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Workday Pro HCM Core Certification Exam Sample Questions (Q115-Q120):

NEW QUESTION # 115

What security group does Workday deliver that allows employees to change their home address?

- A. Initiator
- B. All Users
- **C. Employee-as-Self**
- D. Manager

Answer: C

Explanation:

The correct answer is A - Employee-as-Self.

Employee-as-Self is a delivered Workday user-based security group automatically assigned to all active workers within the tenant. This group allows employees to view and update their own personal data, such as home address, phone number, emergency contacts, and other self-service information.

The permissions for this group are defined in domain security policies related to personal data, such as Worker Data: Personal Information and Worker Data: Home Contact Information. Employees only have access to modify their own records, not those of others.

This self-service model is central to Workday's HCM design, empowering employees to maintain accurate personal information without administrator intervention.

Reference: Workday Pro HCM - Security and Self-Service Fundamentals, "Employee-as-Self Delivered Security Group" section.

NEW QUESTION # 116

Refer to the following scenario to answer the question below.

A position has the following restrictions:

- * Job Profile: Staff HR Representative
- * Location: New York, San Francisco
- * Worker Type: Employee

All other optional values are blank.

An HR Partner hires an employee into this position.

What is the status of this position?

- A. Frozen
- **B. Filled**
- C. Closed

Answer: B

Explanation:

In Workday HCM, within the position management staffing model, each position represents a single headcount slot that can be occupied by only one worker at a time. The status of a position automatically updates based on staffing activity, particularly when a worker is hired, transferred, or terminated.

In this scenario, an HR Partner successfully hires an employee into the position. Once the hire transaction is completed and reaches the completion step of the Hire business process, Workday assigns the worker to the position. As a result, the position's status automatically changes to Filled. This status indicates that the position is currently occupied by a worker and is no longer available for hiring or backfill unless the incumbent leaves the position.

The defined hiring restrictions—job profile, location, and worker type—are used only to control who can be hired into the position.

Once a worker who meets these restrictions is hired, those restrictions no longer influence the position's status. The fact that all other optional values are blank does not affect the outcome, as unrestricted fields do not prevent the position from being filled.

Option B, Closed, would apply only if the position were explicitly closed through a position management action, such as eliminating the role. Option C, Frozen, would apply if the position were intentionally placed on hold to prevent hiring, which is not described in this scenario.

From a Workday Pro HCM perspective, the system behavior is clear and consistent: when a worker is hired into a position-managed role, the position becomes Filled. Therefore, the correct and Workday-verified answer is Filled.

NEW QUESTION # 117

What is the purpose of the completion step within a business process definition?

- **A. To indicate when Workday saves or commits information.**
- B. To indicate when Workday runs the exit condition rule within the business process.
- C. To indicate when the HR Partner receives the approval step.
- D. To indicate when Workday completes a step automatically.

Answer: A

Explanation:

In Workday HCM, business process definitions control how transactions such as hires, job changes, terminations, and approvals flow through the system. Each business process consists of multiple steps, including initiation, approvals, notifications, and system actions. Among these, the completion step plays a critical and often misunderstood role.

The primary purpose of the completion step is to indicate when Workday saves, finalizes, and commits the transaction data to the system. Until the completion step is reached, information entered during the business process remains in a pending state and is not fully written to the database. Once the completion step executes, the transaction becomes effective, and all related changes-such as worker status updates, organization assignments, compensation changes, or security updates-are officially applied.

Option A is incorrect because automatic completion of steps is controlled by step type and routing rules, not by the completion step itself. Option B is incorrect because exit condition rules are evaluated at various points during the process to determine whether steps should be skipped, not specifically at completion. Option D is unrelated, as the completion step does not control when specific roles receive approvals.

From a Workday Pro HCM perspective, the completion step is essential for ensuring data integrity and transactional accuracy. It marks the point at which the business process is considered finished and all downstream effects-such as reporting, payroll, benefits eligibility, and security changes-can occur reliably.

Therefore, the correct and Workday-verified purpose of the completion step is to indicate when Workday saves or commits information.

NEW QUESTION # 118

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

Answer: B

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 # 119

What type of notifications does Workday deliver?

- A. Custom
- **B. Overdue**
- C. System
- D. Alert

Answer: B

Explanation:

Workday delivers Overdue Notifications automatically to remind users that a step or task within a business process has not been completed within the expected time frame. These notifications are part of Workday's built-in process monitoring and are generated

by the system based on defined due dates or completion delays.

Overdue notifications ensure accountability by alerting users when a step is pending beyond its due date, helping maintain compliance with HR and operational timelines.

Options A (Custom) and C (Alert) refer to user-configurable messages and rule-based triggers that administrators create, but they are not delivered automatically by Workday unless specifically configured.

Option D (System) refers to general system messages, not process-driven notifications.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Framework Configuration Guide (2023R2), Section: "Workday- Delivered Notifications and Overdue Task Alerts."

NEW QUESTION # 120

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