Campus
- C. Business Asset
- D. Job Posting

**Answer: A**

Explanation:

In Workday HCM, location usage determines how a location is used across business processes such as staffing, reporting, payroll, and compliance. Each location can have one or more usage types, and selecting the correct usage is critical to ensure accurate worker records and downstream processing.

The location usage that defines a worker's physical work location is Business Site. A Business Site represents the actual, physical place where a worker performs their job duties, such as an office, plant, store, or warehouse. This usage is foundational in Workday and is commonly associated with employment details, including work address, tax reporting, payroll processing, and regulatory compliance. When a worker is hired or changes jobs, the Business Site is typically the location tied directly to the worker's position or job assignment.

The other options do not fulfill this purpose. Campus is used to group multiple business sites together, often for reporting or organizational purposes, but it does not directly represent where an individual worker physically works. Job Posting locations are used exclusively in recruiting to indicate where a job is advertised and may not reflect the worker's actual work location. Business Asset is used to associate physical assets, such as equipment or facilities, with a location and is not intended for worker assignment. From a Workday Pro HCM perspective, correctly identifying the Business Site as the worker's physical location ensures

consistency across staffing, payroll, benefits, and compliance processes. It supports accurate reporting and enables Workday to apply location-based rules and calculations correctly. Therefore, the correct and Workday-verified answer is Business Site.

### NEW QUESTION # 13

What task allows you to edit the staffing model for multiple supervisory organizations at one time?

- A. Supervisory Orgs by Staffing Model
- **B. Maintain Staffing Models**
- C. Edit Staffing Model
- D. Create Supervisory Organizations

**Answer: B**

Explanation:

The correct answer is C - Maintain Staffing Models.

In Workday, the Maintain Staffing Model task enables administrators to update or modify the staffing model assignments for multiple supervisory organizations simultaneously. This task provides a consolidated interface to review which organizations use Position Management or Job Management, and allows bulk updates where necessary.

While the Edit Staffing Model task is used to change the staffing model for a single supervisory organization, Maintain Staffing Models is the correct and efficient method for multi-org updates-especially during tenant configuration or large-scale reorganizations. Reference: Workday Pro HCM - Staffing Model Configuration Guide, "Maintain Staffing Models - Bulk Updates Across Organizations."

### NEW QUESTION # 14

The Total Rewards team in LATAM notices that the 13th-month period salary plan for employees in Rio de Janeiro is not included in total base pay. All eligible employees are assigned a period salary plan with a compensation element named Brazil Holiday Pay. How can you include this plan in Brazil employees' total base pay?

- A. In the Maintain Compensation Basis task, create a configurable compensation basis for Brazil.
- B. In the salary plan, add Brazil Holiday Pay to the Compensation Element field.
- **C. In the Brazil grade profiles, add the Brazil Holiday Pay element to the Base Pay Elements field.**
- D. In the period salary plan, select Total Base Pay as the compensation basis.

**Answer: C**

Explanation:

In Workday, total base pay calculations are controlled by grade profiles, specifically through the Base Pay Elements field. This field determines which compensation elements are included when evaluating base pay ranges such as minimum, midpoint, and maximum. In this scenario, employees are correctly assigned a period salary plan with the Brazil Holiday Pay compensation element, but that element is not included in total base pay. This indicates that the grade profiles for Brazil do not currently include this element in the Base Pay Elements configuration.

Compensation bases are used for plan calculations and validations, not for defining base pay composition.

Compensation elements must be included in the grade profile to affect base pay ranges. Salary plans and period salary plans reference compensation elements but do not control base pay inclusion.

By adding Brazil Holiday Pay to the Base Pay Elements field on the Brazil grade profiles, Workday will include the 13th-month payment in total base pay calculations for employees in Brazil.

Therefore, option D is the correct and Workday-supported solution.

### NEW QUESTION # 15

What job profile attribute allows you to make all IT Associates, IT Managers, and IT Specialists eligible for a cell phone allowance?

- A. Total Base Pay
- **B. Job Family**
- C. Location
- D. Company

**Answer: B**

#### Explanation:

In Workday HCM, job profile attributes play a critical role in determining eligibility for compensation components, allowances, and benefits. When the goal is to make a group of related roles-such as IT Associates, IT Managers, and IT Specialists-eligible for a cell phone allowance, the most effective and scalable attribute to use is the Job Family.

A Job Family groups job profiles that perform similar types of work within a functional discipline. In this example, IT Associates, IT Managers, and IT Specialists are distinct job profiles, but they are all aligned to the same functional area of Information Technology. By configuring eligibility rules based on the job family, Workday allows organizations to apply compensation components, such as allowances, consistently across all related roles without maintaining separate rules for each individual job profile.

Using Total Base Pay would be inappropriate because it is a compensation amount, not a classification attribute used for eligibility determination. Location and Company are organizational attributes that control where or for whom a worker is employed, but they do not define the functional nature of the work being performed. Applying eligibility based on those attributes could unintentionally include or exclude workers who should or should not receive the allowance.

From a Workday Pro HCM best-practice perspective, job families are specifically designed to support standardized compensation, benefits eligibility, and reporting across similar roles. Therefore, configuring the cell phone allowance eligibility using the Job Family attribute ensures consistency, reduces administrative complexity, and supports scalable compensation governance across the IT organization.

#### NEW QUESTION # 16

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