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## Workday Pro HCM Core Certification Exam Sample Questions (Q132-

## Q137):

### NEW QUESTION # 132

What report can you run to visualize the organizational structure?

- A. Job Catalog
- B. Find Workers
- C. Find Events
- **D. Navigate Hierarchy**

**Answer: D**

Explanation:

In Workday HCM, understanding and reviewing the organizational structure is essential for workforce planning, management reporting, and operational decision-making. Workday delivers several standard reports and tasks, but only one is specifically designed to visually display organizational hierarchies in an intuitive and navigable format: Navigate Hierarchy.

The Navigate Hierarchy report allows users to visually explore organizational structures such as supervisory organizations, company structures, cost centers, and other hierarchy-based organizations. This report presents parent-child relationships clearly, enabling users to drill up and down the hierarchy to understand reporting lines, organizational ownership, and structural alignment. It is especially useful for HR partners, managers, and business leaders who need a quick visual representation of how the organization is structured.

Other options do not meet this requirement. Find Events focuses on business process events and transactions, not organizational relationships. Job Catalog displays job profile details and job architecture information, not organizational hierarchies. Find Workers returns worker records and employment details but does not visualize how organizations are structured.

From a Workday Pro HCM perspective, Navigate Hierarchy is the correct tool when the objective is visualization rather than data extraction. It supports real-time navigation and provides immediate insight into how organizations relate to one another within the tenant. This makes it the preferred and Workday-verified report for reviewing and understanding organizational structures.

Therefore, the correct answer is Navigate Hierarchy, as it is specifically designed to visualize organizational hierarchies in Workday.

### NEW QUESTION # 133

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

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

**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 # 134

Your client wants to select a staffing model that will allow them to track the time to fill a position.

What staffing model should they use?

- A. A hybrid staffing model

- B. Job Management
- **C. Position Management**
- D. Customer-defined staffing model

**Answer: C**

#### NEW QUESTION # 135

You need to prevent Contingent Workers from accessing the Pay App (Delivered Worklet) on their Home landing page. How do you accomplish this?

- A. Add the security group to the business process security policy.
- B. Add the security group to the domain security policy.
- C. Remove the security group from the business process security policy.
- **D. Remove the security group from the domain security policy.**

**Answer: D**

Explanation:

In Workday HCM, access to worklets, including delivered worklets such as the Pay App, is governed by domain security, not business process security. Worklets display data and provide navigation to reports, tasks, and applications, all of which rely on domain-level permissions to control visibility and access.

To prevent Contingent Workers from seeing or accessing the Pay App on their Home landing page, you must remove their associated security group from the domain security policy that grants access to pay-related data. Once domain access is removed, the Pay App will no longer appear for those users because Workday dynamically displays worklets based on the user's domain permissions.

Business process security policies control who can participate in transactional processes—such as initiating or approving a Hire, Change Job, or Termination—and do not influence whether a worklet appears on the Home page. Therefore, options B and D are incorrect because modifying business process security would not affect worklet visibility.

Option C is also incorrect because adding a security group to a domain security policy would grant access, not restrict it.

From a Workday Pro HCM best-practice perspective, restricting access to delivered worklets is always achieved through domain security policy configuration. This ensures consistent behavior across dashboards, reports, and applications tied to sensitive data such as compensation and payroll.

Therefore, the correct and Workday-verified way to prevent Contingent Workers from accessing the Pay App is to remove the security group from the domain security policy.

#### NEW QUESTION # 136

A customer configured a step-based grade with a progression sequence that uses eligibility rules. The design progresses an employee only if the employee does not have a poor performance rating.

Performance is measured on a 1-5 scale, where:

- \* 1 = Poor performance
- \* 5 = Outstanding performance

The progression sequence is:

- \* Step 1: \$25 hourly
- \* Step 2: \$30 hourly
- \* Step 3: \$35 hourly

What should the conditional logic be?

- A. Conditional logic for Step 1 and Step 2 should be added to the grade profile.
- B. Step 1, Step 2, and Step 3 require conditional logic that evaluates if the performance review rating is in selection list value 1.
- **C. Step 1 and Step 2 require conditional logic that evaluates if the performance review rating is not in selection list value 1.**
- D. Conditional logic for Step 1, Step 2, and Step 3 should be added to the grade profile.

**Answer: C**

Explanation:

In Workday, step-based grades use progression logic to control movement from one step to the next.

Conditional logic is applied only to steps that an employee progresses through, not to the final step in the sequence.

In this scenario, the business requirement is to allow progression only if the employee does not have a poor performance rating (value 1). This condition must be evaluated when the employee attempts to move from

\* Step 1 # Step 2

\* Step 2 # Step 3

There is no progression after Step 3, so conditional logic is not required for that step.

Conditional logic for step progression is configured at the step level, not at the grade profile level. The logic must explicitly evaluate that the performance review rating is not equal to selection list value 1.

Options B and D are incorrect because grade profiles do not control step-level progression logic. Option C incorrectly allows progression only when performance is poor, which is the opposite of the requirement.

Therefore, conditional logic should be applied to Step 1 and Step 2, evaluating that the rating is not in selection list value 1, making Option A the correct answer.

## NEW QUESTION # 137

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