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Workday Pro HCM Core Certification Exam Sample Questions (Q32-Q37):

NEW QUESTION # 32

What is the step in a business process that allows users to edit and approve the information submitted by the initiator of the business process?

- A. Review step
- B. Consolidated Approval step
- C. Approval step
- D. Integration step

Answer: A

Explanation:

In Workday, the Review Step within a business process is specifically designed to enable a user to review, edit, and approve information that was submitted by the initiator. This step allows designated participants to view the transaction details, make permissible edits, and approve or send it back for correction. It serves as an intermediate checkpoint before final approval or completion, ensuring data accuracy and compliance with policy.

By contrast, the Approval Step (Option C) only permits approval or denial - it does not allow data modification. The Consolidated Approval Step (Option B) groups multiple approval steps for simplification but also lacks edit functionality. The Integration Step (Option D) is used for system integrations and automated data transfers, not for user data review.

Thus, the Review Step uniquely provides both review and edit capabilities, which makes it ideal for validating and refining information early in the process lifecycle.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2) - Section: "Step Types and Participant Actions" and "Review Step Configuration."

NEW QUESTION # 33

In what step type can you add a validation condition rule?

- A. Service step
- B. Approval step
- C. Initiation step
- D. Integration step

Answer: B

Explanation:

As per the Workday Module 2 Binder:

"Validation condition rules are used in approval steps to determine whether the step should occur or be skipped based on specific conditions."

- Workday Module 2 Binder, Business Processes Section

* Situation: In a business process in Workday, organizations want certain steps (like approvals) to occur only if specific conditions are met - for example, skipping approval if the amount is under a certain threshold.

* Task: Implement logic that dynamically controls the flow of a business process based on conditions.

* Action: You apply validation condition rule within an approval step. This rule evaluates defined criteria and determines if the step should be executed or bypassed.

* Result: This enhances automation, improves efficiency, and reduces manual intervention in workflow execution.

Hence, approval steps are the specific step type in which validation condition rules can be added.

NEW QUESTION # 34

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. Review Employee Hire
- B. Change Organization Assignments
- C. Onboarding Setup
- D. Edit Workday Account

Answer: B

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 # 35

You are updating a business process and need to exclude the initiator from completing a step. What task do you use?

- A. Maintain Step Help-Text
- **B. Maintain Advanced Routing**
- C. Maintain Step Conditions
- D. Maintain Step Delay

Answer: B

Explanation:

When configuring a business process, if the requirement is to exclude the initiator from completing a step, the correct configuration point is within Maintain Advanced Routing. This task allows administrators to control and customize routing restrictions and participant logic for each step.

Using the Maintain Advanced Routing task, you can define whether the initiator should be included or excluded as a potential assignee for the step. This ensures segregation of duties and compliance - for example, preventing an employee who initiated a Change Job event from approving or reviewing their own transaction.

Options A, B, and D are incorrect:

- * Maintain Step Conditions (A) is used to apply condition rules to control whether a step executes but not who performs it.
- * Maintain Step Help-Text (B) is used only to provide user instructions within the BP interface.
- * Maintain Step Delay (D) controls timing between steps, not participant assignment.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Advanced Routing and Participant Restrictions" and "Business Process Step Configuration Options."

NEW QUESTION # 36

What report can you use to view how Workday secures the Change My Legal Name task?

- A. View Security Rule
- **B. View Security for Securable Item**
- C. View Data Source Security
- D. View Security Groups

Answer: B

Explanation:

The correct answer is B - View Security for Securable Item.

In Workday, every task, report, domain, and business process is considered a securable item. To analyze how access to a specific task (like Change My Legal Name) is controlled, the system administrator uses the View Security for Securable Item report.

This report allows users to:

- * Identify which domain security policy governs the securable item,
- * See what security groups currently have access,
- * Determine the type of access granted (View, Modify, Initiate, etc.), and
- * Understand the security policy inheritance associated with the item.

For example, when you run this report and enter "Change My Legal Name" as the securable item, Workday returns the domain

policy controlling it-typically within the Worker Data: Personal Information domain. From there, security administrators can update access via the Maintain Domain Security Policy for Functional Area task if necessary. This is the standard and recommended Workday method for determining how any specific action, report, or task is secured. Reference: Workday Pro HCM - Security Fundamentals, "Analyzing Access with the View Security for Securable Item Report" section.

NEW QUESTION # 37

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