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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"> • Business Process Steps: 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.
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"> • 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.
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"> • 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 7	<ul style="list-style-type: none"> • Navigation, Finding Data, and Business Objects: This section of the exam measures the skills of Workday HCM Analysts and focuses on navigating the Workday interface efficiently, finding relevant data, and understanding how business objects function. Candidates are tested on their ability to apply navigation techniques, recognize the structure and purpose of Workday business objects, and link them to organizational data management processes.
Topic 8	<ul style="list-style-type: none"> • Business Process Configuration: Definition-Level: This section of the exam measures the skills of Workflow Configuration Specialists and focuses on defining and validating business process steps. Candidates apply validation conditions, set process rules, and order steps efficiently to improve workflow accuracy.
Topic 9	<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.

Workday Pro HCM Core Certification Exam Sample Questions (Q22-Q27):

NEW QUESTION # 22

What action can you take after a business process completes?

- A. Delegate
- **B. Rescind**
- C. Reassign
- D. Cancel

Answer: B

Explanation:

After a business process completes in Workday, the valid corrective action that can be taken is to Rescind the process.

The Rescind action allows an authorized user (typically with HR Partner or BP Administrator access) to reverse the completed

business process, effectively undoing the transaction and restoring the system to its prior state. This is often used when incorrect data was entered, or when the transaction was completed prematurely. Rescinding a process automatically generates related rescind events and notifications, ensuring system integrity. Option A (Cancel) applies to in-progress business processes only - it stops a process before completion. Option B (Reassign) allows task ownership changes while a process is active but not after completion. Option D (Delegate) is a security feature for work delegation, not a post-completion action. Thus, Rescind is the only valid corrective action once a BP is finalized.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Framework and Transaction Correction Guide (2023R2), Section: "Rescind and Cancel Business Processes."

NEW QUESTION # 23

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

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

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 # 24

Scenario:

A new supervisory organization has been created. The staffing model has been assigned so that there is no limit on the number of jobs that are filled.

A worker in this organization needs to be promoted from Business Process Analyst to Senior Business Process Analyst.

What business process do you use?

- A. Hire Employee
- B. Propose Compensation Change
- C. Change Organization Assignments for Worker
- D. Change Job

Answer: D

Explanation:

The correct answer is D - Change Job.

The Change Job business process is used in Workday to update a worker's job-related details within the same employment record. It applies to both Job Management and Position Management staffing models.

Common use cases for Change Job include:

- * Promotions or demotions (e.g., Business Process Analyst # Senior Business Process Analyst),
- * Transfer to a different supervisory organization,
- * Lateral moves between departments, or
- * Changes to job profile, location, or business title.

The process maintains continuity of employment while updating the job attributes. In contrast, Hire Employee is for new hires, and Propose Compensation Change only adjusts pay without changing the job attributes.

Reference: Workday Pro HCM - Job Change and Staffing Transactions Guide, "Executing the Change Job Business Process."

NEW QUESTION # 25

You need to prevent Contingent Workers from accessing the Pay App (Delivered Worklet) on their Home landing page. How do you accomplish this?

- A. Add the security group to the domain security policy.
- B. Remove the security group from the business process security policy.
- C. Add the security group to the business process security policy.
- **D. Remove the security group from the domain security policy.**

Answer: D

Explanation:

To prevent Contingent Workers from accessing the Pay app (worklet), the correct action is to remove their associated security group from the domain security policy that governs access to the pay-related data.

Workday uses domain security policies to control access to data and reports, including worklets on the home page. The Pay worklet is driven by access to certain domains such as "View Payslip," "View Pay Results," and "Worker Pay." If Contingent Workers are part of a security group (e.g., Contingent Worker View Only) that is granted access to these domains, they will see the Pay worklet. By removing this group from the domain policy, you revoke their access to the data and thus remove the visibility of the worklet itself. Workday Pro HCM - Core Security Fundamentals, "Domain Security Policies and Worklet Access" section.

NEW QUESTION # 26

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

Answer: C

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 # 27

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