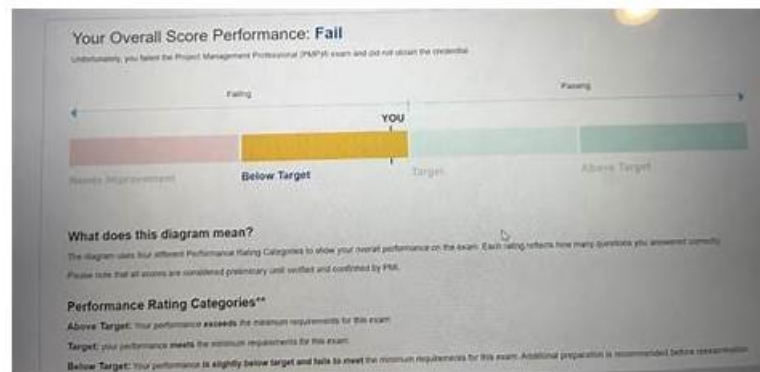


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Workday Workday-Pro-HCM-Reporting Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none">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 2	<ul style="list-style-type: none">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 3	<ul style="list-style-type: none">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 4	<ul style="list-style-type: none">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 (Q38-Q43):

NEW QUESTION # 38

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	10	\$100K	7	\$117K	18	\$142K	61
Headhunter	\$167K	7	\$189K	2	9K	0	\$143K	7	\$124K	16
LinkedIn	\$113K	11	\$115K	6	\$225K	3	\$104K	16	\$119K	36
Other	\$117K	27	\$89K	13	\$82K	6	\$72K	54	\$87K	100
Total	\$130K	74	\$122K	31	\$117K	16	\$91K	95	\$111K	215

The recruiting manager wants the rows to sort by Total Count, rather than Total Average Base Pay. How can you adjust the report definition to address this requirement?

- A. Adjust the Maximum Number of Rows value.
- **B. Add a new row to the grid on the Sort tab.**
- C. Add a new row to the grid on the Filter tab.
- D. Reorder the rows in the Define the Field(s) to Summarize grid.

Answer: B

Explanation:

In Workday reporting, row ordering is controlled on the Sort tab of the report definition. If you want the rows in a matrix report to sort by a specific field (such as Total Count), you must add that field to the Sort tab. Filters limit records, and summarizations define metrics, but sorting rules are explicitly defined in the Sort configuration.

From the Workday Reporting documentation:

"Sort - Control the order to present and group data. You can specify options for subtotals, grand totals, and outlines. Add a row on the Sort tab to define sorting by a particular field." Therefore, to sort rows by Total Count instead of Total Average Base Pay, the correct step is C. Add a new row to the grid on the Sort tab.

NEW QUESTION # 39

The Chief Learning Officer wants you to build a report that lists all current learning content and any information you have relating to ratings and popularity.

How should you find the relevant fields and data sources that are available for you to create this report?

- A. Access the View Custom Report task
- B. Run the Workday Standard Reports report
- C. View the Learning dashboard
- **D. Run the Business Object Details report**

Answer: D

Explanation:

To locate the correct fields and data sources for a custom report, Workday provides the Business Object Details report. This report displays all available fields, relationships, and related business objects that can be included in reporting. It ensures report writers can confirm which fields (e.g., Learning Content, Ratings, Popularity) are accessible for use.

From the Workday Reporting documentation:

"The report data source provides the view into the primary business object. This object gives you access to class report fields as well as links to related business objects."

"The Business Object Details report is used to view which fields are available for reporting." Therefore, the correct answer is B. Run the Business Object Details report.

NEW QUESTION # 40

Two people run the same report. One person can view all columns but the other person can only view some columns. Why is the second user missing columns?

- A. The second user is not the report owner.
- **B. The second user does not have access to the domain that secures the field.**
- C. The report uses an indexed data source.
- D. The first user did not manually share the report with the second user.

Answer: B

Explanation:

Access to report fields in Workday is governed by security domains. If a user lacks access to the security domain that secures specific report fields, those fields will not appear in the report output for that user.

From the Workday Reporting documentation:

"A security group gets access to a security domain, which is a predefined set of related securable items. Securable items can include reports, tasks, data sources, and report fields." Therefore, the correct answer is C. The second user does not have access to the domain that secures the field.

NEW QUESTION # 41

A recruiter is running a dashboard and no data is appearing in the Top New Applications by Job Profile worklet tile. What could be the cause of the issue?

- A. The recruiter does not have access to the domain securing the dashboard.
- B. The recruiter does not have access to the Top New Applications by Job Profile report.
- **C. The recruiter has constrained access to the report's data source or data source filter.**
- D. The dashboard configuration does not include Top New Applications by Job Profile as a required worklet.

Answer: C

Explanation:

If a recruiter sees an empty dashboard tile, the most likely cause is constrained security access. Even though the dashboard is properly configured and the worklet is enabled, Workday's security framework ensures that report results vary by user depending on their role and assigned constraints.

From the Workday Reporting binder: "Report results differ between users if security constraints apply. Constrained security groups grant access only to a subset of data... Unconstrained security groups grant users access to all target instances of a securable item". In this scenario, the recruiter likely has constrained access to only their supervisory organization or region. As a result, the "Top New Applications by Job Profile" report returns no records in the worklet tile.

Other options are less likely: if the recruiter lacked access to the report entirely, the tile would not appear; required vs. optional dashboard configuration would not impact existing data visibility; and domain-level security applies to report access, not data filtering.

Therefore, the correct answer is C. The recruiter has constrained access to the report's data source or data source filter.

NEW QUESTION # 42

Refer to the following scenario to answer the question below.

You have prepared the following matrix report for a recruiting manager.

Recruiting Analysis by Hiring Source and Location									
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
Employee referral	\$158K	27	\$174K	7	\$100K	7	\$117K	18	\$142K
Headhunter	\$167K	7	\$180K	2	0K	0	\$143K	7	\$124K
LinkedIn	\$113K	11	\$115K	6	\$225K	3	\$104K	16	\$119K
Other	\$117K	27	\$89K	13	\$82K	6	\$72K	54	\$87K
Total	\$130K	74	\$122K	26	\$117K	16	\$91K	95	\$111K

The recruiting manager wants to dynamically refine the output results for various hiring sources and locations. How can you achieve this?

- A. Configure Facet Filters.
- B. Include a Summarization Calculation.
- C. Include a Drill to Report Link.
- D. Configure a Field Values Group.

Answer: A

Explanation:

Matrix reports in Workday allow for grouping, summarization, and drill-through capabilities. To let managers dynamically refine report results at runtime, you configure Facet Filters. Facet Filters enable users to filter the report output interactively, without modifying the underlying definition.

From the Workday Reporting documentation:

"Matrix reports allow grouping and summarization of data. You can also configure facet filters so users can dynamically refine report results by selecting values such as Hiring Source or Location." Thus, the correct way to let the recruiting manager refine the output is D. Configure Facet Filters.

NEW QUESTION # 43

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