

Workday-Pro-HCM-Core Exam Outline | Practice

Workday-Pro-HCM-Core Exam Online



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Before we decide to develop the Workday-Pro-HCM-Core preparation questions, we have make a careful and through investigation to the customers. We have taken all your requirements into account. Firstly, the revision process is long if you prepare by yourself. If you collect the keypoints of the Workday-Pro-HCM-Core exam one by one, it will be a long time to work on them. Secondly, the accuracy of the Workday-Pro-HCM-Core Exam Questions And Answers is hard to master. Because the content of the exam is changing from time to time. But our Workday-Pro-HCM-Core practice guide can help you solve all of these problems.

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

Topic	Details
Topic 1	<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 2	<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 3	<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 4	<ul style="list-style-type: none"> • Report Security: This section of the exam measures the skills of Workday Access Control Specialists and focuses on implementing security controls in report design. It covers sharing options, user access considerations, and transferring ownership responsibly.
Topic 5	<ul style="list-style-type: none"> • Staffing Models: This section of the exam measures the skills of Workday Functional Consultants and focuses on understanding staffing models used in Workday. It includes identifying the characteristics of position management and job management models, setting position restrictions, and applying them when creating positions. Candidates must understand how staffing models support workforce planning and organizational efficiency.
Topic 6	<ul style="list-style-type: none"> • Reporting Overview: 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.
Topic 7	<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 8	<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 9	<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 10	<ul style="list-style-type: none"> • 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.
Topic 11	<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 12	<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.
Topic 13	<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 (Q49-Q54):

NEW QUESTION # 49

What HR organization type is required for every worker?

- A. Matrix
- B. Cost Center
- C. Supervisory
- D. Company

Answer: C

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Organizations and Staffing Structure Guide, 2023R2):

In Workday, every worker must belong to exactly one Supervisory Organization. The Supervisory Organization defines the management hierarchy and reporting structure for workers and positions. It serves as the foundation for staffing, business process routing, security role assignment, and approval workflows.

When hiring or transferring a worker, assigning them to a supervisory organization ensures that the worker's manager, HR partner, and other role-based participants are correctly identified. Without this relationship, the worker cannot be successfully staffed or managed within the tenant.

Options B (Matrix), C (Cost Center), and D (Company) may also be required for organizational reporting or accounting, but only Supervisory Organizations are mandatory for all workers because they define managerial oversight and operational hierarchy.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Supervisory Organizations as the Basis of Staffing Structure."

NEW QUESTION # 50

Your client frequently has special projects their employees work on. These projects are temporary and are staffed with existing employees. Your client needs a way to assign a temporary manager for each project and be able to see all the team members in the tenant. What organization type will allow them to accomplish this?

- A. Location Hierarchy
- B. Supervisory
- C. Matrix
- D. Pay Group

Answer: C

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Organization Types and Structures Guide, 2023R2):

The correct organization type for managing temporary project-based teams is a Matrix Organization.

Matrix organizations are designed to group employees from different supervisory organizations to work together on a temporary or functional basis, such as projects or task forces.

This structure allows the assignment of a temporary manager (Matrix Manager) who oversees project-related activities without changing employees' primary supervisory reporting relationships. The matrix manager gains visibility into all assigned members, enabling effective project oversight.

Options A (Location Hierarchy) manages physical work locations, not project teams.

Option B (Supervisory) defines permanent reporting structures.

Option D (Pay Group) organizes workers for payroll purposes only.

Thus, Matrix Organization provides the flexibility and visibility required for cross-functional, project-based staffing.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Matrix Organizations and Project-Based Management."

NEW QUESTION # 51

An end user is creating a new cost center. What determines the values that the user can select in the subtype field?

- A. Subtypes that default based on the role of the end user.
- B. Subtypes that Workday recommends be used for the Cost Center organization type.
- **C. Subtypes configured to be used for the Cost Center organization type.**
- D. Subtypes that default based on the location of the cost center.

Answer: C

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Organizations Configuration and Setup Guide, 2023R2):

The values available in the Subtype field when creating a new Cost Center are determined by the subtypes configured for that specific organization type. Each organization type (e.g., Company, Cost Center, Region, or Supervisory) can have one or more associated subtypes that define additional categorization or behavior.

During configuration, administrators define which subtypes are valid for each organization type. Hence, when an end user creates a Cost Center, only the subtypes associated with the "Cost Center" organization type will appear in the selection list.

Options A, C, and D are incorrect because subtypes are not influenced by location, user role, or system recommendations- they are strictly defined in the configuration setup.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Defining Organization Types and Subtypes."

NEW QUESTION # 52

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

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

Answer: B

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 # 53

Scenario:

A new supervisory organization has been created. The staffing model has been assigned so that there is no limit on the number of jobs that are filled.

The Worker Type available for staffing in this organization is for workers who are paid by a third party.

What business process do you use to staff for this worker type?

- A. End Additional Job
- B. End Contingent Worker Contract
- C. Hire Employee
- **D. Contract Contingent Worker**

Answer: D

Explanation:

The correct answer is B - Contract Contingent Worker.

In Workday, Contingent Workers are individuals who perform services for the organization but are not on the organization's payroll (they are paid by a third party). To bring a contingent worker into the system, the appropriate business process is Contract Contingent Worker.

This business process mirrors the Hire Employee process but is designed for contingent workforce management. It captures key details such as vendor, contract dates, location, job profile, and supervisory organization. The process is typically initiated when the organization wants to assign contingent workers under a supervisory org for project or temporary work.

The Hire Employee process (option A) is used for direct employees only, while options C and D are termination or ending processes, not staffing ones.

Reference: Workday Pro HCM - Staffing Models and Contingent Worker Management, "Contracting and Managing Contingent Workers."

NEW QUESTION # 54

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