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Workday Pro HCM Core Certification Exam Sample Questions (Q16-Q21):

NEW QUESTION # 16

What security group does Workday deliver that allows employees to change their home address?

- A. All Users
- B. Initiator
- **C. Employee-as-Self**
- D. Manager

Answer: C

Explanation:

The correct answer is A - Employee-as-Self.

Employee-as-Self is a delivered Workday user-based security group automatically assigned to all active workers within the tenant. This group allows employees to view and update their own personal data, such as home address, phone number, emergency contacts, and other self-service information.

The permissions for this group are defined in domain security policies related to personal data, such as Worker Data: Personal Information and Worker Data: Home Contact Information. Employees only have access to modify their own records, not those of others.

This self-service model is central to Workday's HCM design, empowering employees to maintain accurate personal information without administrator intervention.

Reference: Workday Pro HCM - Security and Self-Service Fundamentals, "Employee-as-Self Delivered Security Group" section.

NEW QUESTION # 17

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

Answer: C

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 # 18

What statement about business processes is true?

- A. You can set any step of a business process as completion.
- **B. You can create business process definitions based on rules.**
- C. You can add any action step to any business process.
- D. You can add any type of condition rules to any step.

Answer: B

Explanation:

In Workday, a Business Process (BP) defines how specific business events are executed within the system.

The true statement among the options is that you can create business process definitions based on rules.

Workday allows you to maintain rule-based BP definitions, meaning that a single BP can have multiple versions triggered under different conditions (for example, based on supervisory organization, company, location, or job profile).

This functionality enhances configuration flexibility by allowing organizations to adapt process flow depending on contextual attributes - without duplicating processes. Each version operates under a defined condition rule, evaluated at runtime to determine which BP definition applies.

Options A, B, and C are incorrect:

* A is false because not every action step can be added to every process - the available step types depend on the BP template (for example, Hire, Change Job, or Request Compensation Change).

* B is false since condition rules can only be applied to specific steps where the system allows configuration (for instance, approvals and to-dos).

* C is false because only a designated Completion Step marks the end of the process, and it cannot be assigned arbitrarily to any step.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Framework and Configuration Guide (2023R2, Workday Learning).

Sections: "Rule-Based Business Process Definitions," "Business Process Configuration Best Practices," and "Condition Rule Framework."

NEW QUESTION # 19

An end user is creating a new cost center. What determines the values that the user can select in the subtype field?

- A. Subtypes that default based on the role of the end user.
- B. Subtypes that Workday recommends be used for the Cost Center organization type.
- **C. Subtypes configured to be used for the Cost Center organization type.**
- D. Subtypes that default based on the location of the cost center.

Answer: C

Explanation:

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

The values available in the Subtype field when creating a new Cost Center are determined by the subtypes configured for that specific organization type. Each organization type (e.g., Company, Cost Center, Region, or Supervisory) can have one or more associated subtypes that define additional categorization or behavior.

During configuration, administrators define which subtypes are valid for each organization type. Hence, when an end user creates a Cost Center, only the subtypes associated with the "Cost Center" organization type will appear in the selection list.

Options A, C, and D are incorrect because subtypes are not influenced by location, user role, or system recommendations - they are strictly defined in the configuration setup.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Defining Organization Types and Subtypes."

NEW QUESTION # 20

What is a use case for a segment-based security group?

- A. HR partners need to be able to approve performance reviews.
- B. HR partners need to be able to run performance reports.
- **C. HR partners need to be able to view documents but only those assigned to the Performance Review category.**
- D. HR partners need to be able to create performance review templates.

Answer: C

Explanation:

The correct answer is D - HR partners need to be able to view documents but only those assigned to the Performance Review category.

Segment-based security groups are used in Workday to grant access to specific subsets of data within a domain, based on defined "segments" such as document category, location, or other defined dimensions.

Unlike role-based or organization-based groups, segment-based security provides fine-grained access control that limits visibility within a specific domain.

In this case, the HR partners should only be able to view documents categorized under "Performance Review", not all employee documents. A segment-based group is ideal here because it restricts access based on the document category segment defined in the Document Review domain.

Reference: Workday Pro HCM - Security Configuration and Management, "Segment-Based Security Groups" section.

NEW QUESTION # 21

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