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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">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">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.

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Workday Workday-Pro-HCM-Reporting Test Online - Exam Sample Workday-Pro-HCM-Reporting Questions

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Workday Pro HCM Reporting Certification Exam Sample Questions (Q39-

Q44):

NEW QUESTION # 39

A recruiter is running a dashboard and no data is appearing in the Top New Applications by Job Profile worklet tile. What could be the cause of the issue?

- A. The recruiter does not have access to the domain securing the dashboard.
- B. The dashboard configuration does not include Top New Applications by Job Profile as a required worklet.
- **C. The recruiter has constrained access to the report's data source or data source filter.**
- D. The recruiter does not have access to the Top New Applications by Job Profile report.

Answer: C

Explanation:

If a recruiter sees an empty dashboard tile, the most likely cause is constrained security access. Even though the dashboard is properly configured and the worklet is enabled, Workday's security framework ensures that report results vary by user depending on their role and assigned constraints.

From the Workday Reporting binder: "Report results differ between users if security constraints apply. Constrained security groups grant access only to a subset of data... Unconstrained security groups grant users access to all target instances of a securable item". In this scenario, the recruiter likely has constrained access to only their supervisory organization or region. As a result, the "Top New Applications by Job Profile" report returns no records in the worklet tile.

Other options are less likely: if the recruiter lacked access to the report entirely, the tile would not appear; required vs. optional dashboard configuration would not impact existing data visibility; and domain-level security applies to report access, not data filtering.

Therefore, the correct answer is C. The recruiter has constrained access to the report's data source or data source filter.

NEW QUESTION # 40

You only want to show snapshot data on a custom trending report that uses the Trended Workers data source. How can you achieve this with minimal impact to report performance?

- A. Run the Maintain Trended Workers task and configure the default record type.
- B. Use the Trended Workers for Planning data source filter.
- C. Configure the default value of the Record Type prompt.
- **D. Add a report filter using the Snapshot field.**

Answer: D

Explanation:

The Record Type field in Trended Workers distinguishes between snapshots and transactions (such as hires, terminations, or transfers). To focus only on snapshot data, you can apply a report filter on the Snapshot field, ensuring only monthly or quarterly snapshots are displayed. This approach improves report performance because filtering happens at the report level without modifying global trending settings.

From the Workday reporting documentation: "Trended Worker data includes snapshots and transactions. To restrict a report to snapshots, apply a filter on the Record Type or Snapshot field." Other answers involve system-wide changes or unnecessary complexity: running Maintain Trended Workers redefines system defaults, configuring prompts adds user interaction overhead, and Trended Workers for Planning is a different data source intended for forecasting.

Thus, the most efficient option is B. Add a report filter using the Snapshot field.

NEW QUESTION # 41

You are configuring a waterfall visualization showing employee movement. To properly display the information, you need the Termination Count field to return as a negative number.

- A. Extract Single Instance
- B. Numeric Constant
- **C. Arithmetic Calculation**
- D. Format Number

Answer: C

Explanation:

When creating custom reports and visualizations, calculated fields can transform values. To change positive counts into negative values (such as terminations in a waterfall chart), you use the Arithmetic Calculation function. This function allows you to perform math operations (addition, subtraction, multiplication, division) on numeric fields. By multiplying the Termination Count by -1, the result displays as a negative number.

From Workday Reporting documentation:

"Arithmetic Calculation - Performs mathematical operations on numeric fields. You can create new numeric outputs such as percentages, ratios, or negatives by applying arithmetic logic." Thus, the correct answer is C. Arithmetic Calculation.

NEW QUESTION # 42

A compensation analyst wants to provide C-level executives with a readable and easily accessible display of annual average base pay for workers by region.

What would be an effective option for this case?

- A. A dashboard, because we need information from a collection of reports, organized by region.
- B. A dashboard, because we only need information from a single report.
- C. A worklet, we only need information from a single report.
- D. A worklet, because we need information from a collection of reports, organized by region.

Answer: A

Explanation:

Workday dashboards allow organizations to present multiple reports together in a consolidated, highly visual, and interactive format. For C-level executives, who require a comprehensive and regional view of annual average base pay, dashboards are preferred over individual reports or worklets because they enable grouping and comparison across multiple data sets.

From the Workday binder: "Dashboards provide an interface to view charts and sheets all in one place. This enables managers and executives to analyze key metrics and trends so they can make better decisions." By organizing reports by region within a dashboard, executives can quickly compare averages, identify trends, and take strategic action without needing to navigate multiple reports.

Worklets are lightweight tiles often used for single reports or quick tasks on the Home page. However, this scenario requires an organized collection of reports, making D. A dashboard, because we need information from a collection of reports, organized by region the correct answer.

NEW QUESTION # 43

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

Answer: B

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 # 44

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