

Online Workday-Pro-HCM-Core Tests | Workday-Pro-HCM-Core Guide



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The Workday Workday-Pro-HCM-Core certificate stands out among the numerous certificates because its practicability and role to improve the clients stocks of knowledge and practical ability. Owning a test Workday Pro HCM Core Certification Exam Workday-Pro-HCM-Core certificate equals owning a weighty calling card when the clients find jobs and the proof that the clients are the competent people.

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

Topic	Details
Topic 1	<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 2	<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 3	<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 4	<ul style="list-style-type: none">• 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 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"> • 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 7	<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 8	<ul style="list-style-type: none"> • 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 9	<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 10	<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.
Topic 11	<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 12	<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 13	<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 14	<ul style="list-style-type: none"> • 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.

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Workday Pro HCM Core Certification Exam Sample Questions (Q20-Q25):

NEW QUESTION # 20

You are creating a new security group to allow users responsible for security oversight to run Security reports across all organizations.

What type of security group should you create?

- A. Role-based (Constrained)
- B. Segment-based
- **C. User-based**
- D. Rule-based

Answer: C

Explanation:

The correct answer is D - User-based.

User-based security groups are manually assigned to specific users and are typically used for administrative or audit-level access.

They can be configured as unconstrained, granting full visibility across all organizations and data in the tenant.

For users responsible for security oversight or auditing, a user-based group (such as Security Administrator or Security Auditor) is appropriate. This group can be assigned to the necessary domain and business process security policies that control access to security reports and configuration data.

Other group types (e.g., role-based or segment-based) depend on organizational context and cannot provide unrestricted system-wide visibility, making a user-based group the correct option for full security monitoring.

Reference: Workday Pro HCM - Security Administration and Oversight, "User-Based Security Groups for Security Auditors and Administrators" section.

NEW QUESTION # 21

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

Answer: D

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 # 22

You want the company organization to default in when you hire workers. What task should you run from the supervisory organization to accomplish this?

- **A. Edit Supervisory Organization**
- B. Create Position
- C. Assign Roles
- D. Edit Name/Code

Answer: A

Explanation:

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

To have the Company Organization automatically default when hiring workers into a supervisory organization, you must update the organization settings through the Edit Supervisory Organization task.

This task allows you to define default organization assignments, including Company, Cost Center, Region, and Custom Organizations. Once these defaults are set, Workday automatically populates these values during staffing events such as Hire or Add Job, reducing manual entry and ensuring consistent data alignment across the hierarchy.

Option B (Create Position) is used to define positions within the supervisory org, not defaults.

Option C (Edit Name/Code) modifies identifiers only.

Option D (Assign Roles) relates to security role assignments.

Therefore, Edit Supervisory Organization is the correct task to establish the default Company for new hires.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Defining Default Organization Assignments."

NEW QUESTION # 23

What is a use case for a segment-based security group?

- A. HR partners need to be able to create performance review templates.
- **B. HR partners need to be able to view documents but only those assigned to the Performance Review category.**
- C. HR partners need to be able to run performance reports.
- D. HR partners need to be able to approve performance reviews.

Answer: B

Explanation:

The correct answer is D - HR partners need to be able to view documents but only those assigned to the Performance Review category.

Segment-based security groups are used in Workday to grant access to specific subsets of data within a domain, based on defined "segments" such as document category, location, or other defined dimensions.

Unlike role-based or organization-based groups, segment-based security provides fine-grained access control that limits visibility within a specific domain.

In this case, the HR partners should only be able to view documents categorized under "Performance Review", not all employee documents. A segment-based group is ideal here because it restricts access based on the document category segment defined in the Document Review domain.

Reference: Workday Pro HCM - Security Configuration and Management, "Segment-Based Security Groups" section.

NEW QUESTION # 24

You created a Role-Based (Constrained) security group and a User-Based security group. Both security groups have access to approve compensation changes.

What access will members of each group have?

- A. Both security groups can approve compensation of all workers.
- **B. Role-Based (Constrained) can approve compensation of workers they are assigned to support. User-Based can approve compensation of all workers.**
- C. Role-Based (Constrained) can approve the compensation of all workers. User-Based can approve the compensation of workers they are assigned to support.
- D. Both security groups can approve compensation of all workers they are assigned to support.

Answer: B

Explanation:

The correct answer is A - Role-Based (Constrained) can approve compensation of workers they are assigned to support. User-Based can approve compensation of all workers.

In Workday, Role-Based (Constrained) security groups restrict access based on an assigned organization or supervisory hierarchy.

Members of a constrained role (such as Compensation Partner) can perform actions- like approving compensation changes- only for workers within their assigned supervisory organizations.

