

# Review Workday-Pro-HCM-Core Guide | Workday-Pro-HCM-Core Reliable Test Materials



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

Topic	Details
Topic 1	<ul style="list-style-type: none"> <li>• <b>Compensation:</b> 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.</li> </ul>
Topic 2	<ul style="list-style-type: none"> <li>• <b>Scheduling Reports:</b> 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.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>• <b>Reporting Overview:</b> 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.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>• <b>Business Process Security:</b> 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.</li> </ul>

Topic 5	<ul style="list-style-type: none"> <li>• <b>Prompting:</b> 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.</li> </ul>
Topic 6	<ul style="list-style-type: none"> <li>• <b>Business Process Steps:</b> 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.</li> </ul>
Topic 7	<ul style="list-style-type: none"> <li>• <b>Building Custom Reports:</b> 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.</li> </ul>
Topic 8	<ul style="list-style-type: none"> <li>• <b>Job Profiles:</b> 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.</li> </ul>
Topic 9	<ul style="list-style-type: none"> <li>• <b>Staffing Models:</b> 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.</li> </ul>
Topic 10	<ul style="list-style-type: none"> <li>• <b>Organizations:</b> 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.</li> </ul>

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### Workday Pro HCM Core Certification Exam Sample Questions (Q51-Q56):

#### NEW QUESTION # 51

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 only send custom notifications to internal employees.
- D. You can create your own notification triggers.

**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 # 52

Which staffing models are available for supervisory organizations? (Select two correct answers.)

- A. Headcount Management
- B. Customer Defined Staffing Model
- C. Position Management
- D. Job Management

**Answer: C,D**

Explanation:

The correct answers are C - Position Management and D - Job Management.

In Workday, supervisory organizations can only use one of two delivered staffing models:

\* Position Management: Each position is a distinct entity that must be created and approved before hiring. It supports detailed tracking of vacancies and headcount.

\* Job Management: Hiring is managed at the job level, allowing multiple workers to be hired under a single job requisition without individual position control.

Workday does not deliver "Headcount Management" or "Customer Defined Staffing Models" as valid options.

The staffing model is selected when creating or editing a supervisory organization and determines how headcount, hiring, and reporting are managed.

Reference: Workday Pro HCM - Staffing Models Overview, "Position Management vs. Job Management."

### NEW QUESTION # 53

When hiring a worker, you want the HR Partner to receive a task to review and update the company and cost center assigned to the new hire. What action do you add to the Hire business process to accomplish this?

- A. Review Employee Hire
- B. Edit Workday Account
- C. Change Organization Assignments
- D. Onboarding Setup

**Answer: C**

Explanation:

To ensure the HR Partner reviews and updates a new hire's Company and Cost Center, you add the Change Organization Assignments action step to the Hire business process.

This action allows the HR Partner (or assigned role) to validate and modify organizational assignments, such as Company, Cost Center, Region, or Location, before the Hire event is finalized. It is typically positioned after the Review Employee Hire step to confirm that all organization-level data aligns with the new worker's role and supervisory org defaults.

Option A (Review Employee Hire) is a completion-type review step and does not update organization data.

Option B (Onboarding Setup) prepares onboarding tasks, not organizational details.

Option C (Edit Workday Account) deals with account credentials and system access.

Thus, Change Organization Assignments is the correct step for updating or confirming company and cost center information during the hiring process.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Adding and Configuring Organization Assignment Steps in Staffing BPs."

#### NEW QUESTION # 54

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

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

**Answer: C**

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 # 55

You want a report's results to display only workers located in Toronto and Montreal. What report configuration accomplishes this?

- A. Sort
- B. Share
- C. Filter
- D. Sub Level Sort

**Answer: C**

Explanation:

The correct answer is Filter.

In Workday reporting, filters are used to narrow down report results based on specific data criteria, such as location, supervisory organization, or worker type. By applying a filter condition to include only workers whose location equals Toronto or Montreal, the report output dynamically restricts data to meet those parameters.

Filters can be added to both custom and advanced reports and can include multiple conditions combined with logical operators (AND/OR). Unlike Sort (which arranges results in a specific order) or Share (which defines who can view or edit the report), a Filter directly controls which data rows appear in the report output, ensuring that only relevant workers are displayed.

Reference: Workday Pro HCM - Reporting Fundamentals, "Using Filters to Refine Report Results" section.

#### NEW QUESTION # 56

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