

# Workday Workday-Pro-HCM-Core Exam Questions | Reduce Your Fear in Final Exam



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Earning the Workday Pro HCM Core Certification Exam (Workday-Pro-HCM-Core) exam credential is undoubtedly a big achievement. No matter how hard the Workday Pro HCM Core Certification Exam (Workday-Pro-HCM-Core) test of this certification is, it serves the important purpose to validate skills in the Workday industry. Once you crack the Workday Pro HCM Core Certification Exam (Workday-Pro-HCM-Core) exam, a whole new career scope opens up for you. Candidates for the Workday Pro HCM Core Certification Exam (Workday-Pro-HCM-Core) exam dumps usually don't have enough time to study for the test. To prepare successfully in a short time, you need a trusted platform of real and updated Workday Pro HCM Core Certification Exam (Workday-Pro-HCM-Core) exam dumps.

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

| Topic   | Details   |
|---------|---|
| Topic 1 | <ul style="list-style-type: none"><li>• Prompting: This section of the exam measures the skills of Report Designers and focuses on configuring prompts in report definitions. It involves identifying built-in prompts and optimizing their use to create interactive reports.</li></ul>  |
| Topic 2 | <ul style="list-style-type: none"><li>• 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.</li></ul>   |
| Topic 3 | <ul style="list-style-type: none"><li>• 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.</li></ul>   |
| Topic 4 | <ul style="list-style-type: none"><li>• 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.</li></ul>   |
| Topic 5 | <ul style="list-style-type: none"><li>• 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.</li></ul>                                   |
| Topic 6 | <ul style="list-style-type: none"><li>• 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.</li></ul> |

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|----------|--|
| Topic 7  | <ul style="list-style-type: none"> <li>• <b>Business Process Management:</b> 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.</li> </ul>  |
| Topic 8  | <ul style="list-style-type: none"> <li>• <b>Jobs and Positions:</b> 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.</li> </ul> |
| Topic 9  | <ul style="list-style-type: none"> <li>• <b>Reporting Overview:</b> This section of the exam measures the skills of Workday Reporting Analysts and introduces candidates to standard report modification. It focuses on copying, editing, and adapting reports to meet organizational requirements.</li> </ul>   |
| Topic 10 | <ul style="list-style-type: none"> <li>• <b>Business Process Framework:</b> 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.</li> </ul>   |

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## Workday Pro HCM Core Certification Exam Sample Questions (Q51-Q56):

### NEW QUESTION # 51

You are updating a business process and need to exclude the initiator from completing a step. What task do you use?

- **A. Maintain Advanced Routing**
- B. Maintain Step Conditions
- C. Maintain Step Help-Text
- D. Maintain Step Delay

**Answer: A**

Explanation:

When configuring a business process, if the requirement is to exclude the initiator from completing a step, the correct configuration point is within Maintain Advanced Routing. This task allows administrators to control and customize routing restrictions and participant logic for each step.

Using the Maintain Advanced Routing task, you can define whether the initiator should be included or excluded as a potential assignee for the step. This ensures segregation of duties and compliance - for example, preventing an employee who initiated a Change Job event from approving or reviewing their own transaction.

Options A, B, and D are incorrect:

- \* Maintain Step Conditions (A) is used to apply condition rules to control whether a step executes but not who performs it.
- \* Maintain Step Help-Text (B) is used only to provide user instructions within the BP interface.
- \* Maintain Step Delay (D) controls timing between steps, not participant assignment.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Advanced Routing and Participant Restrictions" and "Business Process Step Configuration Options."

### NEW QUESTION # 52

What must your client do before they can start hiring within a position management staffing model supervisory organization?

- A. Use the Edit Staffing Model task to select the staffing model.
- B. Have at least one member hired into the supervisory organization.
- **C. Have an open, approved position.**
- D. Set hiring restrictions on the supervisory organization.

**Answer: C**

Explanation:

The correct answer is B - Have an open, approved position.

In Workday's Position Management staffing model, each hire is tied to a specific position. Before a worker can be hired, a position must exist, be opened, and be approved through the appropriate business process.

Once a position is approved, it becomes available for the Hire or Add Job process. Without an approved position, no worker can be assigned under that supervisory organization. The position serves as the structural foundation for tracking headcount, job details, and time-to-fill metrics.

Options A and C refer to configuration prerequisites, but the question specifically focuses on the operational readiness to hire.

Option D is incorrect because a hire cannot occur until after a position exists.

Reference: Workday Pro HCM - Staffing Models and Hiring Processes, "Position Management Model - Creating and Approving Positions."

### NEW QUESTION # 53

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

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

**Answer: A**

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 # 54

What task allows you to edit the staffing model for multiple supervisory organizations at one time?

- A. Supervisory Orgs by Staffing Model
- **B. Maintain Staffing Models**
- C. Edit Staffing Model
- D. Create Supervisory Organizations

**Answer: B**

Explanation:

The correct answer is C - Maintain Staffing Models.

In Workday, the Maintain Staffing Model task enables administrators to update or modify the staffing model assignments for multiple supervisory organizations simultaneously. This task provides a consolidated interface to review which organizations use Position Management or Job Management, and allows bulk updates where necessary.

While the Edit Staffing Model task is used to change the staffing model for a single supervisory organization, Maintain Staffing Models is the correct and efficient method for multi-org updates-especially during tenant configuration or large-scale reorganizations. Reference: Workday Pro HCM -Staffing Model Configuration Guide, "Maintain Staffing Models - Bulk Updates Across Organizations."

#### NEW QUESTION # 55

Refer to the following scenario to answer the question below.

You need to group members of multiple organizations to track and report on revenue and expense-related financial transactions. What task allows you to assign someone to lead the members of a new organization?

- A. Create Position
- B. Edit Name/Code
- C. Change Visibility
- **D. Assign Roles**

**Answer: D**

Explanation:

The correct task to assign someone as a leader of a new organization is "Assign Roles." In Workday, each organization (e.g., Cost Center, Company, Supervisory Organization) can have one or more roles assigned to manage that organization's transactions and activities. These roles might include Manager, HR Partner, Finance Partner, etc.

When creating a new organization or modifying an existing one, the "Assign Roles" task is used to designate the individuals who will hold specific responsibilities over that organization. This action ensures proper workflow routing, approvals, and visibility across business processes like Staffing, Compensation, and Financials. This is essential for cross-functional reporting and financial oversight. Workday Pro HCM -Organizations and Roles, "Assign Roles to Organizations" section.

#### NEW QUESTION # 56

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