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

Topic	Details

Topic 1	<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 2	<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 3	<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 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 (Q35-Q40):

NEW QUESTION # 35

A composite report sorts output based on the last column in ascending order. You want the sort to be based on the second to last column in descending order.

Where do you make this change?

- A. Report settings
- B. Combine data row
- **C. Second to last column**
- D. Dynamic data row

Answer: C

Explanation:

In Workday composite reports, sorting behavior is controlled at the column level, not globally. Each column in a composite report can be configured with its own sort order (ascending or descending). When a composite report is sorting by the last column, it means that column has an active sort configuration applied.

To change the sort to the second to last column and set it to descending, you must edit that specific column's configuration and adjust the sort settings accordingly. Workday evaluates column sorting in sequence, and the active column-level sort determines the output order.

From the Workday HCM Reporting documentation:

"Composite reports support column-based sorting. Sorting is defined within the column configuration and determines the order in which results display."

"To change sort behavior, update the sort settings on the appropriate column." The other options are incorrect because dynamic data rows control layout flexibility, combine data rows merge subreport results, and report settings manage prompts and general options-not sorting logic.

NEW QUESTION # 36

You want to create a report that groups all employees by area code. However, the field you are pulling from contains the entire phone number.

- A. Concatenate Text
- **B. Substring Text**
- C. Format Number
- D. Format Text

Answer: B

Explanation:

The Substring Text function in Workday calculated fields extracts a portion of a string based on character position and length. To

capture the area code from a phone number (e.g., the first three digits of a 10-digit number), you define the substring starting at position 1 with a length of 3.

From Workday Reporting documentation:

"Substring Text - Returns a portion of a text string based on a starting position and specified length." Example: Phone number 4155551234 → Substring(1,3) = 415.

Therefore, the correct choice is A. Substring Text.

NEW QUESTION # 37

Refer to the following scenario to answer the question below.

You have prepared the following matrix report for a recruiting manager.

□ The recruiting manager would like to view the top ten hiring sources, rather than just three.

How can you adjust the report definition to address this requirement?

- A. Edit the Maximum Number of Rows field.
- B. Edit the Sort Rows field on the Row Grouping column.
- C. Configure a Field Values group on the Group by Field.
- D. Edit the Axis Scale on the Output tab.

Answer: A

Explanation:

In Workday matrix reports, the number of rows returned is controlled by the Maximum Number of Rows setting. By default, reports may limit output rows (for example, showing only the top 3). To display more results—such as the top 10 hiring sources—you must increase this value in the report definition.

From the Workday Reporting documentation:

"You can limit or expand the number of rows displayed in a matrix report by editing the Maximum Number of Rows field."

"To display more than the default, update the value in the report definition." Therefore, the correct way to adjust this report to display the top 10 hiring sources is B. Edit the Maximum Number of Rows field.

NEW QUESTION # 38

You configured a trending report for an HR analyst that shows headcount by country trends by quarter. The HR analyst has asked for the data to display for each month, rather than each quarter.

How can you fulfill these requirements?

- A. Edit the field on the Column Grouping grid in the report definition.
- B. Edit the Group by Time Period field in the report definition.
- C. Run the Maintain Trended Workers task and modify the Trending Period.
- D. Add a report prompt that uses the Trending Period field.

Answer: B

Explanation:

When designing trending reports, the Group by Time Period field determines how the trended records are aggregated and displayed. By default, reports may show quarterly or annual rollups, but this can be easily adjusted to monthly without needing to reconfigure or regenerate trending data.

From the Workday documentation: "In trending reports, the Group by Time Period setting allows users to choose the granularity of the results, such as monthly, quarterly, or annually. This setting controls the display of data in charts and tables." Other options are less appropriate: editing the Column Grouping grid changes report layout but not trending intervals, using a prompt does not change aggregation, and running the Maintain Trended Workers task changes system-wide trending setup, not individual report display.

Thus, the correct approach is B. Edit the Group by Time Period field in the report definition.

NEW QUESTION # 39

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 Purge Worker Trending Data task.

- B. Run the Create 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 # 40

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