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Workday Pro HCM Core Exam Guide

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

Topic	Details
Topic 1	<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 2	<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 3	<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 4	<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 5	<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 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"> 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 8	<ul style="list-style-type: none"> Organizations: This section of the exam measures the skills of HR System Administrators and covers managing organizational structures in Workday. It includes creating and maintaining organization types such as supervisory and cost center hierarchies, configuring reporting structures, and defining locations. Candidates also demonstrate the ability to assign workers, establish leadership roles, and manage the relationships between organizations and employees.
Topic 9	<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 10	<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 11	<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.

Workday Pro HCM Core Certification Exam Sample Questions (Q138-Q143):

NEW QUESTION # 138

Salary plans use an eligibility rule that evaluates whether the pay rate type is Salaried. To minimize data discrepancies, what configuration should you complete next?

- A. Assign the salary plan to job profiles.
- B. Modify the eligibility rule to evaluate all job profiles.
- C. Assign pay rate types to job profiles.
- D. Assign a pay rate type to job requisitions.

Answer: C

Explanation:

In Workday, pay rate type (Salaried or Hourly) is a foundational attribute used across staffing, compensation, and eligibility logic. When a salary plan's eligibility rule evaluates pay rate type, that value must be consistently defined at the job profile level to avoid mismatches or incorrect eligibility results.

Assigning pay rate types directly to job profiles ensures that employees hired into those roles inherit the correct classification automatically. This reduces reliance on manual data entry and prevents discrepancies during hire, job change, or compensation events.

Assigning salary plans to job profiles does not guarantee accurate eligibility if the pay rate type itself is not consistently defined. Modifying the eligibility rule weakens the control logic. Job requisitions may temporarily hold pay rate types, but job profiles are the source of truth for long-term configuration.

Therefore, assigning pay rate types to job profiles is the correct and Workday-recommended next step, making option D correct.

NEW QUESTION # 139

Why would you recommend a client to use job families or job family groups?

- A. Job families and job family groups have a hierarchical structure with job families being the highest level.
- B. Job families and job family groups are optional, but they can help organize and group job profiles.
- C. Job families and job family groups can be assigned to compensation grade profiles.
- D. Job families can belong to one or more job family groups.

Answer: B

Explanation:

The correct answer is A - Job families and job family groups are optional, but they can help organize and group job profiles. Job Families and Job Family Groups are optional configuration elements in Workday, but they serve a key purpose in maintaining a structured, organized job framework. They enable the grouping of similar jobs for streamlined management in areas such as compensation, recruiting, reporting, and career development.

For instance, all technical roles (like Software Engineer, Systems Analyst, and Data Architect) might belong to the Information Technology Job Family, which in turn is part of the Technology Job Family Group.

While optional, using these structures provides consistency across departments, simplifies security and reporting filters, and supports analytics related to workforce planning and talent management.

Reference: Workday Pro HCM - Job Profiles and Job Family Structures, "Benefits of Using Job Families and Job Family Groups."

NEW QUESTION # 140

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

Answer: A

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 # 141

There are multiple organization-specific Termination business process definitions.

What report shows you which definition applies to each supervisory organization?

- A. Business Process Definitions for Business Object
- **B. Business Process Configuration Options**
- C. View Business Process Template
- D. Business Object Details

Answer: B

Explanation:

In Workday HCM, it is common to configure organization-specific business process definitions, especially for high-impact processes such as Termination, where approval steps and routing may vary by supervisory organization. When multiple definitions exist for the same business process, administrators need a reliable way to determine which definition applies to which supervisory organization.

The correct report for this purpose is Business Process Configuration Options. This Workday-delivered report provides a consolidated view of all business process definitions for a given business process and clearly shows the organization-specific assignments. It displays which definition is active, the organizations it applies to, and the precedence rules used by Workday when evaluating which definition to apply during a transaction.

Workday evaluates business process definitions in a hierarchical order, typically starting with the most specific organization and moving up the supervisory hierarchy. The Business Process Configuration Options report allows administrators to validate this configuration and ensure the correct definition is being triggered for each supervisory organization.

The other options do not meet this requirement. View Business Process Template shows the delivered template structure but does not reflect tenant-specific configuration or organizational applicability. Business Object Details provides metadata about business objects but does not indicate applied business process definitions. Business Process Definitions for Business Object lists definitions associated with a business object but does not clearly map them to specific supervisory organizations.

From a Workday Pro HCM best-practice standpoint, Business Process Configuration Options is the authoritative report for auditing and troubleshooting organization-specific business process behavior. It ensures transparency, supports compliance, and helps administrators maintain accurate and predictable process execution.

Therefore, the correct and Workday-verified answer is Business Process Configuration Options.

NEW QUESTION # 142

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

- D. End Contingent Worker Contract

Answer: A

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 # 143

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