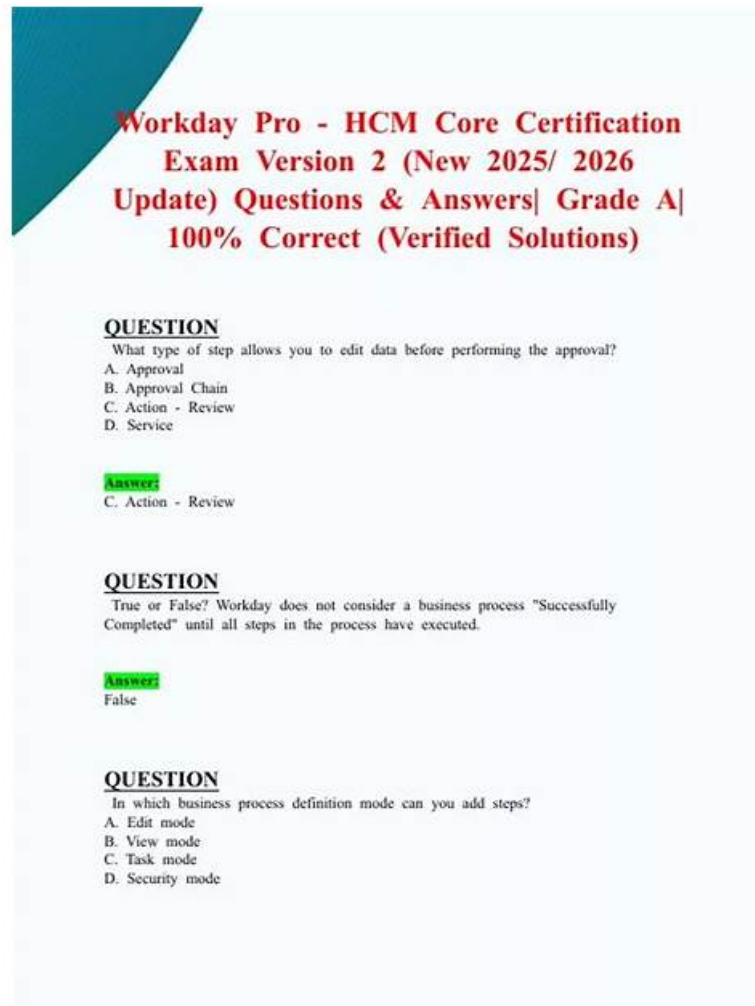


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**Workday Pro - HCM Core Certification
Exam Version 2 (New 2025/ 2026
Update) Questions & Answers| Grade A|
100% Correct (Verified Solutions)**

QUESTION
What type of step allows you to edit data before performing the approval?
A. Approval
B. Approval Chain
C. Action - Review
D. Service

Answer:
C. Action - Review

QUESTION
True or False? Workday does not consider a business process "Successfully Completed" until all steps in the process have executed.

Answer:
False

QUESTION
In which business process definition mode can you add steps?
A. Edit mode
B. View mode
C. Task mode
D. Security mode

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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"> 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 3	<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.
Topic 4	<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 5	<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 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: 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 8	<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 9	<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 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"> • 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"> • 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 14	<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 15	<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 16	<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.

Workday Pro HCM Core Certification Exam Sample Questions (Q50-Q55):

NEW QUESTION # 50

Airplane pilots receive a base salary as compensation. They also receive compensation based on the number of kilometers flown. The more they fly, the more they get paid.

You need to create a plan to show estimated wages based on kilometers flown to include in an offer letter.

What type of plan should you create?

- A. Unit-based allowance plan
- B. One-time payment plan
- C. Period salary plan
- **D. Unit salary plan**

Answer: D

Explanation:

A unit salary plan in Workday is specifically designed to support compensation that varies based on a measurable unit of output, such as miles driven, items produced, or— in this case—kilometers flown. This plan type allows compensation to scale proportionally with the quantity of units, making it ideal for roles where pay increases directly with activity or performance volume.

For airplane pilots, compensation based on kilometers flown is not a fixed allowance or a one-time payment.

Instead, it represents variable earnings tied to ongoing work output, which aligns exactly with the purpose of a unit salary plan.

Workday allows administrators to define a rate per unit, and the system can calculate estimated compensation by multiplying the rate by the expected number of units. This calculated amount can then be displayed in offer letters, providing transparency and clarity to candidates.

A period salary plan is used for fixed salaries distributed over defined pay periods and cannot model variable, unit-driven earnings.

A one-time payment plan is intended for bonuses or ad-hoc payments and does not support ongoing estimation. A unit-based allowance plan is typically used for reimbursements or allowances, not base compensation tied to work output.

Therefore, the unit salary plan is the correct choice for modeling and presenting estimated wages based on kilometers flown, making option D the correct answer.

NEW QUESTION # 51

You need to prevent Contingent Workers from accessing the Pay App (Delivered Worklet) on their Home landing page. How do you accomplish this?

- A. Add the security group to the domain security policy.
- **B. Remove the security group from the domain security policy.**
- C. Add the security group to the business process security policy.
- D. Remove the security group from the business process security policy.

Answer: B

Explanation:

In Workday HCM, access to worklets, including delivered worklets such as the Pay App, is governed by domain security, not business process security. Worklets display data and provide navigation to reports, tasks, and applications, all of which rely on domain-level permissions to control visibility and access.

To prevent Contingent Workers from seeing or accessing the Pay App on their Home landing page, you must remove their associated security group from the domain security policy that grants access to pay- related data. Once domain access is removed, the Pay App will no longer appear for those users because Workday dynamically displays worklets based on the user's domain permissions.

Business process security policies control who can participate in transactional processes-such as initiating or approving a Hire, Change Job, or Termination-and do not influence whether a worklet appears on the Home page. Therefore, options B and D are incorrect because modifying business process security would not affect worklet visibility.

Option C is also incorrect because adding a security group to a domain security policy would grant access, not restrict it.

From a Workday Pro HCM best-practice perspective, restricting access to delivered worklets is always achieved through domain security policy configuration. This ensures consistent behavior across dashboards, reports, and applications tied to sensitive data such as compensation and payroll.

Therefore, the correct and Workday-verified way to prevent Contingent Workers from accessing the Pay App is to remove the security group from the domain security policy.

NEW QUESTION # 52

What location usage defines the worker's physical location?

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

Answer: B

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 # 53

A manager proposes compensation for an employee and can only assign the car allowance. When the compensation partner approves the change, they can assign any allowance plan configured in the tenant, even if the employee is not eligible for those plans. What security domain allows the compensation partner to assign allowance plans the employee is not eligible for?

- A. Worker Data: Compensation Plan Type
- B. Compensation Change: Guidelines
- C. Worker Data: Compensation for Managers
- D. Select Any Compensation Package

Answer: A

Explanation:

In Workday, the ability to assign compensation plans—regardless of employee eligibility—is controlled by security domains, not by business process steps or guidelines. The Worker Data: Compensation Plan Type security domain governs access to specific types of compensation plans, such as allowance plans, salary plans, or one-time payments.

When a user (such as a compensation partner) has broader access through this domain, they can assign compensation plans even when eligibility rules are not met. This is commonly granted to advanced compensation roles to allow exceptions, corrections, or special cases during approvals.

Manager roles are typically restricted by eligibility, which is why the manager can only assign the car allowance. The compensation partner's elevated security allows them to override eligibility.

The "Select Any Compensation Package" option controls package selection, not plan-level overrides.

Guidelines and manager domains do not grant override capability.

Therefore, the correct security domain is Worker Data: Compensation Plan Type, making option D correct.

NEW QUESTION # 54

What report allows you to view compensation components that a worker is:

- * Assigned and eligible for
- * Unassigned and eligible for
- * Assigned and ineligible for?

- A. Employee Compensation Details by Job Profile
- B. Employee Compensation Audit
- C. Compensation Rule Assignment
- D. Compensation Summary

Answer: B

Explanation:

The Employee Compensation Audit report is the primary Workday-delivered report designed to analyze the relationship between compensation eligibility rules and actual plan assignments. It explicitly categorizes compensation components into three critical groupings:

- * Assigned Eligible Compensation Components
- * Unassigned Eligible Compensation Components
- * Assigned Ineligible Compensation Components

This makes the report uniquely suited for identifying configuration gaps, data integrity issues, and compliance risks. Compensation administrators commonly use this report to validate allowance, bonus, and salary plan assignments after eligibility rule changes, organizational updates, or mass events.

Other reports do not provide this level of eligibility comparison. Compensation Summary focuses on current compensation amounts only. Employee Compensation Details by Job Profile provides structural views without eligibility analysis. Compensation Rule Assignment lists rules, not worker-level assignment outcomes.

Therefore, the correct answer is Employee Compensation Audit, making option C correct.

NEW QUESTION # 55

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