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

Topic	Details
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">• 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.
Topic 4	<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.

Workday Pro HCM Reporting Certification Exam Sample Questions (Q48-Q53):

NEW QUESTION # 48

You are building a report to identify employees who have exceeded the allowed number of 10 sick days in the current year. Using the Sick Days Taken field, what is the correct formula to create a Boolean calculated field that returns True if an employee has exceeded the allowed number of sick days?

- A. Sick Days Taken = 10
- B. Sick Days Taken = False
- C. Sick Days Taken > 10
- D. Sick Days Taken >= 10

Answer: C

Explanation:

To check whether a worker's sick days exceed the threshold of 10, you must define a Boolean condition. The expression Sick Days Taken > 10 evaluates to True when the value is greater than 10, and False otherwise.

From Workday Reporting documentation:

"True/False conditions can be created using numeric comparisons such as greater than (>), less than (<), or equal to (=). These return True or False depending on the worker's data." Thus, the correct formula is A. Sick Days Taken > 10.

NEW QUESTION # 49

An HR analyst has many visualizations in different discovery boards that use the Workers for HCM Reporting data source on the Worker primary business object. The analyst wants to drill into one of the visualizations by Worker. Upon drilling, the analyst notices that Worker is not a listed Drill By field option. They want to drill by Worker without editing the Drill By list of the other visualizations.

How would the analyst configure this?

- A. Override the Drill By field list and add Worker in the Configuration Panel for this visualization.
- B. Drag and drop the Worker field in one of the dimensions of this visualization in the Builder Panel.
- C. Add Worker as a Drill By field from the Maintain Field Lists for Discovery Boards report.
- D. Create a control from a sheet filter and filter the data by Worker from the Control Panel.

Answer: A

Explanation:

In Discovery Boards, drill behavior is defined in the Drill By field list. To add Worker as a drillable option in just one visualization, the analyst can override the Drill By list in the Configuration Panel of that visualization. This allows Worker to appear as a drill dimension without altering the defaults applied across other visualizations.

From the Workday documentation: "You can override Drill By field lists in the visualization configuration panel. This enables drill customization on a per-visualization basis without impacting other discovery boards." The other options are less appropriate: Maintain Field Lists changes the default for all boards; adding Worker as a dimension affects grouping, not drilling; and sheet filter controls allow filtering but do not add drill options.

Thus, the correct choice is D. Override the Drill By field list and add Worker in the Configuration Panel for this visualization.

NEW QUESTION # 50

The Chief Learning Officer wants you to build a report that lists all current learning content and any information you have relating to ratings and popularity.

How should you find the relevant fields and data sources that are available for you to create this report?

- A. Run the Business Object Details report
- B. Run the Workday Standard Reports report
- C. Access the View Custom Report task
- D. View the Learning dashboard

Answer: A

Explanation:

To locate the correct fields and data sources for a custom report, Workday provides the Business Object Details report. This report displays all available fields, relationships, and related business objects that can be included in reporting. It ensures report writers can confirm which fields (e.g., Learning Content, Ratings, Popularity) are accessible for use.

From the Workday Reporting documentation:

"The report data source provides the view into the primary business object. This object gives you access to class report fields as well as links to related business objects."

"The Business Object Details report is used to view which fields are available for reporting." Therefore, the correct answer is B. Run the Business Object Details report.

NEW QUESTION # 51

You need to create a matrix report that evaluates the effectiveness of recruiters on each region.

How can you ensure the report displays the percentage of hires for each recruiter in relation to all recruiters and regions?

- A. Use a Count summarization to aggregate all data at the row level
- B. Select the Percent of Overall Total option on the Number of Hires summarization
- C. Create a calculated field using the Sum function on the Number of Hires summarization
- D. Create a Calculation summarization to show the percentage of hires for each region

Answer: B

Explanation:

Matrix reports in Workday allow grouping of data, applying summarizations, and drilling into the summaries for deeper analysis. To calculate percentages relative to the overall total, Workday provides a built-in summarization option called "Percent of Overall Total." This option is applied to numeric summarizations like "Number of Hires." From the Workday Reporting Guide:

"Matrix reports allow you to group data, summarize the metrics for each grouping, and drill into the summarizations for further analysis."

"You can apply different summarizations such as Count, Sum, Average, and Percent of Overall Total on numeric fields." (Matrix Report Options - Workday Module 1 Binder) Therefore, to show the percentage of hires per recruiter relative to the grand total across recruiters and regions, you would select "Percent of Overall Total" on the Number of Hires summarization.

NEW QUESTION # 52

Refer to the following scenario to answer the question below.

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

Hiring Source	San Francisco		New York		Boston		Other		Total	
	Average Base Pay	Count	Average Base Pay	Count	Average Base Pay	Count	Average Base Pay	Count	Average Base Pay	Count
	Employee referral	\$158K	27	\$174K	15	\$123K	7	\$120K	15	\$150K
Headhunter	\$167K	2	\$K	0	\$143K	7	\$124K	15		
LinkedIn	\$113K	6	\$225K	3	\$104K	15	\$119K	38		
Other	\$177K	27	\$89K	13	\$82K	6	\$72K	54	\$87K	100
Total	\$130K	74	\$122K	30	\$117K	16	\$91K	95	\$111K	215

The recruiting manager wants the rows to sort by Total Count, rather than Total Average Base Pay. How can you adjust the report definition to address this requirement?

- A. Reorder the rows in the Define the Field(s) to Summarize grid.
- **B. Add a new row to the grid on the Sort tab.**
- C. Adjust the Maximum Number of Rows value.
- D. Add a new row to the grid on the Filter tab.

Answer: B

Explanation:

In Workday reporting, row ordering is controlled on the Sort tab of the report definition. If you want the rows in a matrix report to sort by a specific field (such as Total Count), you must add that field to the Sort tab. Filters limit records, and summarizations define metrics, but sorting rules are explicitly defined in the Sort configuration.

From the Workday Reporting documentation:

"Sort - Control the order to present and group data. You can specify options for subtotals, grand totals, and outlines. Add a row on the Sort tab to define sorting by a particular field." Therefore, to sort rows by Total Count instead of Total Average Base Pay, the correct step is C. Add a new row to the grid on the Sort tab.

NEW QUESTION # 53

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