

Workday-Pro-HCM-Core Test Quiz & Workday-Pro-HCM-Core Reliable Exam Materials



Workday Pro HCM Core Exam Guide

Congratulations on making it this far in your Workday Pro journey. You're one test away from the benefits of being a Workday Pro, including access to the [Workday Touchpoints Kit](#) and membership to an exclusive Workday Pro collaboration group on Workday Community.

This study guide is designed to help you prepare for the Workday Pro exam. This guide provides general testing information and outlines the specific topics covered in each segment of the exam.

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Hundreds of candidates want to get the Workday Pro HCM Core Certification Exam (Workday-Pro-HCM-Core) certification exam because it helps them in accelerating their Workday careers. Cracking the Workday-Pro-HCM-Core exam of this credential is vital when it comes to the up gradation of their resume. The Workday-Pro-HCM-Core Certification Exam helps students earn from online work and it also benefits them in order to get a job in any good tech company.

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

Topic	Details
Topic 1	<ul style="list-style-type: none">Business Process Configuration: Step-Level: This section of the exam measures the skills of Business Process Developers and focuses on customizing workflows. It includes creating condition rules, configuring advanced routing, customizing notifications, and adding help text to enhance user experience and control workflow behavior.
Topic 2	<ul style="list-style-type: none">Business Process Steps: This section of the exam measures the skills of Workday Implementation Consultants and focuses on executing tasks, approvals, and subprocesses within business workflows. Candidates demonstrate managing approvals and maintaining approval chains for accurate process tracking.

Topic 3	<ul style="list-style-type: none"> • Sorting and Filtering: This section of the exam measures the skills of Workday Report Developers and focuses on improving data presentation. Candidates are evaluated on their ability to apply effective sorting, filtering, and logic-building techniques to generate accurate results.
Topic 4	<ul style="list-style-type: none"> • Business Process Security: This section of the exam measures the skills of System Security Analysts and focuses on how business process security interacts with overall configurable security in Workday. Candidates ensure secure process execution through appropriate role and domain control.
Topic 5	<ul style="list-style-type: none"> • Business Process Configuration: Definition-Level: This section of the exam measures the skills of Workflow Configuration Specialists and focuses on defining and validating business process steps. Candidates apply validation conditions, set process rules, and order steps efficiently to improve workflow accuracy.
Topic 6	<ul style="list-style-type: none"> • Business Process Framework: This section of the exam measures the skills of Business Process Designers and focuses on how organizations, security, and processes interact. It includes identifying rule-based and organization-specific process definitions and understanding key business process concepts such as events, steps, and types.
Topic 7	<ul style="list-style-type: none"> • Security: This section of the exam measures the skills of Workday Security Administrators and covers maintaining secure access within Workday. It includes managing functional areas, domains, and security policies; distinguishing between user-based and role-based groups; and updating permissions. Candidates demonstrate how to maintain domain and business process security effectively.
Topic 8	<ul style="list-style-type: none"> • Business Process Management: This section of the exam measures the skills of HRIS Administrators and covers managing both mass and individual business processes. It emphasizes handling multiple workflow tasks efficiently and ensuring accuracy in execution.
Topic 9	<ul style="list-style-type: none"> • Jobs and Positions: This section of the exam measures the skills of HR Operations Specialists and focuses on managing positions and employee life cycle processes. It includes creating positions, applying hiring restrictions, performing job changes, managing staffing movements, and handling employee terminations. The section also covers contingent worker management and contract administration.
Topic 10	<ul style="list-style-type: none"> • Building Custom Reports: This section of the exam measures the skills of Workday Data Analysts and involves creating custom reports using standard or indexed data sources. It includes adding business object fields, enabling web services, and building reports that support decision-making.
Topic 11	<ul style="list-style-type: none"> • Job Profiles: This section of the exam measures the skills of Talent Management Specialists and includes creating, editing, and managing job profiles. It also covers understanding the relationship between job profiles, jobs, positions, and workers. Candidates are expected to create job family groups, build job requisitions, and ensure job structures align with workforce needs.

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Workday Pro HCM Core Certification Exam Sample Questions (Q52-Q57):

NEW QUESTION # 52

What statement describes business process notification functionality?

- A. You can only send custom notifications to internal employees.
- B. You can create your own notification triggers.
- **C. You can use text and fields in the body of the notification message.**
- D. You can only select one status as the notification trigger.

Answer: C

Explanation:

Workday's Business Process Notification functionality enables administrators to configure custom notifications that are automatically sent to users when specific BP events occur. The correct statement is that you can use text and fields in the body of the notification message (Option B).

Notification templates support the insertion of business process fields, allowing dynamic content such as worker names, event types, or effective dates to be automatically populated in the message. This helps personalize communications and provide clear, actionable context.

Option A is incorrect because notifications can be sent to both internal users and external participants (such as vendors or contingent workers) if appropriately configured.

Option C is incorrect - you can configure multiple status triggers (e.g., In Progress, Denied, Completed).

Option D is incorrect since notification triggers are predefined by Workday, and while you can configure their messages and recipients, you cannot create entirely new trigger types.

Therefore, the main strength of this feature lies in its customizable content, dynamic field integration, and multi-status trigger support.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Business Process Notifications," and "Custom Message Configuration."

NEW QUESTION # 53

You are configuring the Job Change business process. You need to determine whether to send a step to the current manager or the proposed manager.

What option can you use?

- **A. Routing Modifier**
- B. Maintain Advanced Routing Restriction
- C. Entry Condition rule
- D. Validation Condition rule

Answer: A

Explanation:

The correct option is Routing Modifier.

In Workday, Routing Modifiers are used to dynamically adjust the routing of approval or review steps within a business process based on contextual changes, such as whether a worker's supervisory organization or manager is changing. This configuration allows the system to intelligently determine whether the approval or notification step should go to the current manager (before the change) or the proposed manager (after the change).

For example, in the Job Change business process, when an employee is transferring to a new organization or manager, a routing modifier ensures that pre-transfer approvals route to the current manager, while post-transfer approvals route to the new (proposed) manager. This ensures accurate accountability and process flow alignment.

Reference: Workday Pro HCM - Business Process Configuration and Routing, "Using Routing Modifiers in Business Processes" section.

NEW QUESTION # 54

What security group does Workday deliver that allows employees to view information about the organization's structure?

- A. Implemented
- B. Role Maintainer
- C. Initiator
- **D. All Employees**

Answer: D

Explanation:

The correct answer is C - All Employees.

Workday delivers the All Employees security group as a predefined (delivered) user-based security group that automatically includes every active worker within the tenant. This group grants broad access to non-sensitive information that all workers should be able to view such as organizational structure, reporting relationships, job profiles, and public worker details (like name, title, and location).

The All Employees group is fundamental for system usability and transparency, ensuring employees can navigate the org chart, identify colleagues, and understand reporting hierarchies without compromising confidential data.

Workday recommends maintaining this group's configuration in its default state to avoid restricting essential information visibility.

Security administrators may, however, further refine domain policies to exclude sensitive data while preserving general organization structure access.

Reference: Workday Pro HCM - Security Fundamentals, "Delivered Security Groups: All Employees, All Contingent Workers, and All Users" section.

NEW QUESTION # 55

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

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

Answer: D

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 # 56

You are creating a new security group to allow users responsible for security oversight to run security reports across all organizations.

What type of security group should you create?

- A. Role-based (Constrained)
- **B. User-based**
- C. Segment-based
- D. Rule-based

Answer: B

Explanation:

The correct answer is D - User-based.

User-based security groups are manually assigned to specific users and are typically used for administrative or audit-level access.

They can be configured as unconstrained, granting full visibility across all organizations and data in the tenant.

For users responsible for security oversight or auditing, a user-based group (such as Security Administrator or Security Auditor) is appropriate. This group can be assigned to the necessary domain and business process security policies that control access to security reports and configuration data.

Other group types (e.g., role-based or segment-based) depend on organizational context and cannot provide unrestricted system-wide visibility, making a user-based group the correct option for full security monitoring.

Reference: Workday Pro HCM - Security Administration and Oversight, "User-Based Security Groups for Security Auditors and

Administrators" section.

NEW QUESTION # 57

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