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

Topic	Details
Topic 1	• Composite Reporting: This domain of the Workday Pro HCM Reporting Certification exam measures the skills of HRIS Analysts and covers building and managing Composite Reports to deliver advanced insights across Workday HCM data.
Topic 2	• Human Capital Management: Human capital is a concept used by economists and social scientists to designate personal attributes considered useful in the production process. Candidates are assessed for their HCM skills.
Topic 3	• Calculated Fields: This domain assesses the skills of candidates regarding calculations. A calculation is a deliberate process that transforms one or more inputs into one or more results.
Topic 4	• Reporting: Business Reporting is used to inform management and investors of information such as financial performance, the market outlook, or the performance of a specific department. Candidates are tested for their business reporting skills.

Workday Pro HCM Reporting Certification Exam Sample Questions (Q28-Q33):

NEW QUESTION # 28
A user needs to view additional data on the delivered Headcount By Job Profile report.
What should you recommend?

- A. Copy and modify the standard report
- B. Edit the standard report
- C. Create a custom report from scratch
- D. Export the standard report to a data warehouse

Answer: A

Explanation:
Workday delivers many standard (delivered) reports that are available to all customers. These reports are a great starting point but are not editable directly. If the delivered report does not meet your requirements, you should copy it and then modify the copy to create a custom report. This ensures that you retain the delivered report as-is, while still tailoring the report output to your business needs.
From the Workday Module 1 and 2 Reporting sections:
"Workday delivers standard reports that are available for all customers. If necessary, you can copy many of the Workday-delivered reports to create a custom report and modify it as needed."
"There still may not be a report that meets my specific needs though. In that case, I can either create a report from scratch or copy a delivered report and make changes."
"Standard reports are already available in all customer tenants and span across the functional areas in Workday. Workday creates standard reports using either the report writer tool or XpressO. However, you can copy and modify reports created with report writer as needed." Therefore, the correct recommendation is to copy and modify the delivered Headcount By Job Profile report (Option D) instead of editing the original.

NEW QUESTION # 29

You have received a request for a new custom report that is similar to the Workday-delivered report Compare Workers, and you run the Workday Standard Reports report.

What information can you use to determine if you can copy Compare Workers to create a new custom report?

- A. You can access the report's Related Actions from the Report column.
- B. The Description column is not empty for the report.
- C. The report shows Report Writer in the Type column.
- D. The report shows Yes in the Schedulable column.

Answer: C

Explanation:

The Workday Standard Reports report lists all delivered reports and key attributes. Only standard reports created with the Report Writer tool can be copied and modified into custom reports. The "Type" column indicates whether the report is a Report Writer report.

From the Workday Reporting documentation:
"Workday delivers standard reports that are available for all customers. If necessary, you can copy many of the Workday-delivered reports created with the report writer to create a custom report and modify it as needed." Thus, the correct indicator is C. The report shows Report Writer in the Type column.

NEW QUESTION # 30

You want to view benefit cost by benefit enrollment for the current year compared to the prior year to evaluate increases or decreases in plan enrollment, displaying formatted cost and count variance calculations.

What type of report would allow you to do this?

- A. Matrix Report
- B. Composite Report
- C. Advanced Report
- D. Trending Report

Answer: D

Explanation:

To evaluate year-over-year changes in benefit costs and enrollments, you need historical data comparisons over time. The Trending Report type is designed for exactly this use case, leveraging data sources like Trended Workers to display snapshots at periodic intervals and calculate variances between time periods.

From the Workday binder: "Trending reports allow you to track changes to worker data across time. These reports support analysis of headcount, demographics, benefit enrollments, and cost variances year-over-year or month-over-month." Advanced and Matrix reports provide strong analysis capabilities, but they are based on current or related effective-dated data, not time-series snapshots. Composite reports combine multiple subreports but do not inherently manage trending data or variance calculations across years. Therefore, the only correct option for year-over-year benefit enrollment and cost variance is D. Trending Report.

NEW QUESTION # 31

A user runs a custom report that shows employee performance data using the Rating - Current report field. The user wants to view the ratings of other teams to compare their team's performance. Upon running the report, the user is only able to view the instances for their direct reports.

What additional security configuration would the user need to view all instances of the performance data?

- A. Constrained access to the report field used in the report
- B. Access to the security domain used in the report
- C. Unconstrained access to the data source used in the report
- D. Access to the data source filter used in the report

Answer: C

Explanation:

Workday's configurable security model determines how much data a user can see in reports. If a user can only see their direct reports, they currently have constrained access. To view performance data for all workers, the user requires unconstrained access to

the data source tied to the report field.
From Workday security documentation:
"Constrained security groups grant members access only to a subset of data... Unconstrained security groups grant users access to all target instances of a securable item." Therefore, the user needs D. Unconstrained access to the data source used in the report.

NEW QUESTION # 32
How can you view the latest content housed in WDSetup?

- A. Sign in to the Shared WDSetup tenant through the Workday Community.
- B. Migrate the content from WDSetup into a Sandbox tenant using Object Transporter (OX).
- C. Run the What's New report in your Workday tenant.
- D. Access your Customer Central tenant.

Answer: A

Explanation:
Workday maintains a shared WDSetup tenant where customers can access the latest delivered content, including reports, dashboards, and calculated field templates. Customers must log in through the Workday Community portal to access this tenant. From the Workday binder: "The WDSetup tenant provides shared configuration content maintained by Workday. Customers can access the tenant through Workday Community to review the latest delivered reports and dashboards." The other options are incorrect: Object Transporter (OX) migrates content between customer tenants, not WDSetup. Customer Central is a separate tenant for learning, not for content review. The "What's New" report shows system updates, not the latest WDSetup content. Therefore, the correct answer is C. Sign in to the Shared WDSetup tenant through the Workday Community.

NEW QUESTION # 33
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