

# Workday-Pro-HCM-Core New Braindumps Sheet - Valid Exam Workday-Pro-HCM-Core Registration



## Workday Pro HCM Core Exam Guide

Congratulations on making it this far in your Workday Pro journey. You're one test away from the benefits of being a Workday Pro, including access to the [Workday Touchpoints Kit](#) and membership to an exclusive Workday Pro collaboration group on Workday Community.

This study guide is designed to help you prepare for the Workday Pro exam. This guide provides general testing information and outlines the specific topics covered in each segment of the exam.

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

Topic	Details
Topic 1	<ul style="list-style-type: none"><li>• 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.</li></ul>
Topic 2	<ul style="list-style-type: none"><li>• 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.</li></ul>

Topic 3	<ul style="list-style-type: none"> <li>• <b>Prompting:</b> 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.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>• <b>Navigation, Finding Data, and Business Objects:</b> 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.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>• <b>Business Process Steps:</b> 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.</li> </ul>
Topic 6	<ul style="list-style-type: none"> <li>• <b>Scheduling Reports:</b> 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.</li> </ul>
Topic 7	<ul style="list-style-type: none"> <li>• <b>Jobs and Positions:</b> 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.</li> </ul>
Topic 8	<ul style="list-style-type: none"> <li>• <b>Staffing Models:</b> 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.</li> </ul>
Topic 9	<ul style="list-style-type: none"> <li>• <b>Building Custom Reports:</b> 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.</li> </ul>
Topic 10	<ul style="list-style-type: none"> <li>• <b>Business Process Security:</b> 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.</li> </ul>
Topic 11	<ul style="list-style-type: none"> <li>• <b>Job Profiles:</b> 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.</li> </ul>

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## Valid Exam Workday-Pro-HCM-Core Registration & Workday-Pro-HCM-Core Examcollection Questions Answers

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### Workday Pro HCM Core Certification Exam Sample Questions (Q81-Q86):

### NEW QUESTION # 81

An employee is eligible for the following compensation bases:

- \* International Compensation (ranking 2)
- \* Management Compensation (ranking 1)
- \* Sales Compensation (ranking 3)

What compensation basis will display as the employee's primary compensation basis?

- **A. Management Compensation**
- B. International Compensation
- C. Total Base Pay
- D. Sales Compensation

**Answer: A**

Explanation:

In Workday, when an employee qualifies for multiple compensation bases, the system determines the primary compensation basis using the ranking value. The rule is straightforward and consistently tested: the compensation basis with the lowest numerical ranking takes precedence.

In this scenario, the employee is eligible for three ranked compensation bases:

- \* Management Compensation (ranking 1)
- \* International Compensation (ranking 2)
- \* Sales Compensation (ranking 3)

Because ranking 1 has the highest priority, Management Compensation is selected as the employee's primary compensation basis. This primary basis is used for compensation calculations, validations, guideline enforcement, and display during compensation events. Delivered bases such as Total Base Pay are irrelevant unless explicitly eligible and ranked. Workday does not average or combine ranked bases—only one primary basis is selected based on ranking precedence.

Therefore, Management Compensation will display as the primary compensation basis, making option C correct.

### NEW QUESTION # 82

You created a new one-time payment plan and enabled employees to request payments for themselves.

During testing, you notice that an existing custom validation for the Request One-Time Payment business process also applies to the Request One-Time Payment for Self process.

How can you ensure these validations do not run for employees requesting one-time payments for themselves?

- **A. Use Maintain Custom Validations and use the One-Time Payment Event for Self field to exclude these event types.**
- B. Remove Employee as Self from the Worker Data: Request One-Time Payment security domain.
- C. Use Configure Optional Fields for Request One-Time Payment for Self to exclude the fields triggering the validations.
- D. Use Maintain Custom Validations and add new validations that apply only to employee self-requests.

**Answer: A**

Explanation:

In Workday, custom validations are evaluated based on business process context, including the event type that triggered the process. The Request One-Time Payment and Request One-Time Payment for Self are separate event types, even though they share similar functionality.

To prevent existing validations from running for employee self-service requests, administrators must explicitly exclude the self-service event type within the validation logic. This is done using the Maintain Custom Validation task, where conditions can be added to evaluate the One-Time Payment Event for Self field.

Security changes are not appropriate because the requirement is to allow the process but exclude validations.

Optional field configuration does not control validation execution. Creating additional validations does not stop existing ones from firing.

By excluding the One-Time Payment Event for Self event type within the validation, Workday ensures validations continue to apply to administrator-initiated requests but not to employee self-service requests.

Therefore, option C is the correct and Workday-supported solution.

### NEW QUESTION # 83

You want to prevent an HR Partner from accessing the Find Workers report. What must you update?

- **A. Maintain Functional Areas**

- B. Maintain Assignable Roles
- **C. Domain Security Policy**
- D. Business Process Security Policy

**Answer: C**

Explanation:

The correct answer is C - Domain Security Policy.

In Workday, reports and data access are controlled by domain security policies, whereas business process security policies control who can initiate or act on transactions. The Find Workers report accesses worker data fields that are part of the Worker Data: Public, Personal, and Employment domains.

To restrict the HR Partner security group from accessing the Find Workers report, you must update the domain security policy that governs the worker data used by that report. By removing the HR Partner group from the View permissions of the relevant domains, you effectively prevent them from retrieving worker information through that report.

Reference: Workday Pro HCM - Security Fundamentals, "Domain Security Policies and Data Access Controls" section.

#### NEW QUESTION # 84

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

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

**Answer: A**

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 # 85

How do you configure proration in a salary plan according to an employee's scheduled hours?

- A. Create a new eligibility rule for the plan
- B. Check the Exclude from Merit box
- C. Create a Compensation Element
- **D. Check the Apply FTE% box**

**Answer: D**

Explanation:

In Workday HCM, proration based on an employee's scheduled hours (such as part-time versus full-time workers) is controlled through the Apply FTE% configuration within a salary plan. FTE (Full-Time Equivalent) represents the ratio of an employee's scheduled hours to the standard full-time schedule, and Workday uses this value to proportionally calculate compensation.

When the Apply FTE% box is checked on a salary plan, Workday automatically prorates the compensation amount based on the employee's FTE. For example, if a salary plan amount is defined as \$100,000 annually and the employee is working at 50% FTE, Workday will calculate and pay \$50,000. This ensures fair and consistent compensation aligned with scheduled working hours.

Eligibility rules determine who can receive a plan, not how much they receive. The Exclude from Merit option only controls whether a plan is included in merit processes and has no impact on proration.

Compensation elements connect compensation to payroll earnings but do not control proration logic.

