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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 Pro HCM Core Certification Exam Sample Questions (Q42-Q47):

NEW QUESTION # 42

You want all managers to approve both hire details and proposed compensation. The consolidated approval chain step displays after Propose Compensation and the completion step, Review Employee Hire. What statement describes the action that happens next?

- A. You receive a warning because the consolidated approval chain step should be the completion step.
- **B. You receive a critical error because the consolidated approval chain step should be the completion step.**
- C. You receive a critical error because the step order should be Review Employee Hire, Propose Compensation (completion step), and then consolidated approval chain.
- D. You execute the business process successfully to meet the business need.

Answer: B

Explanation:

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

A Consolidated Approval Chain Step allows multiple approval actions within a business process to be combined into a single, streamlined approval task. However, this step must be the final step before the completion step in a business process.

If the Consolidated Approval Chain appears after the completion step, Workday will trigger a critical error because the step order violates the BP framework rules. The system expects the consolidated approval to act as the last step to ensure that all approvals are received before the event finalizes.

Therefore, Option C is correct - a critical error occurs because the Consolidated Approval Chain Step must immediately precede the completion step, not follow it.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Consolidated Approval Chains and Step Sequence Rules."

NEW QUESTION # 43

What action can you take after a business process completes?

- A. Reassign
- B. Cancel
- **C. Rescind**
- D. Delegate

Answer: C

Explanation:

After a business process completes in Workday, the valid corrective action that can be taken is to Rescind the process.

The Rescind action allows an authorized user (typically with HR Partner or BP Administrator access) to reverse the completed business process, effectively undoing the transaction and restoring the system to its prior state.

This is often used when incorrect data was entered, or when the transaction was completed prematurely.

Rescinding a process automatically generates related rescind events and notifications, ensuring system integrity.

Option A (Cancel) applies to in-progress business processes only - it stops a process before completion.

Option B (Reassign) allows task ownership changes while a process is active but not after completion.

Option D (Delegate) is a security feature for work delegation, not a post-completion action.

Thus, Rescind is the only valid corrective action once a BP is finalized.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Framework and Transaction Correction Guide (2023R2), Section: "Rescind and Cancel Business Processes."

NEW QUESTION # 44

What is a Workday standard report?

- **A. A delivered predefined report**
- B. A customized report for specific organizational needs
- C. An ad-hoc report for on-the-fly analytics
- D. A report to export data for external analysis

Answer: A

Explanation:

A Workday standard report refers to a delivered, predefined report that is built and maintained by Workday.

These reports are available out-of-the-box and are designed to support common and essential business processes and analytics across HCM, Finance, and other Workday modules. Users can run standard reports immediately without needing to create them from scratch, and they often serve as a base for custom reporting when further refinement or filtering is necessary.

Workday provides hundreds of these reports covering a broad range of functionality—examples include

"Employee Roster", "All Positions", "Business Process Transactions", etc. These reports are typically domain-secured, which means access to them is governed by user security and data access permissions.

As per the Workday Pro HCM Reporting Study Guide, standard reports are also known as "delivered reports" and often include pre-configured prompts and formatting that align with Workday best practices.

Workday Pro HCM - Reporting and Analytics Fundamentals, "Standard Reports Overview" section.

NEW QUESTION # 45

You want a report's results to be organized by the name of the worker's supervisory organization for any user running the report. What report configuration accomplishes this?

- A. Filter
- B. Share
- **C. Sort**
- D. Subfilter

Answer: C

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Reporting and Analytics Guide, 2023R2):

In Workday Reporting, to organize or arrange the display of report results based on specific criteria - such as the Supervisory Organization Name - you use the Sort configuration option.

Sorting determines the order in which records appear when the report is executed. In this case, by sorting on the Supervisory Organization Name field, all workers will be grouped together under their respective organization, making the output intuitive and structured for analysis.

Option B (Share) controls who has access to the report.

Option C (Filter) limits which records are included in the results.

Option D (Subfilter) refines filter logic but does not control display order.

Thus, Sort is the correct configuration feature to organize report results for any user running the report.

Reference (Paraphrased Source):

Workday Pro HCM Core - Reporting Configuration and Design Guide (2023R2), Section: "Sorting, Grouping, and Display Options in Custom Reports."

NEW QUESTION # 46

You created a Role-Based (Constrained) security group and a User-Based security group. Both security groups have access to approve compensation changes.

What access will members of each group have?

- A. Both security groups can approve compensation of all workers they are assigned to support.
- B. Both security groups can approve compensation of all workers.
- C. Role-Based (Constrained) can approve the compensation of all workers. User-Based can approve the compensation of workers they are assigned to support.
- **D. Role-Based (Constrained) can approve compensation of workers they are assigned to support. User-Based can approve compensation of all workers.**

Answer: D

Explanation:

The correct answer is A - Role-Based (Constrained) can approve compensation of workers they are assigned to support. User-Based can approve compensation of all workers.

In Workday, Role-Based (Constrained) security groups restrict access based on an assigned organization or supervisory hierarchy. Members of a constrained role (such as Compensation Partner) can perform actions- like approving compensation changes- only for workers within their assigned supervisory organizations.

Conversely, User-Based security groups are not tied to an organization unless specifically constrained, and typically have unconstrained, tenant-wide access. When both security groups have access to the same domain or business process (e.g., "Approve Compensation Change"), the User-Based group can approve changes for all workers, while the Role-Based (Constrained) group's access is limited by their assigned scope.

Reference: Workday Pro HCM - Security Fundamentals, "Constrained vs. Unconstrained Access in Role- Based and User-Based Security Groups."

NEW QUESTION # 47

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