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Workday Pro HCM Core Certification Exam Sample Questions (Q14-Q19):

NEW QUESTION # 14

In what step type can you add a validation condition rule?

- A. Approval step
- B. Service step
- C. Initiation step
- D. Integration step

Answer: A

Explanation:

As per the Workday Module 2 Binder:

"Validation condition rules are used in approval steps to determine whether the step should occur or be skipped based on specific conditions."

- Workday Module 2 Binder, Business Processes Section

* Situation: In a business process in Workday, organizations want certain steps (like approvals) to occur only if specific conditions are met- for example, skipping approval if the amount is under a certain threshold.

* Task: Implement logic that dynamically controls the flow of a business process based on conditions.

* Action: You apply validation condition rule within an approval step. This rule evaluates defined criteria and determines if the step should be executed or bypassed.

* Result: This enhances automation, improves efficiency, and reduces manual intervention in workflow execution.

Hence, approval steps are the specific step type in which validation condition rules can be added.

NEW QUESTION # 15

Your client frequently has special projects their employees work on. These projects are temporary and are staffed with existing employees. Your client needs a way to assign a temporary manager for each project and be able to see all the team members in the tenant. What organization type will allow them to accomplish this?

- A. Pay Group
- B. Location Hierarchy
- C. Matrix
- D. Supervisory

Answer: C

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Organization Types and Structures Guide, 2023R2):

The correct organization type for managing temporary project-based teams is a Matrix Organization.

Matrix organizations are designed to group employees from different supervisory organizations to work together on a temporary or functional basis, such as projects or task forces.

This structure allows the assignment of a temporary manager (Matrix Manager) who oversees project-related activities without changing employees' primary supervisory reporting relationships. The matrix manager gains visibility into all assigned members, enabling effective project oversight.

Options A (Location Hierarchy) manages physical work locations, not project teams.

Option B (Supervisory) defines permanent reporting structures.

Option D (Pay Group) organizes workers for payroll purposes only.

Thus, Matrix Organization provides the flexibility and visibility required for cross-functional, project-based staffing.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Matrix Organizations and Project-Based Management."

NEW QUESTION # 16

What action can you take after a business process completes?

- A. Cancel
- B. Reassign
- **C. Rescind**
- D. Delegate

Answer: C

Explanation:

After a business process completes in Workday, the valid corrective action that can be taken is to **Rescind** the process. The **Rescind** action allows an authorized user (typically with HR Partner or BP Administrator access) to reverse the completed business process, effectively undoing the transaction and restoring the system to its prior state.

This is often used when incorrect data was entered, or when the transaction was completed prematurely.

Rescinding a process automatically generates related rescind events and notifications, ensuring system integrity.

Option A (Cancel) applies to in-progress business processes only - it stops a process before completion.

Option B (Reassign) allows task ownership changes while a process is active but not after completion.

Option D (Delegate) is a security feature for work delegation, not a post-completion action.

Thus, **Rescind** is the only valid corrective action once a BP is finalized.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Framework and Transaction Correction Guide (2023R2), Section: "Rescind and Cancel Business Processes."

NEW QUESTION # 17

What is a Workday standard report?

- A. An ad-hoc report for on-the-fly analytics
- **B. A delivered predefined report**
- C. A report to export data for external analysis
- D. A customized report for specific organizational needs

Answer: B

Explanation:

A Workday standard report refers to a delivered, predefined report that is built and maintained by Workday.

These reports are available out-of-the-box and are designed to support common and essential business processes and analytics across HCM, Finance, and other Workday modules. Users can run standard reports immediately without needing to create them from scratch, and they often serve as a base for custom reporting when further refinement or filtering is necessary.

Workday provides hundreds of these reports covering a broad range of functionality - examples include

"Employee Roster", "All Positions", "Business Process Transactions", etc. These reports are typically domain-secured, which means access to them is governed by user security and data access permissions.

As per the Workday Pro HCM Reporting Study Guide, standard reports are also known as "delivered reports" and often include pre-configured prompts and formatting that align with Workday best practices.

Workday Pro HCM - Reporting and Analytics Fundamentals, "Standard Reports Overview" section.

NEW QUESTION # 18

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

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.

Conversely, User-Based security groups are not tied to an organization unless specifically constrained, and typically have unconstrained, tenant-wide access. When both security groups have access to the same domain or business process (e.g., "Approve Compensation Change"), the User-Based group can approve changes for all workers, while the Role-Based (Constrained) group's access is limited by their assigned scope.

Reference: Workday Pro HCM - Security Fundamentals, "Constrained vs. Unconstrained Access in Role- Based and User-Based Security Groups."

NEW QUESTION # 19

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