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Workday Pro HCM Core Certification Exam Sample Questions (Q31-Q36):

NEW QUESTION # 31

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

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

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 # 32

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

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

Answer: A,B

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 # 33

You want all managers to approve both hire details and proposed compensation. The consolidated approval chain step displays after Propose Compensation and the completion step, Review Employee Hire. What statement describes the action that happens next?

- A. You receive a warning because the consolidated approval chain step should be the completion step.
- B. You execute the business process successfully to meet the business need.
- C. You receive a critical error because the step order should be Review Employee Hire, Propose Compensation (completion step), and then consolidated approval chain.
- **D. You receive a critical error because the consolidated approval chain step should be the completion step.**

Answer: D

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Business Process Configuration Guide 2023R2):

A Consolidated Approval Chain Step allows multiple approval actions within a business process to be combined into a single, streamlined approval task. However, this step must be the final step before the completion step in a business process.

If the Consolidated Approval Chain appears after the completion step, Workday will trigger a critical error because the step order violates the BP framework rules. The system expects the consolidated approval to act as the last step to ensure that all approvals are received before the event finalizes.

Therefore, Option C is correct - a critical error occurs because the Consolidated Approval Chain Step must immediately precede the completion step, not follow it.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Consolidated Approval Chains and Step Sequence Rules."

NEW QUESTION # 34

What is a use case for a segment-based security group?

- A. HR partners need to be able to approve performance reviews.
- **B. HR partners need to be able to view documents but only those assigned to the Performance Review category.**
- C. HR partners need to be able to create performance review templates.
- D. HR partners need to be able to run performance reports.

Answer: B

Explanation:

The correct answer is D - HR partners need to be able to view documents but only those assigned to the Performance Review category.

Segment-based security groups are used in Workday to grant access to specific subsets of data within a domain, based on defined "segments" such as document category, location, or other defined dimensions.

Unlike role-based or organization-based groups, segment-based security provides fine-grained access control that limits visibility within a specific domain.

In this case, the HR partners should only be able to view documents categorized under "Performance Review", not all employee documents. A segment-based group is ideal here because it restricts access based on the document category segment defined in the Document Review domain.

Reference: Workday Pro HCM - Security Configuration and Management, "Segment-Based Security Groups" section.

NEW QUESTION # 35

Why would you recommend a client to use job families or job family groups?

- A. Job families and job family groups can be assigned to compensation grade profiles.
- B. Job families and job family groups have a hierarchical structure with job families being the highest level.
- **C. Job families and job family groups are optional, but they can help organize and group job profiles.**
- D. Job families can belong to one or more job family groups.

Answer: C

Explanation:

The correct answer is A - Job families and job family groups are optional, but they can help organize and group job profiles.

Job Families and Job Family Groups are optional configuration elements in Workday, but they serve a key purpose in maintaining a structured, organized job framework. They enable the grouping of similar jobs for streamlined management in areas such as compensation, recruiting, reporting, and career development.

For instance, all technical roles (like Software Engineer, Systems Analyst, and Data Architect) might belong to the Information Technology Job Family, which in turn is part of the Technology Job Family Group.

While optional, using these structures provides consistency across departments, simplifies security and reporting filters, and supports analytics related to workforce planning and talent management.

Reference: Workday Pro HCM - Job Profiles and Job Family Structures, "Benefits of Using Job Families and Job Family Groups."

NEW QUESTION # 36

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