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

Topic	Details
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Topic 1	<ul style="list-style-type: none"> • Composite Reporting: This domain of the Workday Pro HCM Reporting Certification exam measures the skills of HRIS Analysts and covers building and managing Composite Reports to deliver advanced insights across Workday HCM data.
Topic 2	<ul style="list-style-type: none"> • Calculated Fields: This domain assesses the skills of candidates regarding calculations. A calculation is a deliberate process that transforms one or more inputs into one or more results.
Topic 3	<ul style="list-style-type: none"> • Human Capital Management: Human capital is a concept used by economists and social scientists to designate personal attributes considered useful in the production process. Candidates are assessed for their HCM skills.
Topic 4	<ul style="list-style-type: none"> • Reporting: Business Reporting is used to inform management and investors of information such as financial performance, the market outlook, or the performance of a specific department. Candidates are tested for their business reporting skills.

Workday Pro HCM Reporting Certification Exam Sample Questions (Q15-Q20):

NEW QUESTION # 15

You only want to show snapshot data on a custom trending report that uses the Trended Workers data source.

How can you achieve this with minimal impact to report performance?

- A. Run the Maintain Trended Workers task and configure the default record type.
- **B. Add a report filter using the Snapshot field.**
- C. Use the Trended Workers for Planning data source filter.
- D. Configure the default value of the Record Type prompt.

Answer: B

Explanation:

The Record Type field in Trended Workers distinguishes between snapshots and transactions (such as hires, terminations, or transfers). To focus only on snapshot data, you can apply a report filter on the Snapshot field, ensuring only monthly or quarterly snapshots are displayed. This approach improves report performance because filtering happens at the report level without modifying global trending settings.

From the Workday reporting documentation: "Trended Worker data includes snapshots and transactions. To restrict a report to snapshots, apply a filter on the Record Type or Snapshot field." Other answers involve system-wide changes or unnecessary complexity: running Maintain Trended Workers redefines system defaults, configuring prompts adds user interaction overhead, and Trended Workers for Planning is a different data source intended for forecasting.

Thus, the most efficient option is B. Add a report filter using the Snapshot field.

NEW QUESTION # 16

Two people run the same report. One person can view all columns but the other person can only view some columns.

Why is the second user missing columns?

- **A. The second user does not have access to the domain that secures the field.**
- B. The first user did not manually share the report with the second user.
- C. The report uses an indexed data source.
- D. The second user is not the report owner.

Answer: A

Explanation:

Access to report fields in Workday is governed by security domains. If a user lacks access to the security domain that secures specific report fields, those fields will not appear in the report output for that user.

From the Workday Reporting documentation:

"A security group gets access to a security domain, which is a predefined set of related securable items. Securable items can include reports, tasks, data sources, and report fields." Therefore, the correct answer is C. The second user does not have access to the

domain that secures the field.

NEW QUESTION # 17

The HR administrator is complaining about a report that is running slowly. The report uses the Trended Workers data source and includes a field on the related Worker business object.

How can you improve report performance without altering the report requirements?

- A. Run the Create Worker Trending Data task.
- B. Run the Purge Worker Trending Data task.
- C. Create a calculated field on the Trended Worker business object.
- D. **Add the field to the Trended Workers data source.**

Answer: D

Explanation:

Performance issues often occur when trending reports pull fields from related business objects instead of directly from the Trended Workers data source. This requires Workday to join across objects at runtime, slowing down report execution. To improve performance, you should add the required field to the Trended Workers data source, ensuring the data is pre-joined and optimized for trending.

From the Workday binder: "To improve performance, add commonly reported fields directly to the Trended Workers object. Using related business object fields requires additional joins and increases report runtime." Creating calculated fields adds complexity rather than improving speed. Purging or re-creating trending data maintains system hygiene but does not address field-level performance.

Thus, the correct solution is A. Add the field to the Trended Workers data source.

NEW QUESTION # 18

A user needs to view additional data on the delivered Headcount By Job Profile report.

What should you recommend?

- A. Create a custom report from scratch
- B. **Copy and modify the standard report**
- C. Export the standard report to a data warehouse
- D. Edit the standard report

Answer: B

Explanation:

Workday delivers many standard (delivered) reports that are available to all customers. These reports are a great starting point but are not editable directly. If the delivered report does not meet your requirements, you should copy it and then modify the copy to create a custom report. This ensures that you retain the delivered report as-is, while still tailoring the report output to your business needs.

From the Workday Module 1 and 2 Reporting sections:

"Workday delivers standard reports that are available for all customers. If necessary, you can copy many of the Workday-delivered reports to create a custom report and modify it as needed."

"There still may not be a report that meets my specific needs though. In that case, I can either create a report from scratch or copy a delivered report and make changes."

"Standard reports are already available in all customer tenants and span across the functional areas in Workday. Workday creates standard reports using either the report writer tool or XpressO. However, you can copy and modify reports created with report writer as needed." Therefore, the correct recommendation is to copy and modify the delivered Headcount By Job Profile report (Option D) instead of editing the original.

NEW QUESTION # 19

You are building a report that shows employee performance ratings and their associated performance review details. The report uses the Performance Review primary business object. Using a calculated field, what formula should you use to retrieve the employee's job title from the related Worker business object?

- A. Evaluate Expression Band

- B. Lookup Related Value
- C. Lookup Range Band
- D. Aggregate Related Instances

Answer: B

Explanation:

The correct choice is Lookup Related Value, because this function allows you to retrieve a field from a related business object that is not directly stored on your primary object. In this scenario, the primary business object is Performance Review, which holds performance-related data but not job-related data such as Job Title. Since Job Title resides on the Worker business object, you need to link from Performance Review to Worker and then retrieve Job Title.

The Workday reporting guide explains: "Lookup Related Value - Returns a field from a related business object. Use this to bring data from associated objects into a report when the field is not directly available on the primary object.". This ensures the Performance Review data can be combined with Job Title for meaningful insights.

By contrast, Aggregate Related Instances is used to roll up multiple related values, Range Band applies thresholds, and Evaluate Expression Band is used for conditional ranges, not cross-object retrieval.

NEW QUESTION # 20

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