

Workday-Pro-HCM-Core Practice Exams Free | Relevant Workday-Pro-HCM-Core Questions



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

Topic	Details
Topic 1	<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 2	<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 3	<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 4	<ul style="list-style-type: none"> Navigation, Finding Data, and Business Objects: This section of the exam measures the skills of Workday HCM Analysts and focuses on navigating the Workday interface efficiently, finding relevant data, and understanding how business objects function. Candidates are tested on their ability to apply navigation techniques, recognize the structure and purpose of Workday business objects, and link them to organizational data management processes.
Topic 5	<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 6	<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 7	<ul style="list-style-type: none"> • Compensation: This section of the exam measures the skills of Compensation and Benefits Managers and involves building and maintaining compensation frameworks. It includes defining eligibility rules, configuring compensation packages, salary plans, and allowance plans. Candidates must understand compensation defaulting, manage worker compensation events, and ensure alignment with organizational pay structures.
Topic 8	<ul style="list-style-type: none"> • Scheduling Reports: This section of the exam measures the skills of Report Administrators and covers running, scheduling, and configuring reports with dynamic criteria. It emphasizes automation and time-based execution for reporting efficiency.
Topic 9	<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.

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Workday Pro HCM Core Certification Exam Sample Questions (Q33-Q38):

NEW QUESTION # 33

Refer to the following scenario to answer the question below.

A position has the following restrictions:

- * Job Profile: Staff HR Representative
- * Location: New York, San Francisco
- * Worker Type: Employee

All other optional values are not restricted.

A manager wants to hire someone with the following details:

- * Job Profile: Staff HR Representative
- * Location: London
- * Time Type: Full Time

Why is the manager unable to complete the hire?

- A. The manager cannot specify more requirements than there are hiring restrictions.
- B. The manager cannot select Full Time because time type is not a hiring restriction.
- C. The manager cannot specify the Hire Reason.
- **D. The manager cannot select London because it is not in the list of hiring restrictions for location.**

Answer: D

Explanation:

In Workday HCM, hiring restrictions define the allowable values a manager can select when hiring into a position or job management organization. These restrictions are enforced strictly to ensure governance, compliance, and consistency in staffing decisions. When a value is explicitly restricted, only the values defined in the restriction are valid during the hire process.

In this scenario, the position has hiring restrictions configured for Location, allowing only New York and San Francisco. Although other attributes such as time type are not restricted and therefore remain flexible, location is explicitly constrained. When the manager attempts to hire a worker with the location set to London

, Workday prevents the transaction from continuing because London is not included in the allowed location values for the position. The job profile requirement is met, as both the position and the hire specify Staff HR Representative, and the worker type also aligns with the restriction of Employee. The Time Type: Full Time does not cause an issue because time type is not restricted, meaning any valid time type can be selected.

Option A is incorrect because managers are allowed to specify values beyond the restricted fields, as long as they comply with any existing restrictions. Option B is unrelated to the scenario, as the issue is not related to hire reason configuration. Option D is incorrect because unrestricted fields do not block hiring.

From a Workday Pro HCM perspective, this scenario reinforces the importance of reviewing position hiring restrictions carefully. Any attempt to select a value outside a defined restriction-such as an unauthorized location-will result in the hire being blocked. Therefore, the correct answer is the manager cannot select London because it is not in the list of hiring restrictions for location.

NEW QUESTION # 34

How do you configure proration in a salary plan according to an employee's scheduled hours?

- A. Create a new eligibility rule for the plan
- B. Check the Exclude from Merit box
- C. Check the Apply FTE box
- D. Create a Compensation Element

Answer: C

Explanation:

In Workday HCM, proration based on an employee's scheduled hours (such as part-time versus full-time workers) is controlled through the Apply FTE configuration within a salary plan. FTE (Full-Time Equivalent) represents the ratio of an employee's scheduled hours to the standard full-time schedule, and Workday uses this value to proportionally calculate compensation. When the Apply FTE box is checked on a salary plan, Workday automatically prorates the compensation amount based on the employee's FTE. For example, if a salary plan amount is defined as \$100,000 annually and the employee is working at 50% FTE, Workday will calculate and pay \$50,000. This ensures fair and consistent compensation aligned with scheduled working hours. Eligibility rules determine who can receive a plan, not how much they receive. The Exclude from Merit option only controls whether a plan is included in merit processes and has no impact on proration. Compensation elements connect compensation to payroll earnings but do not control proration logic.

Therefore, checking the Apply FTE box is the correct and Workday-recommended method for configuring proration based on scheduled hours, making option D the correct answer.

NEW QUESTION # 35

You recently created a supervisory organization that uses the Position Management staffing model. Before you can hire into the organization, what business process must you execute first?

- A. Create Position
- B. Hiring Restrictions
- C. Edit Position
- D. Change Job

Answer: A

Explanation:

The correct answer is B - Create Position.

In Workday, when a supervisory organization uses the Position Management staffing model, each hire must be associated with a specific position. Before initiating a hire, an administrator or HR partner must execute the Create Position business process to establish that position record.

This process defines critical attributes such as:

- * Job Profile (e.g., HR Analyst, Accountant),
- * Location,
- * Time Type (Full-time/Part-time),
- * Worker Type (Employee or Contingent Worker),
- * Availability Date and Earliest Hire Date, and

* Position Restrictions that control who and how hiring can occur.

Once the position is created and approved through the configured workflow, it becomes available for hiring via the Hire Employee business process. Without an open, approved position, the system will not allow a hire in Position Management organizations.

Reference: Workday Pro HCM - Staffing Model Fundamentals, "Creating Positions and Hiring within Position Management Supervisory Organizations."

NEW QUESTION # 36

You initiate a job change for a worker to transfer them from a position management organization to a job management organization. What statement describes the worker's previous position?

- A. The position no longer exists.
- B. The position moves to the job management organization.
- **C. The position is open and available for backfill.**
- D. The position's hiring restrictions were changed.

Answer: C

Explanation:

In Workday, position management and job management represent two different staffing models. In a position management organization, a worker is assigned to a specific position (a distinct headcount-controlled object with attributes like availability date, restrictions, and position details). When you initiate a job change that transfers the worker into a job management organization, the worker is no longer staffed against a position-managed role. Instead, the worker becomes staffed in a job management context, where staffing is generally based on the job/role and organization headcount rules rather than a discrete position object. Because the worker is leaving a position-managed assignment, Workday treats the original position as vacated. The position itself typically remains in the position management organization (it does not "move" into job management), and it does not automatically cease to exist simply because the incumbent moved. As a result, the most accurate description is that the prior position becomes open and may be available for backfill

, depending on how your tenant is configured (for example, whether the position is frozen, closed, or otherwise restricted by staffing rules or business process conditions). This aligns with Workday's standard behavior: a worker transfer out of a filled position leaves an open position that can be recruited for and filled through normal staffing activities.

To meet seasonal demand, you need to hire cashiers, retail specialists, and customer service representatives.

NEW QUESTION # 37

You want to ensure managers assign the correct cost centers to new hires. You decide to limit the list of cost centers managers can select at the time of hire.

How do you accomplish this?

- A. Configure the default organization from the position.
- B. Configure the allowed organization from the job profile.
- **C. Configure the allowed organization on the supervisory organization.**
- D. Configure the default organization on the supervisory organization.

Answer: C

Explanation:

In Workday HCM, organizations such as cost centers are assigned to workers during hire and job change events. To ensure data accuracy and governance, Workday provides two key configuration controls for organizations: default organizations and allowed organizations. While default organizations prepopulate values, only allowed organizations control which values are selectable.

To limit the list of cost centers that managers can select during the hiring process, you must configure the allowed organization on the supervisory organization. This configuration defines the specific cost centers that are valid for workers hired into that supervisory organization. By restricting the allowed cost centers, Workday ensures managers can select only from an approved list, preventing incorrect or unauthorized cost center assignments.

Configuring a default organization—whether on the supervisory organization or from the position—only sets an initial value. It does not prevent the manager from changing the cost center to another valid option.

Therefore, options B and C do not meet the requirement to limit selection. Option D is incorrect because job profiles are not used to control organizational assignments such as cost centers; they define job architecture, not financial or organizational governance.

From a Workday Pro HCM best-practice perspective, allowed organizations are the primary mechanism for enforcing organizational assignment rules at the time of hire. Applying this configuration at the supervisory organization level ensures consistent

cost center usage for all workers hired into that organization while still allowing flexibility across different parts of the enterprise. Therefore, the correct and fully Workday-verified answer is Configure the allowed organization on the supervisory organization.

NEW QUESTION # 38

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