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Workday Pro HCM Core Exam Guide

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This study guide is designed to help you prepare for the Workday Pro exam. This guide provides general testing information and outlines the specific topics covered in each segment of the exam.

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

Topic	Details
Topic 1	<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 2	<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 3	<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 4	<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 5	<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 6	<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 7	<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 8	<ul style="list-style-type: none"> • Business Process Framework: This section of the exam measures the skills of Business Process Designers and focuses on how organizations, security, and processes interact. It includes identifying rule-based and organization-specific process definitions and understanding key business process concepts such as events, steps, and types.
Topic 9	<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 10	<ul style="list-style-type: none"> • Staffing Models: 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.
Topic 11	<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 12	<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 13	<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 14	<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 15	<ul style="list-style-type: none"> • Scheduling Reports: 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.
Topic 16	<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 17	<ul style="list-style-type: none"> • Business Process Configuration: Step-Level: This section of the exam measures the skills of Business Process Developers and focuses on customizing workflows. It includes creating condition rules, configuring advanced routing, customizing notifications, and adding help text to enhance user experience and control workflow behavior.

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Workday Pro HCM Core Certification Exam Sample Questions (Q140-Q145):

NEW QUESTION # 140

What domain permission does an HR Auditor security group need to run the Location Directory report?

- A. Put
- **B. View**
- C. Modify
- D. Get

Answer: B

Explanation:

In Workday HCM, access to reports-whether standard or custom-is controlled by domain security permissions. Domain security governs what data a user can see or interact with, and different permission levels determine whether the user can only view data or also create, update, or retrieve it through integrations.

The Location Directory is a Workday-delivered standard report that displays location-related data, such as business sites, addresses, and associated attributes. Because this report is read-only and does not involve creating or updating data, the HR Auditor security group only needs View permission on the relevant Location domain to run the report successfully.

The View permission allows users to see data and run reports that reference that domain. It is the minimum permission required for reporting access and aligns with the typical responsibilities of an HR Auditor, whose role is to review and validate data rather than modify it.

The other permissions are not appropriate in this context. Modify and Put permissions would allow changes to location data, which exceeds auditor responsibilities and violates the principle of least privilege. Get permission is typically used for web services and integrations and does not apply to interactive report execution in the Workday user interface.

From a Workday Pro HCM security best-practice standpoint, assigning only View access ensures auditors can perform their oversight duties without risking unintended data changes. This approach supports compliance, audit integrity, and strong internal controls.

Therefore, the correct and Workday-verified domain permission required for an HR Auditor to run the Location Directory report is View.

NEW QUESTION # 141

A company pays its employees a monthly allowance. Plan targets depend on plan profile eligibility rules.

Sample eligibility includes:

- * Job Family = Human Resources # \$50 USD
- * Job Family = Sales # \$70 USD
- * Job Family and Country = Human Resources / Australia # \$78 AUD
- * Job Family and Country = Sales / Australia # \$110 AUD

The HR administrator updates the Sales job family so it now contains the job profile Sales Analyst.

When accessing the Employee Compensation Audit report, which column will highlight the allowance plan for the Sales Analyst?

- A. Assigned Eligible Compensation Components
- B. Assigned Ineligible Compensation Components
- C. This plan won't appear on the report
- **D. Unassigned Eligible Compensation Components**

Answer: D

Explanation:

The Employee Compensation Audit report in Workday is designed to identify discrepancies between eligibility and actual plan assignment. It compares whether employees should be assigned to compensation plans based on eligibility rules versus whether they are currently assigned.

In this scenario, the Sales Analyst job profile was newly added to the Sales job family. As a result, Sales Analysts now meet the eligibility criteria for the Sales allowance plan. However, unless a compensation event (such as Hire, Job Change, or Compensation Change) has occurred, the allowance plan may not yet be assigned.

When an employee is eligible for a plan but not currently assigned, Workday flags this discrepancy under Unassigned Eligible Compensation Components. This column highlights compensation plans that should be assigned based on current eligibility but are missing.

Assigned Ineligible Compensation Components would only apply if the employee had the plan but no longer qualified. The plan will appear on the report because eligibility exists.

Therefore, the correct column is Unassigned Eligible Compensation Components, making option A correct.

NEW QUESTION # 142

What does the Gross Up checkbox on a one-time payment plan indicate?

- A. You want Workday to apply taxes on the one-time payment.
- B. You want Workday to require a compensation partner to manually update the gross-up amount.
- **C. You want Workday to automatically adjust the one-time payment so the employee receives the full amount after taxes.**
- D. You want Workday to show the taxes to the user when requesting a one-time payment.

Answer: C

Explanation:

The Gross Up option on a one-time payment plan instructs Workday to calculate and add additional earnings so that the employee receives a net amount equal to the target value, after applicable taxes are withheld.

This is commonly used for bonuses, relocation payments, or awards where the employer agrees to cover the tax impact.

When Gross Up is enabled, Workday works with Payroll to determine the required gross amount that results in the desired net payment. Taxes are always applied by payroll regardless of this setting; the checkbox simply controls whether Workday compensates for them.

Gross Up does not require manual adjustment, nor does it only display tax information. It is an automated calculation designed to meet net-pay commitments.

Therefore, option A is the correct answer.

NEW QUESTION # 143

Refer to the following scenario to answer the question below.

A position has the following restrictions:

- * Job Profile: Staff HR Representative
- * Location: New York, San Francisco
- * Worker Type: Employee

All other optional values are blank.

An HR Partner hires an employee into this position.

What is the status of this position?

- A. Frozen
- B. Closed
- C. Filled

Answer: C

Explanation:

In Workday HCM, within the position management staffing model, each position represents a single headcount slot that can be occupied by only one worker at a time. The status of a position automatically updates based on staffing activity, particularly when a worker is hired, transferred, or terminated.

In this scenario, an HR Partner successfully hires an employee into the position. Once the hire transaction is completed and reaches the completion step of the Hire business process, Workday assigns the worker to the position. As a result, the position's status automatically changes to Filled. This status indicates that the position is currently occupied by a worker and is no longer available for hiring or backfill unless the incumbent leaves the position.

The defined hiring restrictions-job profile, location, and worker type-are used only to control who can be hired into the position.

Once a worker who meets these restrictions is hired, those restrictions no longer influence the position's status. The fact that all other optional values are blank does not affect the outcome, as unrestricted fields do not prevent the position from being filled.

Option B, Closed, would apply only if the position were explicitly closed through a position management action, such as eliminating the role. Option C, Frozen, would apply if the position were intentionally placed on hold to prevent hiring, which is not described in this scenario.

From a Workday Pro HCM perspective, the system behavior is clear and consistent: when a worker is hired into a position-managed role, the position becomes Filled. Therefore, the correct and Workday-verified answer is Filled.

NEW QUESTION # 144

You must add an approval by the HR executive on the Hire business process. To reduce the number of tasks sent to the HR executive, you want to group the steps to approve the hire details, compensation, and organization assignment details. After you add a step to group all approvals, what additional task must you complete?

- A. Configure Consolidated Approval
- B. Maintain Step Conditions
- C. Maintain Step Delay
- D. Configure Consolidated Template

Answer: D

Explanation:

In Workday HCM, consolidated approvals are used within business process definitions to reduce approval fatigue by grouping multiple related approval steps into a single task for the approver. This is especially useful for senior leaders, such as HR executives, who otherwise might receive several separate approval tasks for the same transaction-such as hire details, compensation, and organization assignments.

When you add a Consolidated Approval step to a business process, that step alone does not define what information is presented to the approver. To complete the configuration and make the consolidated approval functional, you must also complete the Configure Consolidated Template task. This task defines the approval layout and content, specifying which sections, fields, and business process steps are grouped and displayed together in the single approval task.

Without configuring the consolidated template, Workday does not know how to combine the approval content, and the consolidation will not behave as intended. The template controls the user experience for the approver and ensures all required information is reviewed in one place.

The other options do not meet this requirement. Maintain Step Conditions controls when a step runs but does not define consolidation behavior. Configure Consolidated Approval is not a delivered standalone task; consolidation is driven by the step and its template. Maintain Step Delay controls timing, not task grouping.

From a Workday Pro HCM best-practice perspective, adding a consolidated approval step must always be paired with Configure Consolidated Template to complete the setup. Therefore, the correct and Workday-verified answer is Configure Consolidated Template.

NEW QUESTION # 145

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