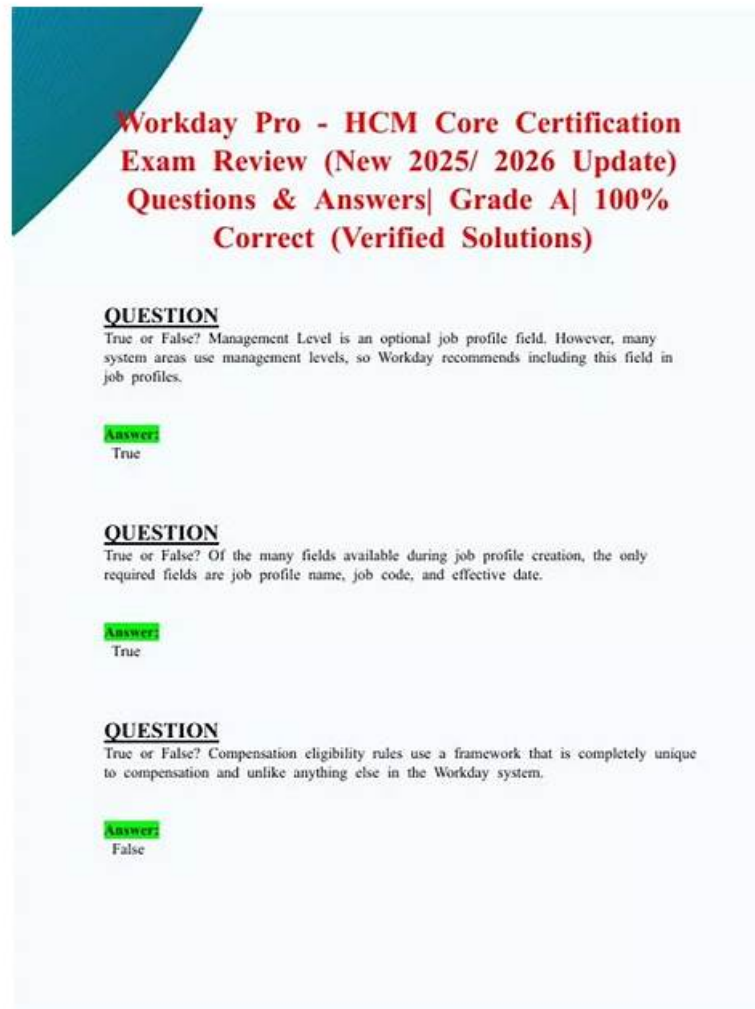# 100% Pass 2026 Workday-Pro-HCM-Core: Workday Pro HCM Core Certification Exam–Trustable Test Cram Review

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

Topic	Details
Topic 1	• 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 2	• 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	• 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 4	• 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 5	• 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 6	• 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 7	• 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	• 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	• 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 10	• 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 11	• 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.

Workday Pro HCM Core Certification Exam Sample Questions (Q38-Q43):

NEW QUESTION # 38
How can a user become a member of an organization-based security group?(Select two correct answers.)

- A. The user is located in London, Paris, and Rome.
- B. The user is a member of the Information Technology cost center hierarchy.
- C. The user is a member of the Europe Location Hierarchy.
- D. The user is a member of the Human Resources job family.

Answer: B,C

Explanation:
The correct answers areBandC.
Organization-based security groupsderive membership automatically from an organizational structure in Workday-such assupervisory,cost center,region, orlocation hierarchies. Users are included in the group based on their association with that organization or hierarchy.
* B.If a user is part of theEurope Location Hierarchy, they automatically gain access assigned to that organization-based security group.
* C.Similarly, users belonging to theInformation Technology cost center hierarchyare included in the corresponding cost center-based security group.
OptionsAandDare incorrect because location membership alone (without organizational hierarchy) or job family assignment does not control membership in an organization-based group.
Reference:Workday Pro HCM -Security Fundamentals, "Organization-Based Security Groups and Derived Membership" section.

NEW QUESTION # 39
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. Pay Group
- B. Supervisory
- C. Matrix
- D. Location Hierarchy

Answer: C

Explanation:
Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Organization Types and Structures Guide, 2023R2):
The correct organization type for managingtemporary project-based teamsis aMatrix 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 atemporary 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 # 40

What is the purpose of the reorganization event?

- A. Group organization changes by common effective date.
- B. Track role inheritance.
- C. Maintain organization settings.
- D. Report on organization membership.

Answer: A

Explanation:

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

The Reorganization Event in Workday is used to group and manage multiple organization changes that share a common effective date. This functionality ensures that all changes-such as reorganizing reporting structures, moving subordinates, or reassigning workers-are executed simultaneously as part of a controlled event.

It helps maintain organizational data integrity and ensures that all related updates occur in a coordinated and auditable way.

Options A, B, and C describe other organization functions:

* A: Reporting on membership is done through standard reports.

* B: Role inheritance occurs automatically via supervisory structure, not through reorganization events.

* C: Maintaining settings is done through "Edit Organization" tasks.

Therefore, D correctly captures the purpose of a reorganization event.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Reorganization Events and Effective Dating."

NEW QUESTION # 41

What is the purpose of a subprocess?

- A. It allows users to approve a transaction.
- B. It sends instructions and information for a task.
- C. It starts a Workday-delivered background process.
- D. It triggers steps from another business process.

Answer: D

Explanation:

In Workday, a subprocess is a step type used within a business process definition to initiate another, independent business process.

The purpose of a subprocess is to trigger a set of predefined steps from a separate process that runs as part of the main (parent) process. This provides modularity and reusability across multiple BPs.

For example, when configuring a Hire process, you might add a Request Compensation Change subprocess to automatically launch once the hire is initiated. This avoids duplicating configuration work and ensures consistency in how related actions are handled across events.

Option A is incorrect because approvals are managed through Approval Steps, not subprocesses.

Option C is incorrect - background processes are system-managed and not user-configured through subprocesses.

Option D refers to To-Do or Notification Steps, which are informational, not subprocess-driven.

Thus, subprocesses are a way to embed or chain additional processes into an event flow, promoting flexibility and maintainability.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Subprocess Step Type and Configuration Best Practices."

NEW QUESTION # 42

What Job Profile field allows you to default the appropriate salary range during staffing events?

- A. Restrict to Country
- B. Job Code
- C. Compensation Grade
- D. Job Classification

Answer: C

Explanation:
The correct answer isC - Compensation Grade.
In Workday, theCompensation Gradefield within theJob Profileconfiguration defines thedefault salary range or pay rangefor that profile. When a worker is hired, transferred, or promoted into a job that references a compensation grade, Workday automatically defaults the associatedminimum, midpoint, and maximum pay rangesinto the staffing or compensation event.
TheCompensation Gradeis typically tied toCompensation Grade Profiles, which further refine pay ranges based on factors such aslocation, job level, or eligibility rules. This ensures pay consistency and compliance with internal compensation structures.
Other fields such asJob CodeorJob Classificationare used primarily for external reporting or regulatory mapping (e.g., EEO, SOC codes) and do not control compensation defaults.
Reference:Workday Pro HCM -Compensation Configuration and Job Profiles Guide, "Using Compensation Grades to Default Pay Ranges During Staffing Events."

NEW QUESTION # 43

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