

Online Engine Workday-Pro-HCM-Core Real Exam Questions

New 2025 Workday HCM Pro Core certification test Review with 130 real exam prep questions and answers/ workday Pro HCM core certification exam 2025 (new!)

(RW) Which reports display when you run the Workday Standard Reports report?

- A. All Workday-delivered reports that you have access to.
- B. All Workday-delivered reports, regardless of access.
- C. All reports in the tenant.
- D. All custom reports in the tenant.
- B. All Workday-delivered reports, regardless of access

(RW) Which of the following is a source of prompts on a report? (Select two correct answers)

- A. Data Source Filter
- B. Data Source
- C. Report Type
- D. Business Object
- A. Data Source Filter
- B. Data Source

(RW) When totaling data on a report, how many aggregations can you select per row?

- A. One
- B. Two
- C. Three
- D. Four
- A. One

(RW) What is the first step of setting up grouping in your report?

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Workday Pro HCM Core Certification Exam Sample Questions (Q56-Q61):

NEW QUESTION # 56

What security group does Workday deliver that allows employees to view information about the organization's structure?

- A. Role Maintainer
- B. Initiator
- C. Implemented
- **D. All Employees**

Answer: D

Explanation:

The correct answer is C - All Employees.

Workday delivers the All Employees security group as a predefined (delivered) user-based security group that automatically includes every active worker within the tenant. This group grants broad access to non-sensitive information that all workers should be able to view such as organizational structure, reporting relationships, job profiles, and public worker details (like name, title, and location). The All Employees group is fundamental for system usability and transparency, ensuring employees can navigate the org chart, identify colleagues, and understand reporting hierarchies without compromising confidential data.

Workday recommends maintaining this group's configuration in its default state to avoid restricting essential information visibility.

Security administrators may, however, further refine domain policies to exclude sensitive data while preserving general organization structure access.

Reference: Workday Pro HCM - Security Fundamentals, "Delivered Security Groups: All Employees, All Contingent Workers, and All Users" section.

NEW QUESTION # 57

What is a Workday standard report?

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

Answer: C

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 # 58

What type of notifications does Workday deliver?

- A. Custom
- B. System
- **C. Overdue**
- D. Alert

Answer: C

Explanation:

Workday delivers Overdue Notifications automatically to remind users that a step or task within a business process has not been completed within the expected time frame. These notifications are part of Workday's built-in process monitoring and are generated by the system based on defined due dates or completion delays.

Overdue notifications ensure accountability by alerting users when a step is pending beyond its due date, helping maintain compliance with HR and operational timelines.

Options A (Custom) and C (Alert) refer to user-configurable messages and rule-based triggers that administrators create, but they are not delivered automatically by Workday unless specifically configured.

Option D (System) refers to general system messages, not process-driven notifications.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Framework Configuration Guide (2023R2), Section: "Workday- Delivered Notifications and Overdue Task Alerts."

NEW QUESTION # 59

You want the company organization to default in when you hire workers. What task should you run from the supervisory organization to accomplish this?

- A. Assign Roles
- B. Edit Name/Code
- **C. Edit Supervisory Organization**
- D. Create Position

Answer: C

Explanation:

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

To have the Company Organization automatically default when hiring workers into a supervisory organization, you must update the organization settings through the Edit Supervisory Organization task.

This task allows you to define default organization assignments, including Company, Cost Center, Region, and Custom Organizations. Once these defaults are set, Workday automatically populates these values during staffing events such as Hire or Add Job, reducing manual entry and ensuring consistent data alignment across the hierarchy.

Option B (Create Position) is used to define positions within the supervisory org, not defaults.

Option C (Edit Name/Code) modifies identifiers only.

Option D (Assign Roles) relates to security role assignments.

Therefore, Edit Supervisory Organization is the correct task to establish the default Company for new hires.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Defining Default Organization Assignments."

NEW QUESTION # 60

In what step type can you add a validation condition rule?

- A. Integration step
- B. Service step
- **C. Approval step**
- D. Initiation step

Answer: C

Explanation:

As per the Workday Module 2 Binder:

"Validation condition rules are used in approval steps to determine whether the step should occur or be skipped based on specific

conditions."

- Workday Module 2 Binder, Business Processes Section

* Situation: In a business process in Workday, organizations want certain steps (like approvals) to occur only if specific conditions are met—for example, skipping approval if the amount is under a certain threshold.

* Task: Implement logic that dynamically controls the flow of a business process based on conditions.

* Action: You apply a validation condition rule within an approval step. This rule evaluates defined criteria and determines if the step should be executed or bypassed.

* Result: This enhances automation, improves efficiency, and reduces manual intervention in workflow execution.

Hence, approval steps are the specific step type in which validation condition rules can be added.

NEW QUESTION # 61

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