

# Latest Workday-Pro-HCM-Reporting Exam Questions Vce & Dumps Workday-Pro-HCM-Reporting Vce

## Workday Pro - HCM Core Certification Exam Guide (Latest Update 2025 / 2026) Knowledge Check Questions and Answers | Grade A | 100% Correct (Verified Solutions)

### Question:

What fields are required in the Create Position task?

### Answer:

1. Posting Title
2. Number of headcount allocations
3. Availability Date
4. Earliest Hire Date

Ability to set hiring restrictions is available but not required. If not restrictions are going to be selected then the No Job Restrictions checkbox must be turned on otherwise at least one restriction is required. Pg 97

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## Workday Pro HCM Reporting Certification Exam Sample Questions (Q32-Q37):

### NEW QUESTION # 32

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  $\geq 10$
- B. Sick Days Taken  $> 10$
- C. Sick Days Taken = False
- D. Sick Days Taken = 10

### Answer: B

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 # 33

You want the ability to view every summarization in the composite report by Location. What do you do?

- A. Include Location as a Detail Data field in one of the subreports.
- B. Include Location as a drillable field in one of the subreports.
- C. Include Location as a Detail Data field in all the subreports.
- D. Include Location as a drillable field in all the subreports.

### Answer: C

Explanation:

In composite reports, summarizations are driven by Detail Data fields provided by each subreport. If you want to summarize results consistently by Location across the entire composite report, Location must exist as a Detail Data field in every subreport.

Workday requires this consistency because composite-level summarizations rely on common fields across all subreports. If Location is missing from even one subreport's detail data, Workday cannot reliably aggregate or align summarizations by that field.

From the Workday HCM Reporting documentation:

"To summarize composite report data by a specific field, that field must be included as detail data in all subreports."

"Drillable fields enable navigation but do not support composite-level summarization." Including Location as drillable only affects drill-down behavior, not summarization. Including it in only one subreport results in incomplete aggregation.

### NEW QUESTION # 34

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. Alerts
- B. Embedded analytics

- C. Report groups
- D. Report bursting

**Answer: C**

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 # 35

A user needs to view additional data on the delivered Headcount By Job Profile report. What should you recommend?

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

**Answer: A**

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 # 36

You would like to create an advanced report that contains information about employees and their dependents. Where can you go to identify the field that links the two business objects, Worker and Dependent?

- A. The business object's Related Actions > Reporting > Report Fields and Values
- B. The Related Business Object column of the Report Fields report
- C. The Related Business Objects tab of the Business Object Details report
- D. The Columns tab of a report definition

**Answer: C**

Explanation:

To connect multiple business objects in reporting, Workday provides the Business Object Details report. The Related Business Objects tab within this report shows how different business objects are linked (e.g., Worker to Dependent). This enables report writers to identify which fields connect the primary and secondary objects.

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." Therefore, the correct answer is C. The Related Business Objects tab of the Business

Object Details report.

## NEW QUESTION # 37

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