

The image shows the cover of the 'Workday Pro HCM Core Exam Guide'. At the top, the 'workday | by oracle' logo is visible. The central graphic features a large blue circle with a yellow cloud at the top. Inside the circle, a person in an orange shirt is sitting at a desk with a laptop, and another person in a green shirt is standing and holding a tablet. Various icons representing business functions like HR, Finance, and Supply Chain are scattered around the circle. Below the graphic, the title 'Workday Pro HCM Core Exam Guide' is prominently displayed. At the bottom, there is a paragraph of text explaining that the guide is designed to help candidates prepare for the Workday Pro HCM Core exam, which is a prerequisite for the Workday Pro HCM Core certification. It also mentions that the guide includes sample questions and answers to help candidates understand the exam format and content.

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Workday Pro HCM Core Certification Exam Sample Questions (Q31-Q36):

NEW QUESTION # 31

What task allows you to edit the staffing model for multiple supervisory organizations at one time?

- A. Create Supervisory Organizations
- **B. Maintain Staffing Models**
- C. Supervisory Orgs by Staffing Model
- D. Edit Staffing Model

Answer: B

Explanation:

The correct answer is C - Maintain Staffing Models.

In Workday, the Maintain Staffing Model task enables administrators to update or modify the staffing model assignments for multiple supervisory organizations simultaneously. This task provides a consolidated interface to review which organizations use Position Management or Job Management, and allows bulk updates where necessary.

While the Edit Staffing Model task is used to change the staffing model for a single supervisory organization, Maintain Staffing Models is the correct and efficient method for multi-org updates-especially during tenant configuration or large-scale reorganizations. Reference: Workday Pro HCM -Staffing Model Configuration Guide, "Maintain Staffing Models - Bulk Updates Across Organizations."

NEW QUESTION # 32

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

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

Answer: D

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 # 33

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. Edit Workday Account
- C. Review Employee Hire
- D. Onboarding Setup

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 # 34

You need to create a new supervisory organization and it needs to inherit attributes from an existing supervisory organization. What task do you use?

- **A. Create Subordinate**
- B. Assign Roles
- C. Create Supervisory Organization
- D. Assign Included Organizations

Answer: A

Explanation:

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

When creating a new supervisory organization that should inherit attributes such as staffing model, company, and cost center from an existing organization, you use the Create Subordinate task.

This task creates the new subordinate organization directly under a superior supervisory organization. It automatically copies inherited settings such as visibility, organization assignments, and staffing model, ensuring hierarchical alignment and simplifying setup.

Option B (Create Supervisory Organization) creates a brand-new top-level supervisory org without inheritance.

Option A (Assign Roles) only assigns role-based permissions after creation.

Option C (Assign Included Organizations) is used for related org relationships, not for hierarchical creation.

Thus, Create Subordinate is the correct task when the new org must inherit settings from a superior one.

Reference (Paraphrased Source):

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

NEW QUESTION # 35

A member of the HR Partner Role-Based security group transfers to a different position on another team. What subprocess in Change Job will address their security group membership?

- **A. Assign Roles**
- B. Assign Pay Group
- C. Manage Job History
- D. Manage Business Processes for Worker

Answer: A

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Security and Business Process Framework Guide, 2023R2):

When a worker who is part of a Role-Based Security Group (RBSG) transfers to a different position, Workday automatically reviews the roles associated with their supervisory organization through the Assign Roles subprocess.

The Assign Roles subprocess within the Change Job business process ensures that role assignments (such as HR Partner, Manager, or Payroll Partner) are updated according to the new supervisory organization's configuration. This automation helps maintain proper security access and prevents users from retaining permissions tied to their previous role or organization.

Option A (Assign Pay Group) manages payroll assignment, not security.

Option B (Manage Job History) records past job data, unrelated to role security.

Option D (Manage Business Processes for Worker) handles process configurations, not security group updates.

Thus, Assign Roles is the correct subprocess to maintain accurate security group membership during position changes.

Reference (Paraphrased Source):

Workday Pro HCM Core - Security and Business Process Configuration Guide (2023R2), Section: "Role Assignments in Staffing Events."

NEW QUESTION # 36

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