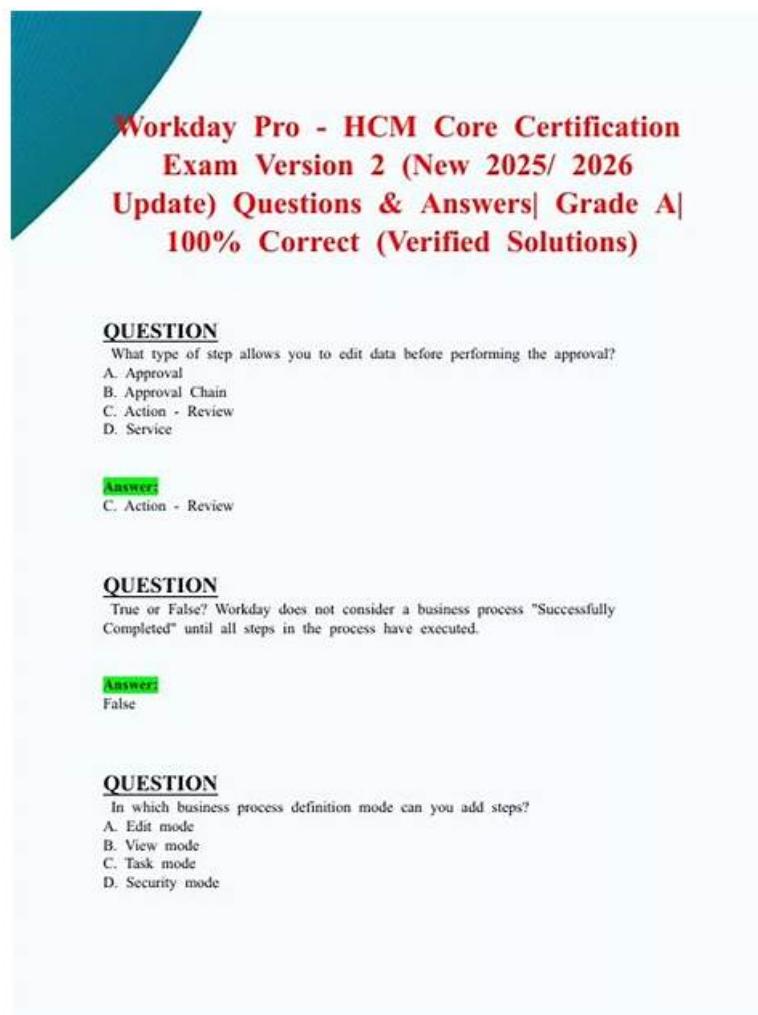


# 2026 Workday Marvelous Valid Workday-Pro-HCM-Core Exam Topics



**Workday Pro - HCM Core Certification Exam Version 2 (New 2025/ 2026 Update) Questions & Answers| Grade A| 100% Correct (Verified Solutions)**

**QUESTION**  
What type of step allows you to edit data before performing the approval?  
A. Approval  
B. Approval Chain  
C. Action - Review  
D. Service

**ANSWER**  
C. Action - Review

**QUESTION**  
True or False? Workday does not consider a business process "Successfully Completed" until all steps in the process have executed.

**ANSWER**  
False

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

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

Topic 2	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 5	<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 6	<ul style="list-style-type: none"> <li>Scheduling Reports: 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>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.</li> </ul>
Topic 8	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 9	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 10	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 11	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 12	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 13	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 14	<ul style="list-style-type: none"> <li>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.</li> </ul>

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### Workday Pro HCM Core Certification Exam Sample Questions (Q30-Q35):

#### NEW QUESTION # 30

What is the purpose of a subprocess?

- A. It triggers steps from another business process.
- B. It allows users to approve a transaction.
- C. It sends instructions and information for a task.
- D. It starts a Workday-delivered background process.

#### Answer: A

Explanation:

In Workday, a subprocess is a step type used within a business process definition to initiate another, independent business process. The purpose of a subprocess is to trigger a set of predefined steps from a separate process that runs as part of the main (parent) process. This provides modularity and reusability across multiple BPs.

For example, when configuring a Hire process, you might add a Request Compensation Change subprocess to automatically launch once the hire is initiated. This avoids duplicating configuration work and ensures consistency in how related actions are handled across events.

Option A is incorrect because approvals are managed through Approval Steps, not subprocesses.

Option C is incorrect - background processes are system-managed and not user-configured through subprocesses.

Option D refers to To-Do or Notification Steps, which are informational, not subprocess-driven.

Thus, subprocesses are a way to embed or chain additional processes into an event flow, promoting flexibility and maintainability.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Subprocess Step Type and Configuration Best Practices."

#### NEW QUESTION # 31

What is a use case for a segment-based security group?

- A. HR partners need to be able to view documents but only those assigned to the Performance Review category.
- B. HR partners need to be able to create performance review templates.
- C. HR partners need to be able to approve performance reviews.
- D. HR partners need to be able to run performance reports.

#### Answer: A

Explanation:

The correct answer is D - HR partners need to be able to view documents but only those assigned to the Performance Review category.

Segment-based security groups are used in Workday to grant access to specific subsets of data within a domain, based on defined "segments" such as document category, location, or other defined dimensions.

Unlike role-based or organization-based groups, segment-based security provides fine-grained access control that limits visibility within a specific domain.

In this case, the HR partners should only be able to view documents categorized under "Performance Review", not all employee

documents. A segment-based group is ideal here because it restricts access based on the document category segment defined in the Document Review domain.

Reference: Workday Pro HCM - Security Configuration and Management, "Segment-Based Security Groups" section.

## NEW QUESTION # 32

Scenario:

A new supervisory organization has been created. The staffing model has been assigned so that there is no limit on the number of jobs that are filled.

Before you can hire into the organization, what business process must you execute first?

- A. Edit Staffing Model
- B. Create Position
- C. Change Job
- D. **Hiring Restrictions**

**Answer: D**

Explanation:

The correct answer is C - Hiring Restrictions.

When a supervisory organization uses the Job Management staffing model (which has no limit on the number of jobs that can be filled), hiring is controlled through Hiring Restrictions rather than position management.

The Edit Hiring Restrictions business process must be configured before initiating hires to define:

- \* Worker Type (Employee or Contingent Worker)
- \* Location
- \* Job Family and Job Profile
- \* Time Type (Full-time or Part-time)

These restrictions determine what roles and worker types can be staffed in that supervisory organization.

Unlike Position Management, there is no need to create or approve individual positions beforehand.

Reference: Workday Pro HCM - Staffing Models and Hiring Configuration, "Establishing Hiring Restrictions in Job Management Organizations."

## NEW QUESTION # 33

A customer creates a new supervisory organization to inherit attributes from an existing supervisory organization. Which attributes will be inherited from the superior organization to the subordinate organization? (Select three correct answers.)

- A. Name
- B. **Staffing Model**
- C. **Visibility**
- D. **Organization Assignments**
- E. Subtype

**Answer: B,C,D**

Explanation:

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

When creating a new supervisory organization, Workday allows the subordinate organization to inherit key structural and configuration attributes from its superior organization. These inherited elements include:

- \* Visibility (A): Determines who can view the organization and its members, inherited to maintain consistent access control.
- \* Organization Assignments (B): Such as company, cost center, region, and custom organizations, ensuring hierarchical alignment.
- \* Staffing Model (D): The staffing model (Position Management or Job Management) is inherited to ensure consistency in hiring and staffing control.

Subtype (C) and Name (E) are not inherited; they must be defined at the time of creation. Subtype determines the organization's classification, while the name uniquely identifies it.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations and Hierarchy Configuration Guide (2023R2), Section: "Creating Subordinate Supervisory Organizations."

"Subordinate supervisory organizations inherit configuration from their superior supervisory organization, including attributes such as the staffing model, organization assignments, and visibility settings. This ensures consistency and reduces administrative overhead."

- Workday Module 2 Binder, Supervisory Organizations Section

#### NEW QUESTION # 34

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. Customer-defined staffing model
- D. Position Management

**Answer: D**

Explanation:

The correct answer is C - Position Management.

In Workday, Position Management is the staffing model used when an organization needs to track headcount, vacancies, and time-to-fill for each position individually. Each position represents a distinct job slot that must be filled by a worker, providing clear visibility into when a position is open, filled, or closed.

This model is ideal for organizations that require detailed tracking of resource allocation, workforce planning, and recruiting metrics such as "time to fill". Because each position must exist before a hire can occur, Workday automatically records the date the position is opened and the date it is filled, allowing accurate reporting on recruitment cycle times.

In contrast, Job Management groups workers under jobs rather than individual positions and does not provide vacancy-level tracking, making it unsuitable for time-to-fill analysis.

Reference: Workday Pro HCM - Staffing Models and Position Management Guide, "Comparing Position Management and Job Management Models."

#### NEW QUESTION # 35

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