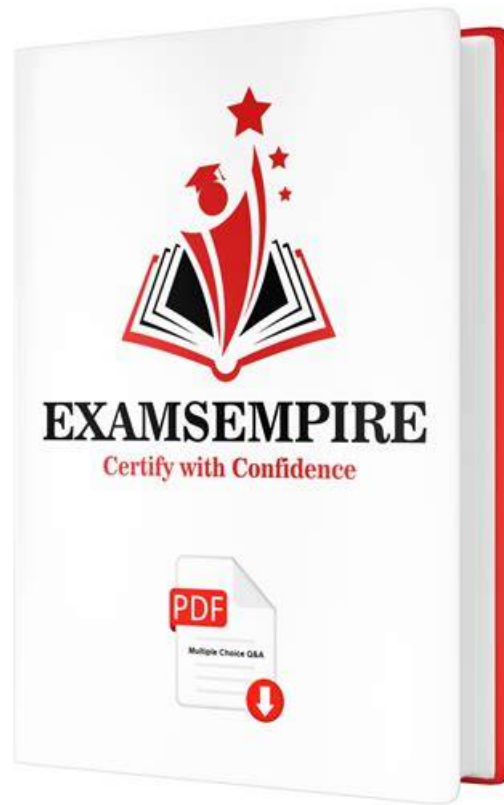


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Workday Workday-Pro-HCM-Core Exam Syllabus Topics:

Topic	Details
Topic 1	• 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 2	• 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 3	• 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 4	• 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	• 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 6	• 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 7	• 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 8	• 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 9	• 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 10	• 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.

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Workday Pro HCM Core Certification Exam Sample Questions (Q150-Q155):

NEW QUESTION # 150

A compensation partner runs the Employee Compensation Step Progression Audit report and notices seven employees listed on the report.

What should you do?

- A. Use the Set Up Grade Job Profile Adjustment task to update grades.
- **B. Use the Schedule Automatic Step Progression task to move eligible employees to the next step.**
- C. Use the Maintain Compensation Steps task and add a progression rule to the steps.
- D. Use the Change Job business process to move the employees to a new grade and step.

Answer: B

Explanation:

The Employee Compensation Step Progression Audit report identifies employees who are eligible for step progression but have not yet been progressed. When employees appear on this report, it indicates that step progression logic is configured correctly, but the progression has not yet been executed.

The appropriate action is to run the Schedule Automatic Step Progression task. This task evaluates eligibility rules, durations, and progression criteria, and then automatically moves eligible employees to the next compensation step.

Modifying compensation steps or grades is unnecessary and incorrect if progression logic already exists.

Change Job events should not be used for step progression, and grade job profile adjustments are unrelated.

Therefore, the correct action is to schedule automatic step progression, making option D correct.

NEW QUESTION # 151

What report allows you to view each worker's compensation details, including total base pay, compensation package, and compa-ratio, for one or more organizations you manage or support, and optionally their subordinates?

- A. Total Rewards
- B. Employee Compensation Audit
- **C. Compensation Spreadsheet**
- D. Employee Compensation Details by Job Profile

Answer: C

Explanation:

The Compensation Spreadsheet is a powerful Workday reporting and analysis tool that allows managers and HR partners to view detailed compensation information for employees across one or more organizations they manage or support. It supports side-by-side viewing of key metrics, including:

- * Total base pay
- * Compensation package
- * Compa-ratio
- * Position in range
- * Allowances and bonuses

The spreadsheet format is specifically designed for managerial review, planning, and analysis, with optional inclusion of subordinate organizations. It is widely used during compensation review cycles and off-cycle analysis.

Other reports have more limited scope:

- * Employee Compensation Audit focuses on eligibility mismatches
- * Job Profile reports focus on structure, not worker-level pay
- * Total Rewards is employee-facing and not manager-analytic

Therefore, the correct answer is Compensation Spreadsheet, making option D correct.

NEW QUESTION # 152

For the past four years, your company offered employees a \$3,000 annual housing allowance. The company wants to increase the allowance to \$3,500 annually and ensure both new and existing employees receive the updated amount.

How should you make this change?

- A. Use Request Compensation Change to update existing employees individually.
- B. Edit the allowance plan and change the plan amount with a new effective date.
- C. Create a new housing allowance plan and add it to the compensation package.
- **D. Run the Set Up Allowance Plan Adjustment task and adjust employees to the new defaults.**

Answer: D

Explanation:

The Set Up Allowance Plan Adjustment task is specifically designed to update allowance plan amounts for existing employee

assignments when plan targets change. Simply editing the allowance plan amount ensures new employees receive the updated value, but it does not automatically update existing employees already assigned to the plan. By running the Allowance Plan Adjustment task and selecting Adjust to New Defaults, Workday evaluates all employees assigned to the plan and updates their allowance amounts to match the new default value of \$3,500.

Manually updating employees through Request Compensation Change is inefficient and error-prone. Creating a new plan introduces unnecessary complexity and disrupts reporting continuity.

Therefore, the correct and Workday-recommended approach is to run Set Up Allowance Plan Adjustment and adjust to new defaults, making option D correct.

NEW QUESTION # 153

Refer to the following scenario to answer the question below. You need to group members of multiple organizations to track and report on revenue and expense-related financial transactions. What task groups multiple organizations for reporting purposes?

- A. Assign Included Organizations
- B. Assign Superior
- C. Create Custom Organization
- D. Inactivate Organization

Answer: A

Explanation:

In Workday organization configuration, multiple organizations can be grouped into a hierarchy or rollup structure for reporting, analysis, and transaction visibility. The task used to group existing organizations together for reporting purposes is Assign Included Organizations. This task allows administrators to specify which organizations are included beneath a higher-level organization or hierarchy node, enabling consolidated reporting across revenue, expense, and other organization-related transactions. Assign Superior changes the parent or superior relationship of an organization, but it does not directly answer the requirement to group multiple organizations for reporting. Inactivate Organization removes an organization from active use and is unrelated to reporting rollups. Create Custom Organization creates a new organization object, but creation alone does not group existing organizations under a reporting structure. The scenario explicitly asks for the task that groups multiple organizations, not the task that creates the organization itself. Therefore, Assign Included Organizations is the correct answer. Reference topics: Organizations, Organization Hierarchies, Included Organizations, Cost Center Hierarchies, and organization reporting structures.

NEW QUESTION # 154

You need to hire new workers into a new job management supervisory organization. You want to hire workers across multiple locations and with different job profiles.

How do you set hiring restrictions to ensure you can hire employees with maximum flexibility?

- A. When you create the positions, select all locations and job profiles in the hiring restrictions.
- B. Update the organization's hiring restrictions each time you hire a new worker.
- C. When you set the organization's hiring restrictions, select the No Job Restrictions checkbox.
- D. Update each position's hiring restrictions as you hire workers.

Answer: C

Explanation:

In Workday HCM, job management supervisory organizations rely on hiring restrictions to control which workers can be hired. These restrictions can be set at the organization level to govern hiring eligibility based on attributes such as job profile, location, worker type, and time type. When an organization anticipates hiring workers across multiple locations and multiple job profiles, Workday Pro HCM best practices emphasize configuring hiring restrictions to allow the greatest flexibility while avoiding unnecessary administrative maintenance.

Selecting the No Job Restrictions checkbox when setting the organization's hiring restrictions is the most effective approach in this scenario. This option removes job-based limitations, allowing the organization to hire workers into any job profile and location without repeatedly updating restrictions. It is especially appropriate for new or growing organizations where hiring needs are expected to change frequently.

The other options introduce inefficiency and risk. Updating each position's hiring restrictions is not applicable in job management, as job management does not use discrete position objects. Selecting all locations and job profiles during position creation is both impractical and restrictive, as it requires constant updates when new jobs or locations are added. Updating the organization's hiring restrictions every time a new worker is hired increases administrative overhead and raises the likelihood of errors or delayed hires.

From a Workday Pro HCM perspective, the No Job Restrictions setting is designed specifically to support broad, flexible hiring needs while still allowing downstream processes-such as recruiting, compensation, and reporting-to function correctly. Therefore, choosing this option ensures maximum hiring flexibility and aligns with Workday's recommended configuration approach for job management organizations.

NEW QUESTION # 155

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