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Workday Pro - HCM Core Certification Exam V2 (Latest 2025/ 2026 Update) Questions & Answers| Grade A| 100% Correct (Verified Solutions)

Q: Which of the following is a source of prompts on a report? (Select two correct answers)

A. Data Source Filter
B. Data Source
C. Report Type
D. Business Object

Answer:
A. Data Source Filter
B. Data Source

Q: When totaling data on a report, how many aggregations can you select per row?

A. One
B. Two
C. Three
D. Four

Answer:
A. One

Q: What is the first step of setting up grouping in your report?

A. Select which groups should have a header line at the top of the group
B. Indicate if the report should have the group name in headers
C. Add the Group Name field to the top of the columns grid
D. Indicate if you want to enable outlining based on grouping

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

Topic	Details
Topic 1	<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 2	<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 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"> 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 5	<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 6	<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 7	<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 8	<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 9	<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 10	<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 11	<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 12	<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 13	<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.

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Workday Pro HCM Core Certification Exam Sample Questions (Q22-Q27):

NEW QUESTION # 22

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.

The organization is now ready for staffing. You want to limit the Worker Type and Locations that are available.

What business process accomplishes this?

- A. Edit Position Restrictions
- B. Edit Job
- C. **Edit Hiring Restrictions**
- D. Edit Position

Answer: C

Explanation:

The correct answer is D - Edit Hiring Restrictions.

In this scenario, the supervisory organization uses the Job Management staffing model ("no limit on the number of jobs"). Because there are no discrete positions, you control staffing limits through Hiring Restrictions rather than position-level restrictions.

The Edit Hiring Restrictions task allows administrators to specify criteria such as:

- * Worker Type (Employee, Contingent Worker)
- * Location
- * Job Family / Job Profile
- * Time Type (Full-time, Part-time)

This ensures that hiring aligns with organizational policy even when positions are not individually managed.

For organizations using Position Management, the corresponding task would be Edit Position Restrictions instead.

Reference: Workday Pro HCM - Hiring and Staffing Models Guide, "Using Hiring Restrictions in Job Management Organizations."

NEW QUESTION # 23

What options are available when configuring a business process notification?

- A. **Recipient based on Workday Account**
- B. Sender based on Workday Account
- C. Trigger on In Progress
- D. On exit

Answer: A

Explanation:

When configuring Business Process Notifications in Workday, administrators can define the recipient based on a specific Workday Account. This allows precise targeting of individuals or security groups (e.g., HR Partner, Manager, or specific role-based accounts) who should receive the notification.

Option D is correct because "Recipient based on Workday Account" ensures the system routes the notification to the appropriate user or group dynamically, based on the context of the business event. This is essential for process transparency and timely action. Option A (Sender based on Workday Account) is incorrect - the sender is system-defined ("Workday Notification"), not configurable by user account.

Option B (On exit) and Option C (Trigger on In Progress) are not valid notification configuration options; triggers are defined by process status changes such as "Awaiting Action," "Completed," or "Denied." Reference (Paraphrased Source):

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

NEW QUESTION # 24

Which tasks can be executed from a business process step to create a new condition rule? (Select two correct answers.)

- A. Maintain Step Delay
- B. Maintain Advanced Routing Restrictions
- C. Create Condition Rule
- D. Maintain Step Conditions

Answer: C,D

Explanation:

In Workday, condition rules determine whether a step executes, routes, or triggers based on defined criteria such as job attributes, location, or organization. There are two primary ways to create or associate condition rules directly from a business process step:

* Create Condition Rule (Option C)- allows a user to define a new condition rule directly from within the step configuration screen. This opens the condition rule editor where criteria can be defined using Workday attributes.

* Maintain Step Conditions (Option D)- provides the option to assign existing condition rules or create new ones for the selected step. This is often used to ensure that certain steps run only when specific business conditions are met.

Options A and B are incorrect:

* Maintain Advanced Routing Restrictions(A) is related to security routing and worktag-based participant logic, not condition rule creation.

* Maintain Step Delay(B) controls timing (delaying execution by hours or days), unrelated to conditions.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Framework and Condition Rule Configuration Guide (2023R2)

- Sections: "Creating and Maintaining Condition Rules" and "Step-Level Configuration."

NEW QUESTION # 25

What is a Workday standard report?

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

Answer: A

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 # 26

An end user is creating a new cost center. What determines the values that the user can select in the subtype field?

- A. Subtypes that Workday recommends be used for the Cost Center organization type.
- B. Subtypes that default based on the location of the cost center.
- C. Subtypes that default based on the role of the end user.
- D. Subtypes configured to be used for the Cost Center organization type.

Answer: D

Explanation:

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

The values available in theSubtype field when creating a newCost Center are determined by the subtypes configured for that specific organization type. Each organization type (e.g., Company, Cost Center, Region, or Supervisory) can have one or more associated subtypes that define additional categorization or behavior.

During configuration, administrators define which subtypes are valid for each organization type. Hence, when an end user creates a Cost Center, only the subtypes associated with the "Cost Center" organization type will appear in the selection list.

Options A, C, and D are incorrect because subtypes are not influenced by location, user role, or system recommendations- they are strictly defined in the configuration setup.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Defining Organization Types and Subtypes."

NEW QUESTION # 27

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