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Workday Pro HCM Reporting Certification Exam Sample Questions (Q20-Q25):

NEW QUESTION # 20
An HR analyst needs to schedule a collection of diversity reports to the HR director on a monthly basis. What mechanism should the HR analyst use to do this?

- A. Report bursting
- B. Embedded analytics
- C. Alerts
- D. Report groups

Answer: D

Explanation:
Report groups allow multiple reports to be bundled together and scheduled as a package to distribute at a set frequency. In this case, the HR analyst can group all diversity-related reports and schedule them to run automatically each month for the HR director. The Workday documentation explains: "Workday provides additional reporting features such as sharing, scheduling, and exporting reports. Reports can be grouped into report groups for easier scheduling and delivery.".
While Report Bursting is used for distributing a single report with different data slices (e.g., sending each manager their team's results), it is not suited for bundling multiple different reports. Embedded analytics are dashboards, not scheduling tools. Alerts notify users of conditions but do not manage recurring report packages.
Therefore, Report Groups is the correct method for scheduling multiple reports together.

NEW QUESTION # 21
You are configuring a waterfall visualization showing employee movement. To properly display the information, you need the Termination Count field to return as a negative number.

- A. Numeric Constant
- B. Extract Single Instance
- C. Arithmetic Calculation
- D. Format Number

Answer: C

Explanation:
When creating custom reports and visualizations, calculated fields can transform values. To change positive counts into negative values (such as terminations in a waterfall chart), you use the Arithmetic Calculation function. This function allows you to perform math operations (addition, subtraction, multiplication, division) on numeric fields. By multiplying the Termination Count by -1, the result displays as a negative number.
From Workday Reporting documentation:
"Arithmetic Calculation - Performs mathematical operations on numeric fields. You can create new numeric outputs such as percentages, ratios, or negatives by applying arithmetic logic." Thus, the correct answer is C. Arithmetic Calculation.

NEW QUESTION # 22
You need to create a report to show the trend of worker headcount over time.
What is the most appropriate data source for this report?

- A. Workers for HCM Reporting
- B. Headcount
- C. Worker History

- D. Trended Workers

Answer: D

Explanation:
The Trended Workers data source is specifically designed for reports that display trends over time, such as headcount, turnover, and demographics. It captures periodic snapshots of worker data (monthly, quarterly, etc.), which allows organizations to track workforce metrics historically.
From the Workday binder: "Trended Workers captures snapshots of worker data at periodic intervals, providing historical reporting across time dimensions. This enables reporting on headcount, attrition, and demographics in a time series format." By contrast, Workers for HCM Reporting is used for current-state data, not trending. Worker History provides effective-dated transaction-level history but does not automatically generate trending snapshots. Headcount is a standard delivered report and not a reusable data source for custom trending analysis.
Therefore, the most appropriate data source for worker headcount trends over time is A. Trended Workers.

NEW QUESTION # 23
You are viewing a worker's Workday profile and would like to know more about the data behind the worker's job profile of Senior Benefits Analyst so that you can plan a report.
What is the quickest way to identify the business object associated with this field and other relevant field values relating to this instance?

- A. Run the Business Object Details report for the Job Profile business object.
- B. Create a custom report using the Create Custom Report task.
- C. Select the job profile's Related Actions icon and select Reporting > Report Fields and Values.
- D. Run the Report Fields report.

Answer: C

Explanation:
The Report Fields and Values option is available via the Related Actions icon for fields on worker profiles. This is the quickest way to see which business object is tied to the field (e.g., Job Profile) and which field values are available for reporting.
From the Workday documentation:
"To determine which business object a field belongs to and the values available for that field, select the Related Actions > Reporting > Report Fields and Values option." Thus, the quickest method is B. Select the job profile's Related Actions icon and select Reporting > Report Fields and Values.

NEW QUESTION # 24
Refer to the following scenario to answer the question below.
You have prepared the following matrix report for a recruiting manager.
The recruiting manager wants to dynamically refine the output results for various hiring sources and locations.
How can you achieve this?

- A. Include a Summarization Calculation.
- B. Configure a Field Values Group.
- C. Include a Drill to Report Link.
- D. Configure Facet Filters.

Answer: D

Explanation:
Matrix reports in Workday allow for grouping, summarization, and drill-through capabilities. To let managers dynamically refine report results at runtime, you configure Facet Filters. Facet Filters enable users to filter the report output interactively, without modifying the underlying definition.
From the Workday Reporting documentation:
"Matrix reports allow grouping and summarization of data. You can also configure facet filters so users can dynamically refine report results by selecting values such as Hiring Source or Location." Thus, the correct way to let the recruiting manager refine the output is D. Configure Facet Filters.

NEW QUESTION # 25

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