

Workday Workday-Pro-HCM-Core Exam Questions In 3 User-Friendly Formats

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WORKDAY PRO HCM CORE EXAM QUESTIONS AND ANSWERS 2025

True or False? Search lets you use partial searches and abbreviations. - correct answer- True

What is the name and location of the icon you select when acting on or making changes to an object? - correct answer- Related Actions, next to or below the object

What is the name of the report that displays Workday-delivered reports?

A. Workday Standard Reports B. Workday Delivered Reports
C. Workday Customer Reports D. All Custom Report - correct answer- A. Workday Standard Reports

What is the primary organizational structure within Workday HCM? - correct answer- Supervisory

True or False? Security and business processes apply across applications and impact all Workday solutions. - correct answer- True

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

Topic	Details
Topic 1	• 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 2	• Building Custom Reports: This section of the exam measures the skills of Workday Data Analysts and involves creating custom reports using standard or indexed data sources. It includes adding business object fields, enabling web services, and building reports that support decision-making.

Topic 3	• 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 4	• 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 5	• 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 6	• 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 7	• 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	• Security: This section of the exam measures the skills of Workday Security Administrators and covers maintaining secure access within Workday. It includes managing functional areas, domains, and security policies; distinguishing between user-based and role-based groups; and updating permissions. Candidates demonstrate how to maintain domain and business process security effectively.
Topic 9	• 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.
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	• 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 12	• 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 13	• 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.

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Workday Pro HCM Core Certification Exam Sample Questions (Q103-Q108):

NEW QUESTION # 103

What is a Workday standard report?

- A. A report to export data for external analysis
- B. An ad-hoc report for on-the-fly analytics
- C. A customized report for specific organizational needs
- **D. A delivered predefined report**

Answer: D

Explanation:

A Workday standard report refers to a delivered, predefined report that is built and maintained by Workday.

These reports are available out-of-the-box and are designed to support common and essential business processes and analytics across HCM, Finance, and other Workday modules. Users can run standard reports immediately without needing to create them from scratch, and they often serve as a base for custom reporting when further refinement or filtering is necessary.

Workday provides hundreds of these reports covering a broad range of functionality—examples include

"Employee Roster", "All Positions", "Business Process Transactions", etc. These reports are typically domain-secured, which means access to them is governed by user security and data access permissions.

As per the Workday Pro HCM Reporting Study Guide, standard reports are also known as "delivered reports" and often include pre-configured prompts and formatting that align with Workday best practices.

Workday Pro HCM -Reporting and Analytics Fundamentals, "Standard Reports Overview" section.

NEW QUESTION # 104

When the Manager security group initiates a termination, they should only be able to update the termination dates and reasons. How do you configure this?

- A. Locate the Configure Business Process Consolidated Template task for Termination and adjust the security permissions accordingly.
- B. Locate the domains that secure the Termination section groups and adjust the security permissions accordingly.
- C. Locate the View Security for Securable Item report for the Termination Date field and adjust the security permissions accordingly.
- **D. Locate the Termination business process type and adjust the security permissions accordingly.**

Answer: D

Explanation:

When a security group initiates a business process, what the group can do during that initiation is controlled through business process security for the relevant business process type. In this case, the Manager security group should be able to initiate Termination but only update limited termination information, specifically termination dates and reasons. That is a business process security configuration requirement, not a general domain-reporting issue. The appropriate configuration is to locate the Termination business process type and adjust the security permissions accordingly so that the Manager group has only the correct initiating action and section-level access. The consolidated template option is incorrect because the requirement is not about consolidating approval tasks. Domain security can control access to data broadly, but this question concerns what fields or sections can be used during a specific Termination initiation flow. View Security for Securable Item can help analyze a field's security, but it is not the configuration task that grants or restricts the Termination initiation experience. Therefore, the Termination business process type security configuration is correct. Reference topics: Security, Business Process Security, Initiating Action, Termination, and section-level permissions.

NEW QUESTION # 105

What location usage defines the worker's physical location?

- A. Job Posting
- **B. Business Site**
- C. Business Asset
- D. Campus

Answer: B

Explanation:

In Workday HCM, location usage determines how a location is used across business processes such as staffing, reporting, payroll, and compliance. Each location can have one or more usage types, and selecting the correct usage is critical to ensure accurate worker records and downstream processing.

The location usage that defines a worker's physical work location is Business Site. A Business Site represents the actual, physical place where a worker performs their job duties, such as an office, plant, store, or warehouse. This usage is foundational in Workday and is commonly associated with employment details, including work address, tax reporting, payroll processing, and regulatory compliance. When a worker is hired or changes jobs, the Business Site is typically the location tied directly to the worker's position or job assignment.

The other options do not fulfill this purpose. Campus is used to group multiple business sites together, often for reporting or organizational purposes, but it does not directly represent where an individual worker physically works. Job Posting locations are used exclusively in recruiting to indicate where a job is advertised and may not reflect the worker's actual work location. Business Asset is used to associate physical assets, such as equipment or facilities, with a location and is not intended for worker assignment. From a Workday Pro HCM perspective, correctly identifying the Business Site as the worker's physical location ensures consistency across staffing, payroll, benefits, and compliance processes. It supports accurate reporting and enables Workday to apply location-based rules and calculations correctly.

Therefore, the correct and Workday-verified answer is Business Site.

NEW QUESTION # 106

A company with salaried and hourly employees has headquarters in London, with additional offices in New York and Milan. How do you configure pay ranges for the Software Engineer job profile in each location?

- **A. Create one compensation grade with profiles for each location and attach it to the job profile.**
- B. Create one compensation grade for each location and attach it to the job profile.
- C. Create three compensation grades and attach them to three job profiles.
- D. Create one compensation grade with multiple eligibility rules.

Answer: A

Explanation:

In Workday HCM, compensation grades define pay structures, while grade profiles allow those grades to be localized by attributes such as country, location, currency, or frequency. This separation is intentional and supports scalable global job architecture.

The best practice for configuring location-specific pay ranges for the same job profile is to create one compensation grade and then define multiple grade profiles, each with its own eligibility rules and localized pay ranges. In this scenario, separate grade profiles would be created for London, New York, and Milan, each reflecting local market conditions, currencies, and regulations.

Creating multiple compensation grades would unnecessarily fragment the job architecture and increase maintenance effort. Eligibility rules alone are not sufficient because pay ranges differ by location and currency. Grade profiles are specifically designed to solve this use case.

Once the grade profiles are created, the single compensation grade is attached to the Software Engineer job profile, and Workday automatically selects the correct grade profile based on employee location.

This approach ensures consistency, reduces configuration complexity, and aligns with Workday Pro HCM organizational design best practices.

NEW QUESTION # 107

What is the primary purpose of assigning a Compensation Grade to a Job Profile?

- **A. To default the salary or hourly range for employees in that job**
- B. To determine employees' eligibility for bonus plans
- C. To establish employees' default compensation frequency

- D. To set employees' target compensation amount

Answer: A

Explanation:

In Workday HCM, compensation grades are a core component of the job and grade framework, which belongs to organizational configuration rather than transactional staffing activities. The primary purpose of assigning a compensation grade to a job profile is to define and default the appropriate pay range- minimum, midpoint, and maximum- for employees performing that job.

When a compensation grade is attached to a job profile, Workday uses the associated grade profiles (which may vary by location, currency, or frequency) to automatically determine the salary or hourly rate during hire, job change, and compensation change events. This ensures consistency, internal equity, and alignment with market data across the organization.

Compensation grades do not control compensation frequency, bonus eligibility, or target compensation amounts. Frequency is defined at the compensation plan level, bonus eligibility is governed by eligibility rules, and target compensation is typically managed through compensation plans and guidelines.

By separating job architecture (grades) from transactional compensation plans, Workday enables scalable global compensation structures that are easy to maintain and audit. Therefore, the correct and primary purpose of assigning a compensation grade to a job profile is to default the appropriate pay range, making option C correct.

NEW QUESTION # 108

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