

Pass Guaranteed Quiz 2026 Workday Workday-Pro-HCM-Core: Workday Pro HCM Core Certification Exam—Professional Latest Exam Question

2025/2026 WORKDAY HCM CORE PRO QUESTIONS AND ANSWERS

True or False? Search lets you use partial searches and abbreviations.

True

What is the name and location of the icon you select when acting on or making changes to an object?

Related Actions, next to or below the object

What is the name of the report that displays Workday-delivered reports?

A. Workday Standard Reports B. Workday Delivered Reports C. Workday Customer Reports

D. All Custom Report

A. Workday Standard Reports

What is the primary organizational structure within Workday HCM?

Supervisory

True or False? Security and business processes apply across applications and impact all Workday solutions.

True

What is the foundation of all jobs and positions in Workday? A. Job Profile B. Position C.

Job D. Job Family

A. Job Profile

True or False? You can configure business process steps to route to security groups in order to complete a transaction.

True

Which of the following changes can you make to supervisory organizations? (Select three correct answers.)

A. Create Subordinate B. Divide Organization C. Move Organization D. Assign Superior E.

Inherit Organization

Create Subordinate, Divide Organization, Assign Superior

Which characteristics accurately describe organization sub-types? (Select two correct answers.)

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

Topic	Details
Topic 1	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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 3	<ul style="list-style-type: none"> 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 4	<ul style="list-style-type: none"> 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 5	<ul style="list-style-type: none"> 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 6	<ul style="list-style-type: none"> 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 7	<ul style="list-style-type: none"> 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 8	<ul style="list-style-type: none"> 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 9	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 11	<ul style="list-style-type: none"> 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 12	<ul style="list-style-type: none"> 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.

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Workday Pro HCM Core Certification Exam Sample Questions (Q21-Q26):

NEW QUESTION # 21

You want a report's results to be organized by the name of the worker's supervisory organization for any user running the report. What report configuration accomplishes this?

- A. Sort
- B. Filter
- C. Subfilter
- D. Share

Answer: A

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Reporting and Analytics Guide, 2023R2): In Workday Reporting, to organize or arrange the display of report results based on specific criteria - such as the Supervisory Organization Name - you use the Sort configuration option.

Sorting determines the order in which records appear when the report is executed. In this case, by sorting on the Supervisory Organization Name field, all workers will be grouped together under their respective organization, making the output intuitive and structured for analysis.

Option B (Share) controls who has access to the report.

Option C (Filter) limits which records are included in the results.

Option D (Subfilter) refines filter logic but does not control display order.

Thus, Sort is the correct configuration feature to organize report results for any user running the report.

Reference (Paraphrased Source):

Workday Pro HCM Core - Reporting Configuration and Design Guide (2023R2), Section: "Sorting, Grouping, and Display Options in Custom Reports."

NEW QUESTION # 22

What is the primary benefit of using a Position Management staffing model?

- A. Allows for greater flexibility when hiring.
- B. Offers greater control on each position open within an organization.
- C. Offers reporting capabilities on filled positions only.
- D. Allows a company to hire an unlimited number of employees for a single position.

Answer: B

Explanation:

The correct answer is C - Offers greater control on each position open within an organization.

The Position Management staffing model is designed for organizations that require precise headcount control and visibility into staffing levels. Each position represents a discrete role that must be created, approved, and tracked before a hire occurs.

This model provides a high degree of control over:

- * Vacancies and filled positions
- * Position attributes (FTE, job profile, location, etc.)
- * Time-to-fill metrics for open roles

Because every hire is linked to a specific position, administrators can effectively monitor workforce planning, budgeting, and resource allocation.

Reference: Workday Pro HCM - Staffing Model Fundamentals, "Benefits of Position Management."

NEW QUESTION # 23

What statement describes business process notification functionality?

- A. You can use text and fields in the body of the notification message.
- B. You can only select one status as the notification trigger.
- C. You can create your own notification triggers.
- D. You can only send custom notifications to internal employees.

Answer: A

Explanation:

Workday's Business Process Notification functionality enables administrators to configure custom notifications that are automatically sent to users when specific BP events occur. The correct statement is that you can use text and fields in the body of the notification message (Option B).

Notification templates support the insertion of business process fields, allowing dynamic content such as worker names, event types, or effective dates to be automatically populated in the message. This helps personalize communications and provide clear, actionable context.

Option A is incorrect because notifications can be sent to both internal users and external participants (such as vendors or contingent workers) if appropriately configured.

Option C is incorrect - you can configure multiple status triggers (e.g., In Progress, Denied, Completed).

Option D is incorrect since notification triggers are predefined by Workday, and while you can configure their messages and recipients, you cannot create entirely new trigger types.

Therefore, the main strength of this feature lies in its customizable content, dynamic field integration, and multi-status trigger support.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Business Process Notifications," and "Custom Message Configuration."

NEW QUESTION # 24

How can a user become a member of an organization-based security group? (Select two correct answers.)

- A. The user is a member of the Information Technology cost center hierarchy.
- B. The user is a member of the Human Resources job family.
- C. The user is a member of the Europe Location Hierarchy.
- D. The user is located in London, Paris, and Rome.

Answer: A,C

Explanation:

The correct answers are B and C.

Organization-based security groups derive membership automatically from an organizational structure in Workday - such as supervisory, cost center, region, or location hierarchies. Users are included in the group based on their association with that organization or hierarchy.

* B. If a user is part of the Europe Location Hierarchy, they automatically gain access assigned to that organization-based security group.

* C. Similarly, users belonging to the Information Technology cost center hierarchy are included in the corresponding cost center-based security group.

Options A and D are incorrect because location membership alone (without organizational hierarchy) or job family assignment does not control membership in an organization-based group.

Reference: Workday Pro HCM - Security Fundamentals, "Organization-Based Security Groups and Derived Membership" section.

NEW QUESTION # 25

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. Edit Name/Code
- B. Assign Roles
- C. Create Position
- 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 # 26

The education level of the country has been continuously improved. At present, there are more and more people receiving higher education, and even many college graduates still choose to continue studying in school. Getting the test Workday-Pro-HCM-Core certification maybe they need to achieve the goal of the learning process, have been working for the workers, have more qualifications can they provide wider space for development. The Workday-Pro-HCM-Core Study Materials can provide them with efficient and convenient learning platform so that they can get the certification as soon as possible in the shortest possible time.

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