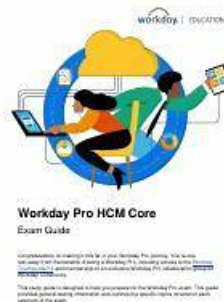


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## Workday Workday-Pro-HCM-Core Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"><li>• 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.</li></ul>
Topic 2	<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 3	<ul style="list-style-type: none"> <li>• <b>Business Process Framework:</b> 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.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>• <b>Business Process Configuration: Step-Level:</b> 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 5	<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 6	<ul style="list-style-type: none"> <li>• <b>Sorting and Filtering:</b> 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 7	<ul style="list-style-type: none"> <li>• <b>Report Security:</b> 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 8	<ul style="list-style-type: none"> <li>• <b>Organizations:</b> 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.</li> </ul>
Topic 9	<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 10	<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 11	<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 12	<ul style="list-style-type: none"> <li>• <b>Business Process Configuration: Definition-Level:</b> 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 13	<ul style="list-style-type: none"> <li>• <b>Business Process Management:</b> 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 14	<ul style="list-style-type: none"> <li>• <b>Reporting Overview:</b> 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 15	<ul style="list-style-type: none"> <li>• <b>Compensation:</b> 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 16	<ul style="list-style-type: none"> <li>• <b>Security:</b> 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>

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### **Workday Pro HCM Core Certification Exam Sample Questions (Q129-Q134):**

#### **NEW QUESTION # 129**

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.

The Worker Type available for staffing in this organization is for workers who are paid by a third party.

What business process do you use to staff for this worker type?

- A. End Contingent Worker Contract
- B. Hire Employee
- C. End Additional Job
- **D. Contract Contingent Worker**

**Answer: D**

Explanation:

The correct answer is B - Contract Contingent Worker.

In Workday, Contingent Workers are individuals who perform services for the organization but are not on the organization's payroll (they are paid by a third party). To bring a contingent worker into the system, the appropriate business process is Contract Contingent Worker.

This business process mirrors the Hire Employee process but is designed for contingent workforce management. It captures key details such as vendor, contract dates, location, job profile, and supervisory organization. The process is typically initiated when the organization wants to assign contingent workers under a supervisory org for project or temporary work.

The Hire Employee process (option A) is used for direct employees only, while options C and D are termination or ending processes, not staffing ones.

Reference: Workday Pro HCM - Staffing Models and Contingent Worker Management, "Contracting and Managing Contingent Workers."

#### **NEW QUESTION # 130**

You need to create a new supervisory organization and it needs to inherit attributes from an existing supervisory organization. What task do you use?

- A. Assign Included Organizations
- B. Create Supervisory Organization

- C. Create Subordinate
- D. Assign Roles

**Answer: C**

Explanation:

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

When creating a new supervisory organization that should inherit attributes such as staffing model, company, and cost center from an existing organization, you use the Create Subordinate task.

This task creates the new subordinate organization directly under a superior supervisory organization. It automatically copies inherited settings such as visibility, organization assignments, and staffing model, ensuring hierarchical alignment and simplifying setup. Option B (Create Supervisory Organization) creates a brand-new top-level supervisory org without inheritance.

Option A (Assign Roles) only assigns role-based permissions after creation.

Option C (Assign Included Organizations) is used for related org relationships, not for hierarchical creation.

Thus, Create Subordinate is the correct task when the new org must inherit settings from a superior one.

Reference (Paraphrased Source):

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

### NEW QUESTION # 131

Where can you configure a guideline warning for a Compensation Package?

- A. On the compa-ratio
- B. On the position in range
- C. On the segment range
- D. On the primary compensation basis pay range

**Answer: D**

Explanation:

In Workday, guideline warnings are used to alert users during compensation events when proposed compensation falls outside defined ranges. These warnings are tied to compensation basis configurations, not to informational metrics such as compa-ratio or position in range.

A compensation package relies on a primary compensation basis to evaluate pay ranges, limits, and guidelines. The primary compensation basis pay range defines the acceptable boundaries for compensation proposals and is where guideline warnings are configured.

Compa-ratio and position in range are derived analytics used for reporting and decision support; they do not drive validation or warnings. Segment ranges are used for guideline calculations but do not independently generate warnings.

By configuring guideline warnings on the primary compensation basis pay range, Workday ensures that users are alerted when compensation proposals exceed or fall below acceptable thresholds during Hire, Change Job, or Compensation Change processes.

Therefore, option D is the correct answer.

### NEW QUESTION # 132

You need to identify employees who are assigned to bonus plans for which they are not eligible.

What report will you use?

- A. Compensation Spreadsheet
- B. Employee Compensation Audit
- C. Employees Assigned Multiple Bonus Plans
- D. View Compensation Plan Rollout Process

**Answer: B**

Explanation:

The Employee Compensation Audit report is specifically designed to identify mismatches between compensation plan eligibility and actual plan assignment. It highlights situations where employees are assigned compensation plans they should not have, as well as cases where employees are eligible but not assigned.

In this scenario, the goal is to identify employees who are assigned to bonus plans despite not meeting eligibility rules. The Employee

Compensation Audit report includes a dedicated section for Assigned Ineligible Compensation Components, making it the most accurate and efficient reporting tool for this requirement.

Other reports do not serve this purpose:

- \* The Compensation Plan Rollout Process is transactional and informational only.
- \* Employees Assigned Multiple Bonus Plans focuses on duplication, not eligibility.
- \* Compensation Spreadsheets are manual and lack eligibility validation logic.

Therefore, the correct report is Employee Compensation Audit, making option D correct.

### NEW QUESTION # 133

A salary plan uses an eligibility rule that evaluates whether the pay rate type is Salaried. To minimize data discrepancies, what configuration should you complete next?

- **A. Assign pay rate types to job profiles.**
- B. Assign the salary plan to job profiles.
- C. Assign a pay rate type to job requisitions.
- D. Modify the eligibility rule to evaluate all job profiles.

**Answer: A**

Explanation:

In Workday, pay rate type (Salaried or Hourly) is a foundational attribute used across staffing, compensation, and eligibility logic. When a salary plan's eligibility rule evaluates pay rate type, that value must be consistently defined at the job profile level to avoid mismatches or incorrect eligibility results.

Assigning pay rate types directly to job profiles ensures that employees hired into those roles inherit the correct classification automatically. This reduces reliance on manual data entry and prevents discrepancies during hire, job change, or compensation events.

Assigning salary plans to job profiles does not guarantee accurate eligibility if the pay rate type itself is not consistently defined. Modifying the eligibility rule weakens the control logic. Job requisitions may temporarily hold pay rate types, but job profiles are the source of truth for long-term configuration.

Therefore, assigning pay rate types to job profiles is the correct and Workday-recommended next step, making option D correct.

### NEW QUESTION # 134

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