

Online Workday-Pro-HCM-Core Test - 100% Real Questions Pool

Workday HCM Pro Core certification test Review Actual Exam (Latest 2025 / 2026 Update) Real Questions and Verified Answers | 100% Correct | Already Graded A+



Terms in this set (103)

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

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

Topic	Details
Topic 1	<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 2	<ul style="list-style-type: none"> Reporting Overview: 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.
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"> 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 6	<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 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"> 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 9	<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 10	<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 11	<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 12	<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 13	<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 (Q39-Q44):

NEW QUESTION # 39

What is the purpose of the reorganization event?

- A. Group organization changes by common effective date.
- B. Report on organization membership.
- C. Maintain organization settings.
- D. Track role inheritance.

Answer: A

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Organizations and Reorganization Events Guide, 2023R2):

The Reorganization Event in Workday is used to group and manage multiple organization changes that share a common effective date. This functionality ensures that all changes—such as reorganizing reporting structures, moving subordinates, or reassigning workers—are executed simultaneously as part of a controlled event.

It helps maintain organizational data integrity and ensures that all related updates occur in a coordinated and auditable way.

Options A, B, and C describe other organization functions:

- * A: Reporting on membership is done through standard reports.
- * B: Role inheritance occurs automatically via supervisory structure, not through reorganization events.
- * C: Maintaining settings is done through "Edit Organization" tasks.

Therefore, D correctly captures the purpose of a reorganization event.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Reorganization Events and Effective Dates."

NEW QUESTION # 40

Refer to the following scenario to answer the question below.

You need to group members of multiple organizations to track and report on revenue and expense-related financial transactions.

What task allows you to assign someone to lead the members of a new organization?

- A. Assign Roles
- B. Change Visibility
- C. Edit Name/Code
- D. Create Position

Answer: A

Explanation:

The correct task to assign someone as a leader of a new organization is "Assign Roles." In Workday, each organization (e.g., Cost Center, Company, Supervisory Organization) can have one or more roles assigned to manage that organization's transactions and activities. These roles might include Manager, HR Partner, Finance Partner, etc.

When creating a new organization or modifying an existing one, the "Assign Roles" task is used to designate the individuals who will hold specific responsibilities over that organization. This action ensures proper workflow routing, approvals, and visibility across business processes like Staffing, Compensation, and Financials. This is essential for cross-functional reporting and financial oversight. Workday Pro HCM - Organizations and Roles, "Assign Roles to Organizations" section.

NEW QUESTION # 41

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

Answer: A

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 # 42

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

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

Answer: B

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 # 43

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. Assign Roles
- B. Edit Supervisory Organization
- C. Edit Name/Code
- D. Create Position

Answer: B

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 # 44

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A lot of people have given up when they are preparing for the Workday-Pro-HCM-Core exam. However, we need to realize that the genius only means hard-working all one's life. It means that if you do not persist in preparing for the Workday-Pro-HCM-Core exam, you are doomed to failure. So it is of great importance for a lot of people who want to pass the exam and get the related certification to stick to studying and keep an optimistic mind. According to the survey from our company, the experts and professors from our company have designed and compiled the best Workday-Pro-HCM-Core cram guide in the global market.

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