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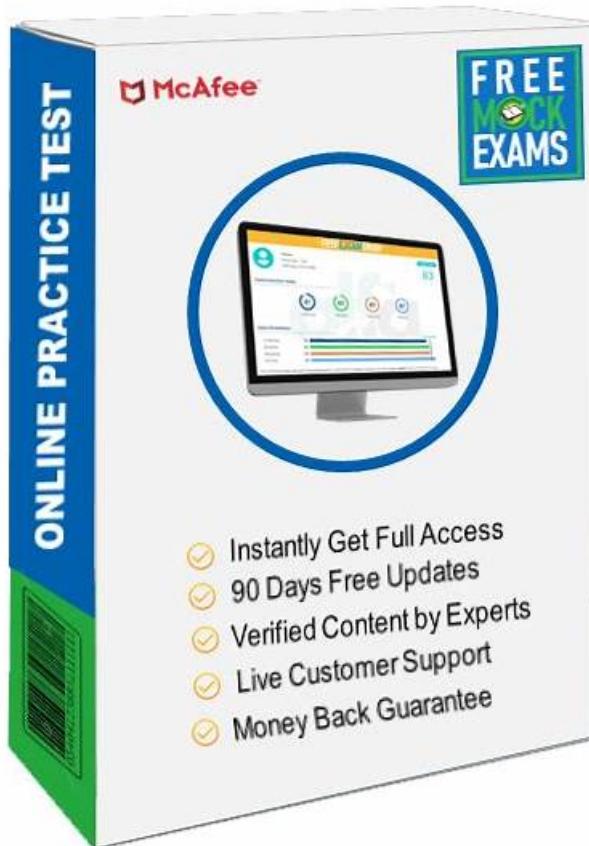
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Workday Workday-Pro-HCM-Reporting Exam Syllabus Topics:

Topic	Details
Topic 1	• Reporting: Business Reporting is used to inform management and investors of information such as financial performance, the market outlook, or the performance of a specific department. Candidates are tested for their business reporting skills.
Topic 2	• Composite Reporting: This domain of the Workday Pro HCM Reporting Certification exam measures the skills of HRIS Analysts and covers building and managing Composite Reports to deliver advanced insights across Workday HCM data.

Topic 3	• Calculated Fields: This domain assesses the skills of candidates regarding calculations. A calculation is a deliberate process that transforms one or more inputs into one or more results.
Topic 4	• Human Capital Management: Human capital is a concept used by economists and social scientists to designate personal attributes considered useful in the production process. Candidates are assessed for their HCM skills.

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Workday Pro HCM Reporting Certification Exam Sample Questions (Q24-Q29):

NEW QUESTION # 24
An HR administrator shares a discovery board with a manager and gives the manager Can Edit permissions. The manager is able to open Drive and access the discovery board. However, upon opening the discovery board, the manager notices that there are placeholders for each visualization and the data does not display.
What permission does the manager need to view the data in the visualizations?

- A. The Drive domain
- B. The Discovery Boards: Create domain
- C. Can View permissions on each visualization
- D. The data source used in each visualization

Answer: D

Explanation:
Discovery boards in Workday Prism or Analytics rely on underlying data sources to populate visualizations. Even if the manager has Can Edit or Can View access to the discovery board itself, they still need access to the domains or data sources used in the visualizations. Without this, placeholders appear instead of data.
From the Workday binder: "Discovery boards enforce Workday security. Users must have access to the underlying data sources or domains to view data in visualizations, regardless of board permissions." Giving "Can View" permissions on the visualization object itself or Drive access only affects sharing, not data. Discovery Boards: Create allows building new boards, not data access.
Therefore, the manager must have A. The data source used in each visualization.

NEW QUESTION # 25
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. 9/2/2023
- B. 9/1/2023
- C. 9/30/2023
- D. 10/31/2023

Answer: C

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 # 26

A worker report uses a filter based on the Location field, using the comparison type Prompt the user for a value. A user runs this report and leaves the prompt value blank.
What Worker instances display on the output?

- A. Only Worker instances where the Location field value is blank
- B. All Worker instances, regardless of the value of the Location field
- C. Only Worker instances where there is a value of the Location field
- D. No Worker instances, regardless of the value of the Location field

Answer: B

Explanation:
Workday report filters allow prompts so users can enter values when running a report. If the prompt value is left blank, Workday treats it as though no filter condition has been applied, so the system returns all available Worker instances regardless of the Location field.
From the Workday Reporting guide:
"Prompts - You can further narrow and refine your report results by having the user complete prompt fields before they run the report. You can set default values for prompts... If left blank, the filter condition is ignored and all data is returned." Therefore, the correct answer is D. All Worker instances, regardless of the value of the Location field.

NEW QUESTION # 27

Refer to the following scenario to answer the question below.
You have prepared the following matrix report for a recruiting manager.

Hiring Source	San Francisco		New York		Boston		Other		Total	
	Average Base Pay	Count	Average Base Pay	Count	Average Base Pay	Count	Average Base Pay	Count	Average Base Pay	Count
Employee referral	$158K	27	$174K		$100K	7	$117K	18	$142K	61
Headhunter	$107K	7	$120K	2	0K	0	$143K	7	$124K	16
LinkedIn	$113K	13	$115K	6	$225K	3	$104K	16	$119K	38
Other	$117K	27	$89K	13	$82K	6	$72K	54	$87K	100
Total	$130K	74	$122K	30	$117K	16	$91K	95	$111K	215

The recruiting manager would like to view the top ten hiring sources, rather than just three.
How can you adjust the report definition to address this requirement?

- A. Edit the Maximum Number of Rows field.
- B. Configure a Field Values group on the Group by Field.
- C. Edit the Axis Scale on the Output tab.
- D. Edit the Sort Rows field on the Row Grouping column.

Answer: A

Explanation:
In Workday matrix reports, the number of rows returned is controlled by the Maximum Number of Rows setting. By default, reports may limit output rows (for example, showing only the top 3). To display more results-such as the top 10 hiring sources-you must increase this value in the report definition.
From the Workday Reporting documentation:
"You can limit or expand the number of rows displayed in a matrix report by editing the Maximum Number of Rows field."
"To display more than the default, update the value in the report definition." Therefore, the correct way to adjust this report to display the top 10 hiring sources is B. Edit the Maximum Number of Rows field.

NEW QUESTION # 28
You have received a request for a new custom report that is similar to the Workday-delivered report Compare Workers, and you run the Workday Standard Reports report.
What information can you use to determine if you can copy Compare Workers to create a new custom report?

- A. The Description column is not empty for the report.
- B. The report shows Yes in the Schedulable column.
- C. You can access the report's Related Actions from the Report column.
- D. The report shows Report Writer in the Type column.

Answer: D

Explanation:
The Workday Standard Reports report lists all delivered reports and key attributes. Only standard reports created with the Report Writer tool can be copied and modified into custom reports. The "Type" column indicates whether the report is a Report Writer report.
From the Workday Reporting documentation:
"Workday delivers standard reports that are available for all customers. If necessary, you can copy many of the Workday-delivered reports created with the report writer to create a custom report and modify it as needed." Thus, the correct indicator is C. The report shows Report Writer in the Type column.

NEW QUESTION # 29
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