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Workday Pro HCM Core Certification Exam Sample Questions (Q47-Q52):

NEW QUESTION # 47

A customer configured a step-based grade with a progression sequence that uses eligibility rules. The design progresses an employee only if the employee does not have a poor performance rating.

Performance is measured on a 1-5 scale, where:

- * 1 = Poor performance
- * 5 = Outstanding performance

The progression sequence is:

- * Step 1: \$25 hourly
- * Step 2: \$30 hourly
- * Step 3: \$35 hourly

What should the conditional logic be?

- **A. Step 1 and Step 2 require conditional logic that evaluates if the performance review rating is not in selection list value 1.**
- B. Conditional logic for Step 1, Step 2, and Step 3 should be added to the grade profile.
- C. Conditional logic for Step 1 and Step 2 should be added to the grade profile.
- D. Step 1, Step 2, and Step 3 require conditional logic that evaluates if the performance review rating is in selection list value 1.

Answer: A

Explanation:

In Workday, step-based grades use progression logic to control movement from one step to the next.

Conditional logic is applied only to steps that an employee progresses through, not to the final step in the sequence.

In this scenario, the business requirement is to allow progression only if the employee does not have a poor performance rating (value 1). This condition must be evaluated when the employee attempts to move from:

* Step 1 # Step 2

* Step 2 # Step 3

There is no progression after Step 3, so conditional logic is not required for that step.

Conditional logic for step progression is configured at the step level, not at the grade profile level. The logic must explicitly evaluate that the performance review rating is not equal to selection list value 1.

Options B and D are incorrect because grade profiles do not control step-level progression logic. Option C incorrectly allows progression only when performance is poor, which is the opposite of the requirement.

Therefore, conditional logic should be applied to Step 1 and Step 2, evaluating that the rating is not in selection list value 1, making Option A the correct answer.

NEW QUESTION # 48

You need to include a new hire in an existing user-based security group.

What do you associate with the user-based security group to accomplish this?

- **A. Workday Account**
- B. Worker Location
- C. Worker Position
- D. Job Profile

Answer: A

Explanation:

In Workday HCM, user-based security groups grant access to specific individuals rather than to positions or organizations. These security groups are designed to provide permissions directly to a Workday user account

, making them appropriate when access should not change automatically based on position changes or organizational movement.

To include a new hire in an existing user-based security group, you must associate the group with the individual's Workday Account.

A Workday Account represents the system login identity for a worker and is the object that security groups reference when assigning user-based access. Once the new hire's Workday Account is created as part of the Hire business process, the account can be added to the user-based security group, immediately granting the associated permissions.

The other options are incorrect because they apply to different security models. Worker Position is used for role-based security groups, where access follows the position rather than the individual. Worker Location and Job Profile are organizational and job architecture attributes and are not valid association objects for user-based security groups.

From a Workday Pro HCM best-practice perspective, user-based security groups should be used sparingly, typically for exceptions, administrators, or roles that require access independent of organizational structure.

Because access does not automatically transfer when a worker changes jobs or positions, administrators must manually manage membership by adding or removing Workday Accounts as needed.

Therefore, the correct and Workday-verified way to include a new hire in an existing user-based security group is to associate the Workday Account with the security group.

NEW QUESTION # 49

What location usage defines the worker's physical location?

- A. Campus
- **B. Business Site**
- C. Business Asset
- D. Job Posting

Answer: B

Explanation:

In Workday HCM, location usage determines how a location is used across business processes such as staffing, reporting, payroll, and compliance. Each location can have one or more usage types, and selecting the correct usage is critical to ensure accurate worker records and downstream processing.

The location usage that defines a worker's physical work location is Business Site. A Business Site represents the actual, physical place where a worker performs their job duties, such as an office, plant, store, or warehouse. This usage is foundational in Workday and is commonly associated with employment details, including work address, tax reporting, payroll processing, and regulatory compliance. When a worker is hired or changes jobs, the Business Site is typically the location tied directly to the worker's position or job assignment.

The other options do not fulfill this purpose. Campus is used to group multiple business sites together, often for reporting or organizational purposes, but it does not directly represent where an individual worker physically works. Job Posting locations are used exclusively in recruiting to indicate where a job is advertised and may not reflect the worker's actual work location. Business Asset is used to associate physical assets, such as equipment or facilities, with a location and is not intended for worker assignment. From a Workday Pro HCM perspective, correctly identifying the Business Site as the worker's physical location ensures consistency across staffing, payroll, benefits, and compliance processes. It supports accurate reporting and enables Workday to apply location-based rules and calculations correctly.

Therefore, the correct and Workday-verified answer is Business Site.

NEW QUESTION # 50

You need to update a business process so the user can skip a To Do step.

How can you accomplish this?

- A. Add a step condition.
- **B. Make the step optional.**
- C. Assign the completion step.
- D. Edit the step notification.

Answer: B

Explanation:

In Workday HCM, To Do steps are commonly used within business process definitions to prompt users to complete follow-up actions, such as entering additional information or reviewing details. By default, a To Do step is required, meaning the business process cannot move forward until the user completes it. However, there are scenarios where the action should be optional, allowing the process to continue even if the user does not complete the task.

To allow a user to skip a To Do step, the correct configuration is to make the step optional. When a step is marked as optional, Workday presents the To Do task to the user but does not require completion for the business process to proceed. The user can choose to complete the task or bypass it without blocking the transaction.

The other options do not achieve this outcome. Editing the step notification only changes messaging and does not affect whether the step is required. Assigning the completion step controls when the transaction is finalized but does not alter step requirements. Adding a step condition determines whether the step runs at all based on defined criteria, but it does not give the user the ability to skip the step once it is initiated.

From a Workday Pro HCM configuration standpoint, marking a To Do step as optional is the correct and recommended approach when the action is helpful but not mandatory. This ensures flexibility for users while maintaining the integrity and flow of the business process.

Therefore, the correct and Workday-verified answer is Make the step optional.

NEW QUESTION # 51

The HR Partner Role-Based (Constrained) security group is responsible for approving employee terminations.

The Access Rights to Organizations setting on this security group is Current Organization and All Subordinates.
What termination events will HR Partners need to approve?

- A. Termination events for employees that are members of the organization they are assigned to support.
- B. Termination events for employees that are members of the organization they are assigned to support and only one subordinate of that organization.
- **C. Termination events for employees that are members of the organization they are assigned to support and any subordinates of that organization.**
- D. Termination events for employees that are members of the organization they are assigned to support and only subordinates of that organization that do not have an HR Partner.

Answer: C

Explanation:

In Workday HCM, role-based (constrained) security groups control access to business processes and data based on an individual's organizational assignments. The Access Rights to Organizations setting determines which organizations-and therefore which workers-fall within the scope of responsibility for users assigned to that security role.

When the Access Rights to Organizations setting is configured as Current Organization and All Subordinates, the HR Partner assigned to a supervisory organization gains security access to that organization and every subordinate organization beneath it in the hierarchy. This access applies regardless of whether subordinate organizations have their own HR Partners assigned.

In the context of employee terminations, this means HR Partners are responsible for approving termination events for employees who belong to the organization they directly support as well as employees in any subordinate supervisory organizations. Workday evaluates the worker's organizational membership at the time of the transaction and routes the business process approval accordingly.

Options B and C are incorrect because Workday does not limit approvals based on whether subordinate organizations have HR Partners or restrict access to a single subordinate. Option D is also incorrect because it ignores subordinate organizations entirely, which contradicts the selected access rights configuration.

From a Workday Pro HCM security design perspective, this setting ensures appropriate oversight and continuity by allowing HR Partners to support broader organizational segments without creating security gaps. It is commonly used in shared-services or regional HR models where HR Partners support entire organizational branches.

Therefore, the correct and Workday-verified answer is that HR Partners must approve termination events for employees in their assigned organization and all subordinate organizations.

NEW QUESTION # 52

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