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### Workday Pro HCM Core Certification Exam Sample Questions (Q40-Q45):

#### NEW QUESTION # 40

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

**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 # 41**

You need to trigger compensation eligibility for a newly hired worker. What step type should you use?

- A. To Do
- B. Service
- C. Complete Questionnaire
- **D. Action**

**Answer: D**

Explanation:

In Workday, when you need to trigger system events or sub-actions, such as initiating compensation eligibility rules for a newly hired worker, you use the Action Step type. The Action step executes a system-defined function or event automatically, without requiring manual user intervention.

In this case, adding an Action Step to the Hire Business Process (BP) can initiate the "Request Compensation Change" or run the "Determine Eligibility" process to assess compensation plans and eligibility rules for the new employee. This ensures that the worker's pay components are properly configured based on eligibility criteria immediately upon hire completion.

Option A (Complete Questionnaire) is used to collect additional data; Option B (Service) is for integration or automated system services; and Option C (To Do) is used for manual informational or procedural tasks. Only Action Steps directly invoke system logic or secondary processes.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Action Step Configuration and Functional Usage."

**NEW QUESTION # 42**

A member of the HR Partner Role-Based security group transfers to a different position on another team. What subprocess in Change Job will address their security group membership?

- A. Manage Business Processes for Worker
- B. Assign Pay Group
- C. Manage Job History
- **D. Assign Roles**

**Answer: D**

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Security and Business Process Framework Guide, 2023R2):

When a worker who is part of a Role-Based Security Group (RBSG) transfers to a different position, Workday automatically reviews the roles associated with their supervisory organization through the Assign Roles subprocess.

The Assign Roles subprocess within the Change Job business process ensures that role assignments (such as HR Partner, Manager, or Payroll Partner) are updated according to the new supervisory organization's configuration. This automation helps maintain proper security access and prevents users from retaining permissions tied to their previous role or organization.

Option A (Assign Pay Group) manages payroll assignment, not security.

Option B (Manage Job History) records past job data, unrelated to role security.

Option D (Manage Business Processes for Worker) handles process configurations, not security group updates.

Thus, Assign Roles is the correct subprocess to maintain accurate security group membership during position changes.

Reference (Paraphrased Source):

Workday Pro HCM Core - Security and Business Process Configuration Guide (2023R2), Section: "Role Assignments in Staffing Events."

#### NEW QUESTION # 43

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

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

**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 # 44

Which tasks can be executed from a business process step to create a new condition rule? (Select two correct answers.)

- A. Maintain Advanced Routing Restrictions
- **B. Maintain Step Conditions**
- **C. Create Condition Rule**
- D. Maintain Step Delay

**Answer: B,C**

Explanation:

In Workday, condition rules determine whether a step executes, routes, or triggers based on defined criteria such as job attributes, location, or organization. There are two primary ways to create or associate condition rules directly from a business process step:

\* Create Condition Rule (Option C) - allows a user to define a new condition rule directly from within the step configuration screen. This opens the condition rule editor where criteria can be defined using Workday attributes.

\* Maintain Step Conditions (Option D) - provides the option to assign existing condition rules or create new ones for the selected step. This is often used to ensure that certain steps run only when specific business conditions are met.

Options A and B are incorrect:

\* Maintain Advanced Routing Restrictions (A) is related to security routing and worktag-based participant logic, not condition rule creation.

\* Maintain Step Delay (B) controls timing (delaying execution by hours or days), unrelated to conditions.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Framework and Condition Rule Configuration Guide (2023R2)

- Sections: "Creating and Maintaining Condition Rules" and "Step-Level Configuration."

## NEW QUESTION # 45

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