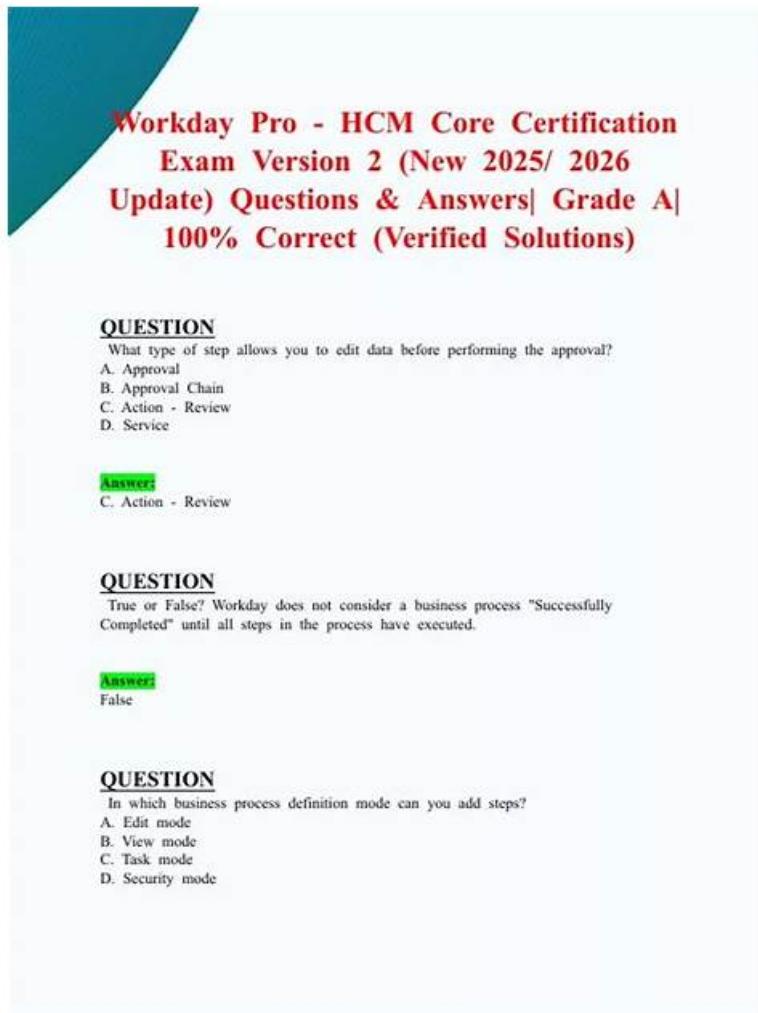


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**Workday Pro - HCM Core Certification
Exam Version 2 (New 2025/ 2026
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QUESTION
What type of step allows you to edit data before performing the approval?
A. Approval
B. Approval Chain
C. Action - 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

QUESTION
In which business process definition mode can you add steps?
A. Edit mode
B. View mode
C. Task mode
D. Security mode

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Workday Pro HCM Reporting Certification Exam Sample Questions (Q45-Q50):

NEW QUESTION # 45

You have created a composite report and are trying to add a matrix report as a subreport. However, when trying to configure a Data column, the matrix report is not available to select in the Sub Report Name field.

What can you check to identify the cause of this issue?

- A. Check that the summarization fields in the matrix report also match the selections in the Field to Aggregate field in the Data column settings.
- B. Check that the prompt defaults in the matrix report align with the prompt defaults defined in the composite report's Report Settings.
- C. Check that the configurations on the Filter Data in Sub Report grid also exist in the Filter tab of the matrix report definition.
- D. **Check that every field in the composite report's set of fields that are enabled for filtering and grouping also exists as a group-by field in the matrix report.**

Answer: D

Explanation:

For a matrix report to be used as a subreport in a composite report, the group-by fields in the matrix report must align with the fields enabled for filtering and grouping in the composite report. If this alignment does not exist, Workday does not allow the matrix report to appear as a valid subreport option in the Sub Report Name dropdown.

From the Workday binder: "To include a matrix report as a subreport in a composite, the group-by fields of the matrix must match the fields enabled for grouping in the composite report. If these do not match, the matrix will not appear in the Sub Report Name selection." Other factors such as prompt defaults or filter settings may impact usability, but they do not prevent the matrix report from being selectable. The key dependency is the field alignment between the composite and the matrix group-by fields.

Therefore, the correct answer is A. Check that every field in the composite report's set of fields that are enabled for filtering and grouping also exists as a group-by field in the matrix report.

NEW QUESTION # 46

A Hire event has an Effective Date of 09/02/2023.

What would be the Record Date of the Hire event on the Trended Workers object?

- A. 10/31/2023
- B. 9/1/2023
- C. 9/2/2023
- D. **9/30/2023**

Answer: D

Explanation:

In Workday trending reports, the Record Date for a transaction is not always the same as the event's Effective Date. Instead, trending data is captured based on the periodicity of the trended workers configuration, most commonly set to the end of each month. For Hire events, the Effective Date is when the change takes effect in the system, but the trended data is stored using the month-end Record Date.

From the Workday binder: "Trended Workers captures snapshots of worker data at periodic intervals (e.g., monthly, quarterly). A transaction such as a hire or termination is recorded in trending as of the last day of the period in which the effective date occurs." In this scenario, the Hire Effective Date of 09/02/2023 falls in September. The Record Date is therefore the last day of September, 09/30/2023, not the effective date itself.

Thus, the correct answer is C. 9/30/2023.

NEW QUESTION # 47

The Recruiting department requested a report that shows job applications by recruiting source, displayed through count and percent summaries that they can drill into to further analyze the data.

What report type fulfills these requirements?

- A. Matrix
- B. nBox
- C. Search
- D. Advanced

Answer: A

Explanation:

Workday offers several custom report types: Advanced, Matrix, Composite, Search, and Trending.

Advanced Reports: Allow sorting, filtering, grouping, totals, and charts but are not designed for percentage summarizations across grouped data.

Search Reports: Show search results based on facet filters, not suited for summarization and percentages.

nBox Reports: Used for displaying workers or positions across two dimensions (e.g., performance vs. potential).

Matrix Reports: Specifically designed for grouping data, applying summarizations (count, sum, percent), and drilling

NEW QUESTION # 48

You are configuring a data column on a composite report. You would like to map a subreport prompt to a value in a prompt set, but the prompt is not appearing on the Map Sub Report Prompts grid in the column configuration options.

What could be causing this?

- A. You do not have access to the domain securing the report prompt.
- B. The Do Not Prompt at Runtime checkbox is selected for the prompt on the subreport.
- C. You did not select Use Value From Prompt Set as the default prompt value in the subreport.
- D. You already set a default value for the prompt on the subreport.

Answer: B

Explanation:

In Workday, when you configure composite reports, you can map subreport prompts to prompt sets for greater flexibility. However, if the Do Not Prompt at Runtime checkbox is selected on the subreport prompt, the prompt will not be exposed in the Map Sub Report Prompts grid. This is because Workday interprets the prompt as suppressed and therefore not available for mapping at runtime.

From the Workday binder: "Prompts suppressed with the Do Not Prompt at Runtime option will not appear in the Map Sub Report Prompts grid in composite report configuration. To map a subreport prompt, ensure the prompt is enabled at runtime." Other options do not directly cause this issue: default values on prompts do not suppress them, security issues would block data but not hide the prompt mapping, and prompt set configuration errors affect defaulting but not visibility.

Thus, the correct answer is B. The Do Not Prompt at Runtime checkbox is selected for the prompt on the subreport.

NEW QUESTION # 49

A compensation analyst wants to provide C-level executives with a readable and easily accessible display of annual average base pay for workers by region.

What would be an effective option for this case?

- A. A worklet, because we need information from a collection of reports, organized by region.
- B. A worklet, we only need information from a single report.
- C. A dashboard, because we only need information from a single report.
- D. A dashboard, because we need information from a collection of reports, organized by region.

Answer: D

Explanation:

Workday dashboards allow organizations to present multiple reports together in a consolidated, highly visual, and interactive format. For C-level executives, who require a comprehensive and regional view of annual average base pay, dashboards are preferred over individual reports or worklets because they enable grouping and comparison across multiple data sets.

From the Workday binder: "Dashboards provide an interface to view charts and sheets all in one place. This enables managers and executives to analyze key metrics and trends so they can make better decisions.". By organizing reports by region within a dashboard, executives can quickly compare averages, identify trends, and take strategic action without needing to navigate multiple reports.

Worklets are lightweight tiles often used for single reports or quick tasks on the Home page. However, this scenario requires an organized collection of reports, making D. A dashboard, because we need information from a collection of reports, organized by region the correct answer.

NEW QUESTION # 50

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