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

Topic	Details
Topic 1	• 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.
Topic 2	• 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.
Topic 3	• 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 4	• 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 5	• 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 6	• 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.
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	• Organizations: 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.
Topic 9	• 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.
Topic 10	• 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 11	• 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.

Topic 12	• 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 13	• 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.
Topic 14	• 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 15	• 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.
Topic 16	• Business Process Framework: 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.
Topic 17	• 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.

Workday Pro HCM Core Certification Exam Sample Questions (Q40-Q45):

NEW QUESTION # 40
You want the company organization to default in when you hire workers. What task should you run from the supervisory organization to accomplish this?

- A. Create Position
- B. Assign Roles
- C. Edit Name/Code
- D. Edit Supervisory Organization

Answer: D

Explanation:
Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Organizations Configuration Guide, 2023R2):
To have the Company Organization automatically default when hiring workers into a supervisory organization, you must update the organization settings through the Edit Supervisory Organization task.
This task allows you to define default organization assignments, including Company, Cost Center, Region, and Custom Organizations.
Once these defaults are set, Workday automatically populates these values during staffing events such as Hire or Add Job, reducing manual entry and ensuring consistent data alignment across the hierarchy.
Option B (Create Position) is used to define positions within the supervisory org, not defaults.
Option C (Edit Name/Code) modifies identifiers only.
Option D (Assign Roles) relates to security role assignments.
Therefore, Edit Supervisory Organization is the correct task to establish the default Company for new hires.
Reference (Paraphrased Source):
Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Defining Default Organization Assignments."

NEW QUESTION # 41

You are updating a business process and need to exclude the initiator from completing a step. What task do you use?

- A. Maintain Step Help-Text
- B. Maintain Step Delay
- C. Maintain Step Conditions
- D. Maintain Advanced Routing

Answer: D

Explanation:

When configuring a business process, if the requirement is to exclude the initiator from completing a step, the correct configuration point is within Maintain Advanced Routing. This task allows administrators to control and customize routing restrictions and participant logic for each step.

Using the Maintain Advanced Routing task, you can define whether the initiator should be included or excluded as a potential assignee for the step. This ensures segregation of duties and compliance - for example, preventing an employee who initiated a Change Job event from approving or reviewing their own transaction.

Options A, B, and D are incorrect:

* Maintain Step Conditions (A) is used to apply condition rules to control whether a step executes but not who performs it.
* Maintain Step Help-Text (B) is used only to provide user instructions within the BP interface.
* Maintain Step Delay (D) controls timing between steps, not participant assignment.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Advanced Routing and Participant Restrictions" and "Business Process Step Configuration Options."

NEW QUESTION # 42

What statement about business processes is true?

- A. You can add any type of condition rules to any step.
- B. You can set any step of a business process as completion.
- C. You can create business process definitions based on rules.
- D. You can add any action step to any business process.

Answer: C

Explanation:

In Workday, a Business Process (BP) defines how specific business events are executed within the system.

The true statement among the options is that you can create business process definitions based on rules.

Workday allows you to maintain rule-based BP definitions, meaning that a single BP can have multiple versions triggered under different conditions (for example, based on supervisory organization, company, location, or job profile).

This functionality enhances configuration flexibility by allowing organizations to adapt process flow depending on contextual attributes - without duplicating processes. Each version operates under a defined condition rule, evaluated at runtime to determine which BP definition applies.

Options A, B, and C are incorrect:

* A is false because not every action step can be added to every process - the available step types depend on the BP template (for example, Hire, Change Job, or Request Compensation Change).
* B is false since condition rules can only be applied to specific steps where the system allows configuration (for instance, approvals and to-dos).
* C is false because only a designated Completion Step marks the end of the process, and it cannot be assigned arbitrarily to any step.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Framework and Configuration Guide (2023R2, Workday Learning).

Sections: "Rule-Based Business Process Definitions," "Business Process Configuration Best Practices," and "Condition Rule Framework."

NEW QUESTION # 43

What must your client do before they can start hiring within a position management staffing model supervisory organization?

- A. Have an open, approved position.
- B. Use the Edit Staffing Model task to select the staffing model.

- C. Set hiring restrictions on the supervisory organization.
- D. Have at least one member hired into the supervisory organization.

Answer: A

Explanation:
The correct answer isB - Have an open, approved position.
In Workday'sPosition Managementstaffing model, each hire is tied to aspecific position. Before a worker can be hired, a position must exist, be opened, and be approved through the appropriate business process.
Once a position is approved, it becomes available for theHireorAdd Jobprocess. Without an approved position, no worker can be assigned under that supervisory organization. The position serves as the structural foundation for trackingheadcount, job details, and time-to-fill metrics.
OptionsAandCrefer to configuration prerequisites, but the question specifically focuses on the operational readiness to hire.
OptionDis incorrect because a hire cannot occur until after a position exists.
Reference:Workday Pro HCM -Staffing Models and Hiring Processes, "Position Management Model - Creating and Approving Positions."

NEW QUESTION # 44
Which of these are examples ofuser-based security groups?(Select two correct answers.)

- A. Managers
- B. Security Administrator
- C. Compensation Partner
- D. HR Administrator

Answer: B,D

Explanation:
From theWorkday Module 2 Binder:
"User-based security groups include roles such as Security Administrator and HR Administrator.
These are assigned directly to individual users and determine their access and capabilities within the tenant."
- Workday Module 2 Binder, Security Configuration Section
* User-Based Security Groupsaredirectly assigned to specific users, rather than based on roles or job positions.
* Security AdministratorandHR Administratorare classic examples - they're given to individual users based on need or access level.
* Compensation PartnerandManagersarerole-based security groups, which are tied to a worker's role within an organization, not directly to a user.

NEW QUESTION # 45
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