

Exam Workday-Pro-HCM-Core Questions Pdf & Workday-Pro-HCM-Core PDF

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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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 4	<ul style="list-style-type: none"> • Prompting: This section of the exam measures the skills of Report Designers and focuses on configuring prompts in report definitions. It involves identifying built-in prompts and optimizing their use to create interactive reports.
Topic 5	<ul style="list-style-type: none"> • 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 6	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 8	<ul style="list-style-type: none"> • 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 9	<ul style="list-style-type: none"> • 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 10	<ul style="list-style-type: none"> • 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 11	<ul style="list-style-type: none"> • 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.
Topic 12	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 14	<ul style="list-style-type: none"> • 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 15	<ul style="list-style-type: none"> • 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 16	<ul style="list-style-type: none"> • 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 17	<ul style="list-style-type: none"> • Sorting and Filtering: This section of the exam measures the skills of Workday Report Developers and focuses on improving data presentation. Candidates are evaluated on their ability to apply effective sorting, filtering, and logic-building techniques to generate accurate results.
Topic 18	<ul style="list-style-type: none"> • 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.

Workday Pro HCM Core Certification Exam Sample Questions (Q59-Q64):

NEW QUESTION # 59

You created a Role-Based (Unconstrained) security group and a User-Based security group. Both security groups have access to the domain that secures the Staffing tab of a supervisory organization.

What access will members of each group have?

- A. Role-Based (Unconstrained) can view the Staffing tab of supervisory organizations they are assigned to support. User-Based can view the Staffing tab of all supervisory organizations.
- B. Both security groups can view the Staffing tab of all supervisory organizations.
- **C. Role-Based (Unconstrained) can view the Staffing tab of all supervisory organizations. User-Based can view the Staffing tab of supervisory organizations they are assigned to support.**
- D. Both security groups can view the Staffing tab of supervisory organizations they are assigned to support.

Answer: C

Explanation:

The correct answer is B - Role-Based (Unconstrained) can view the Staffing tab of all supervisory organizations. User-Based can view the Staffing tab of supervisory organizations they are assigned to support.

A Role-Based (Unconstrained) security group provides broad, system-wide access to the data and functionality governed by its assigned domains and business processes. Unlike constrained groups, these are not limited by supervisory or organizational context. As a result, members can view the Staffing tab for all supervisory organizations across the tenant.

A User-Based security group, on the other hand, grants access only to specific data tied to the individual user's security configuration. If the user is associated with certain organizations, their access will be limited accordingly.

Therefore, while unconstrained roles are ideal for high-level administrators who need full visibility, user-based access is suitable for specific or limited visibility.

Reference: Workday Pro HCM - Security Configuration Guide, "Understanding Constrained and Unconstrained Role Access."

NEW QUESTION # 60

While you are configuring a filter for an advanced custom report, you notice you can only select from indexed fields.

What is the reason for this?

- A. The Temporary Report checkbox is selected.
- **B. The Optimized for Performance checkbox is selected.**
- C. You used a standard data source.
- D. You used an indexed data source.

Answer: B

Explanation:

In Workday HCM, advanced custom reports offer powerful filtering capabilities, but certain configuration options intentionally limit available fields to ensure optimal system performance. One such option is the Optimized for Performance checkbox. When this option is selected, Workday restricts filters to indexed fields only.

Indexed fields are pre-optimized by Workday to support faster query execution and efficient data retrieval, especially in large tenants with significant data volumes. By limiting filters to indexed fields, Workday ensures that reports run quickly and reliably without placing excessive load on the system. This design aligns with Workday's performance and scalability standards.

When Optimized for Performance is enabled, non-indexed fields are excluded from filter selection because filtering on those fields could result in long-running queries or degraded system performance. This is expected and intended behavior, not a limitation of the report writer or data source.

The other options are incorrect. Using an indexed data source does not, by itself, restrict filters to indexed fields. The Temporary Report checkbox controls report persistence and availability, not filter behavior. A standard data source can still allow non-indexed fields unless performance optimization is explicitly enabled.

From a Workday Pro HCM best-practice perspective, the Optimized for Performance option should be used when reports are expected to run frequently, support dashboards, or be shared widely. While it reduces filter flexibility, it significantly improves execution efficiency and reliability.

Therefore, the correct and Workday-verified reason you can only select indexed fields is that the Optimized for Performance checkbox is selected.

NEW QUESTION # 61

A vacant HR Generalist position needs to support a new organization and its subordinate organizations.

What are the steps to create the security group to meet this requirement?

- A. Run the Maintain Assignable Roles task.
Create a user-based security group.
Assign the incumbent to the security group.
- **B. Run the Maintain Assignable Roles task.
Create a role-based constrained security group.
Assign the position to the new role on the organization.**
- C. Create a role-based unconstrained security group.
Run the Activate Pending Security Policy Changes task.
Assign the position to the new role on the custom organization.
- D. Create a user-based security group.
Run the Activate Pending Security Policy Changes task.

Assign the position to the security group.

Answer: B

Explanation:

In Workday HCM, when security access must follow a position rather than a specific individual, the correct solution is to use a role-based constrained security group. This is especially important when the position is vacant, as assigning security to a person would not meet the requirement and would require reconfiguration once the role is filled.

The first step is to run the Maintain Assignable Roles task. This task enables administrators to define which role-based security groups can be assigned to organizations. Without completing this step, the role cannot be attached to an organization or used in an organizational context.

Next, a role-based constrained security group is created. Constrained security groups restrict access based on organizational assignments, allowing the role to support a specific organization and its subordinate organizations. This aligns precisely with the requirement for the HR Generalist position to support a new organization hierarchy while maintaining proper security boundaries.

Finally, the position is assigned to the new role on the organization. Assigning the role to the position-not the worker-ensures that security access automatically transfers to whoever occupies the HR Generalist position in the future. This supports scalability, reduces administrative effort, and follows Workday's security best practices.

The other options are incorrect because user-based security groups require an incumbent and do not support vacant positions, while unconstrained security groups grant overly broad tenant-wide access. Activating pending security policy changes alone does not satisfy the requirement to scope access by organization.

Therefore, Option A is the only configuration that is accurate, scalable, and fully aligned with Workday Pro HCM security design principles.

NEW QUESTION # 62

What is a Workday standard report?

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

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 # 63

What action can you take after a business process completes?

- **A. Rescind**
- B. Cancel
- C. Reassign
- D. Delegate

Answer: A

Explanation:

After a business process completes in Workday, the valid corrective action that can be taken is to Rescind the process.

The Rescind action allows an authorized user (typically with HR Partner or BP Administrator access) to reverse the completed business process, effectively undoing the transaction and restoring the system to its prior state.

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