

Workday Workday-Pro-HCM-Core Reliable Exam Price - Free Workday-Pro-HCM-Core Dumps



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"> • 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 3	<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 4	<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.
Topic 5	<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 6	<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 7	<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 8	<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 9	<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 10	<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 11	<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 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"> • 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 14	<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 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"> • 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 17	<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.

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Workday Pro HCM Core Certification Exam Sample Questions (Q100-Q105):

NEW QUESTION # 100

A customer creates a new supervisory organization to inherit attributes from an existing supervisory organization. Which attributes will be inherited from the superior organization to the subordinate organization? (Select three correct answers.)

- **A. Visibility**
- B. Name
- **C. Staffing Model**
- D. Subtype
- **E. Organization Assignments**

Answer: A,C,E

Explanation:

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

When creating a new supervisory organization, Workday allows the subordinate organization to inherit key structural and configuration attributes from its superior organization. These inherited elements include:

- * **Visibility (A):** Determines who can view the organization and its members, inherited to maintain consistent access control.
- * **Organization Assignments (B):** Such as company, cost center, region, and custom organizations, ensuring hierarchical alignment.
- * **Staffing Model (D):** The staffing model (Position Management or Job Management) is inherited to ensure consistency in hiring and staffing control.

Subtype (C) and Name (E) are not inherited; they must be defined at the time of creation. Subtype determines the organization's classification, while the name uniquely identifies it.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations and Hierarchy Configuration Guide (2023R2), Section: "Creating Subordinate Supervisory Organizations."

"Subordinate supervisory organizations inherit configuration from their superior supervisory organization, including attributes such as

the staffing model, organization assignments, and visibility settings. This ensures consistency and reduces administrative overhead."
- Workday Module 2 Binder, Supervisory Organizations Section

NEW QUESTION # 101

A customer has several one-time payment plans in their tenant. They want to ensure that during a payment event, only a single one-time payment can be submitted. How should this be configured?

- A. Configure segment security for the One-Time Payment domain
- **B. Do not enable Multiple One-Time Payments in Edit Tenant Setup - HCM > Compensation**
- C. Use a rule-based business process definition
- D. Enable Multiple One-Time Payments in Edit Tenant Setup - HCM > Compensation

Answer: B

Explanation:

By default, Workday allows only one one-time payment per event when the Enable Multiple One-Time Payments tenant setting is not enabled. This behavior ensures strict control over one-time payment submissions and prevents multiple payments from being entered within the same transaction.

The Enable Multiple One-Time Payments setting in Edit Tenant Setup - HCM > Compensation explicitly removes this restriction and allows users to submit multiple one-time payments with the same reason and effective date. Since the business requirement is to limit submissions to a single payment, this setting must remain disabled.

Security configuration and business process rules do not control the number of one-time payment rows allowed in an event. They only manage access and approval flow.

Therefore, to enforce a single one-time payment per event, administrators must not enable the Multiple One-Time Payments setting, making option B correct.

NEW QUESTION # 102

You edited a business process security policy to grant access to initiate a business process event. Without further action, what is the status of the business process security policy changes?

- **A. Your changes are saved, but not in effect.**
- B. Workday activates the changes automatically.
- C. You receive a critical error that your changes are not in effect.
- D. Workday creates a new Security Evaluation Moment.

Answer: A

Explanation:

In Workday HCM, changes made to security policies, including business process security policies, follow a two-step lifecycle: save and activate. When you edit a business process security policy—such as granting a security group permission to initiate a business process event—those changes are initially saved only. At this stage, the changes exist in the tenant but are not yet active or enforced.

Workday requires administrators to explicitly run the Activate Pending Security Policy Changes task to make any saved security updates effective. This design ensures controlled deployment of security changes and allows administrators to review, bundle, and activate multiple security updates at once. Until activation occurs, users will not experience any change in access or behavior.

Option B is incorrect because Workday does not automatically activate security policy changes. Option A is incorrect because saving a security policy does not generate an error; it simply leaves the changes inactive.

Option D is incorrect because Security Evaluation Moments are system-defined events used by Workday to re-evaluate security, but they are not created automatically as a result of editing a policy.

From a Workday Pro HCM best-practice standpoint, administrators should always validate security updates by confirming that pending changes are activated and tested. Failing to activate pending changes is a common reason why expected access updates do not take effect.

Therefore, without further action, the correct and Workday-verified status is that your changes are saved, but not in effect until they are activated.

NEW QUESTION # 103

Your client wants to group job profiles by departments (such as Human Resources, Accounting, Supply Chain). What field should

the client use when creating a job profile?

- A. Job Classification
- B. Job Category
- C. Job Profile Name
- **D. Job Family/Job Family Group**

Answer: D

Explanation:

The correct answer is A - Job Family/Job Family Group.

In Workday, Job Families and Job Family Groups are used to organize Job Profiles into logical categories for reporting, analysis, and security. This structure helps organizations group related roles, such as "HR Generalist" and "HR Business Partner" under the Human Resources Job Family, and all HR-related families under the Corporate Services Job Family Group.

When creating or editing a Job Profile, assigning a Job Family allows Workday to automatically associate it with the corresponding Job Family Group. These relationships are vital for talent management, compensation structures, and reporting purposes (for example, grouping compensation grades by department).

Reference: Workday Pro HCM - Job Profiles, Job Families, and Job Family Groups, "Organizing Job Profiles into Hierarchical Structures."

NEW QUESTION # 104

You need to determine which tasks in your business process must occur after the completion step. What report will you run?

- A. Business Process Configuration Options
- **B. Business Process Definitions**
- C. Business Process Definitions for Business Object
- D. Business Process Compare

Answer: B

Explanation:

The correct report to determine which tasks occur after the Completion Step in a business process is the "Business Process Definitions" report.

In Workday, the Business Process Definitions report provides a comprehensive view of all steps, conditions, and routing rules configured within a specific business process definition. This includes identifying the sequence of steps, whether they occur before or after the completion step, and the associated responsible roles or security groups.

This report is critical for administrators and Workday Pro users to validate workflow sequencing, especially when troubleshooting process behavior or verifying compliance with organizational approval structures. Other reports, such as Business Process Definitions for Business Object, are broader and list all business processes tied to a given object, but they do not detail the post-completion steps.

Reference: Workday Pro HCM - Business Process Fundamentals, "Analyzing Business Process Definitions" section; Workday Report: Business Process Definitions.

NEW QUESTION # 105

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