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Workday Workday-Pro-HCM-Reporting Exam Syllabus Topics:

Topic	Details
Topic 1	Reporting: Business Reporting is used to inform management and investors of information such as financial performance, the market outlook, or the performance of a specific department. Candidates are tested for their business reporting skills.
Topic 2	Calculated Fields: This domain assesses the skills of candidates regarding calculations. A calculation is a deliberate process that transforms one or more inputs into one or more results.
Topic 3	Composite Reporting: This domain of the Workday Pro HCM Reporting Certification exam measures the skills of HRIS Analysts and covers building and managing Composite Reports to deliver advanced insights across Workday HCM data.
Topic 4	Human Capital Management: Human capital is a concept used by economists and social scientists to designate personal attributes considered useful in the production process. Candidates are assessed for their HCM skills.

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Workday Pro HCM Reporting Certification Exam Sample Questions (Q25-Q30):

NEW QUESTION # 25

You are creating a custom report to calculate the monthly bonus for each worker in the sales department. The bonus is calculated as 10% of the total sales for the month. What calculated field function would return the monthly bonus for each worker?

- A. Sum Related Instances
- **B. Arithmetic Calculation**
- C. Evaluate Expression
- D. Lookup Related Value

Answer: B

Explanation:

The Arithmetic Calculation function is designed for mathematical operations such as addition, subtraction, multiplication, and division. In this scenario, the bonus equals 10% of monthly sales, so you need to multiply the sales field by 0.10.

The Workday documentation highlights: "Arithmetic Calculation - Creates a numeric field using mathematical operations performed on existing fields." . This makes it the ideal choice for payroll- and incentive-related calculations.

Other options are less relevant: Evaluate Expression is for logical or Boolean conditions, Lookup Related Value is for retrieving fields from related objects (not calculations), and Sum Related Instances aggregates multiple rows of data but does not directly calculate percentages.

Thus, the arithmetic calculation provides a straightforward and efficient way to compute bonuses dynamically in the report.

NEW QUESTION # 26

You only want to show snapshot data on a custom trending report that uses the Trended Workers data source.

How can you achieve this with minimal impact to report performance?

- **A. Add a report filter using the Snapshot field.**
- B. Run the Maintain Trended Workers task and configure the default record type.
- C. Configure the default value of the Record Type prompt.
- D. Use the Trended Workers for Planning data source filter.

Answer: A

Explanation:

The Record Type field in Trended Workers distinguishes between snapshots and transactions (such as hires, terminations, or transfers). To focus only on snapshot data, you can apply a report filter on the Snapshot field, ensuring only monthly or quarterly snapshots are displayed. This approach improves report performance because filtering happens at the report level without modifying global trending settings.

From the Workday reporting documentation: "Trended Worker data includes snapshots and transactions. To restrict a report to snapshots, apply a filter on the Record Type or Snapshot field." Other answers involve system-wide changes or unnecessary complexity: running Maintain Trended Workers redefines system defaults, configuring prompts adds user interaction overhead, and Trended Workers for Planning is a different data source intended for forecasting.

Thus, the most efficient option is B. Add a report filter using the Snapshot field.

NEW QUESTION # 27

You are building a report to identify employees who have exceeded the allowed number of 10 sick days in the current year.

Using the Sick Days Taken field, what is the correct formula to create a Boolean calculated field that returns True if an employee has exceeded the allowed number of sick days?

- A. Sick Days Taken $\geq$ 10
- **B. Sick Days Taken > 10**
- C. Sick Days Taken = False
- D. Sick Days Taken = 10

Answer: B

Explanation:

To check whether a worker's sick days exceed the threshold of 10, you must define a Boolean condition. The expression Sick Days Taken > 10 evaluates to True when the value is greater than 10, and False otherwise.

From Workday Reporting documentation:

"True/False conditions can be created using numeric comparisons such as greater than (>), less than (<), or equal to (=). These return True or False depending on the worker's data." Thus, the correct formula is A. Sick Days Taken > 10.

NEW QUESTION # 28

You are viewing a worker's Workday profile and would like to know more about the data behind the worker's job profile of Senior Benefits Analyst so that you can plan a report.

What is the quickest way to identify the business object associated with this field and other relevant field values relating to this instance?

- A. Select the job profile's Related Actions icon and select Reporting > Report Fields and Values.
- B. Create a custom report using the Create Custom Report task.
- C. Run the Business Object Details report for the Job Profile business object.
- D. Run the Report Fields report.

Answer: A

Explanation:

The Report Fields and Values option is available via the Related Actions icon for fields on worker profiles. This is the quickest way to see which business object is tied to the field (e.g., Job Profile) and which field values are available for reporting.

From the Workday documentation:

"To determine which business object a field belongs to and the values available for that field, select the Related Actions > Reporting > Report Fields and Values option." Thus, the quickest method is B. Select the job profile's Related Actions icon and select Reporting > Report Fields and Values.

NEW QUESTION # 29

You are building a composite report that uses two subreports with different data sources. You are noticing duplicate prompts when you run your composite report.

How can you resolve this problem?

- A. Select the Do Not Prompt at Runtime for one of the duplicate prompts in the Report Settings.
- B. Select the Do Not Prompt at Runtime checkbox for the overlapping prompts in each subreport.
- C. Configure a prompt set on the composite report in the Report Settings.
- D. Configure the same default value for each duplicate prompt.

Answer: C

Explanation:

When using multiple subreports in a composite report, duplicate prompts often occur if both subreports request similar information (e.g., Company, Date, or Supervisory Organization). The best practice in Workday is to configure a Prompt Set at the composite level. Prompt sets allow you to consolidate duplicate prompts into one, mapping the same input across multiple subreports.

From the Workday documentation: "Composite reports allow prompt consolidation through Prompt Sets. Configure prompt sets in the composite report's Report Settings to eliminate duplicate prompts and provide a streamlined user experience." Other answers are less efficient: assigning the same default value does not eliminate duplication, suppressing prompts with "Do Not Prompt at Runtime" removes flexibility for end users, and handling only one duplicate prompt does not consolidate across subreports.

Therefore, the correct solution is A. Configure a prompt set on the composite report in the Report Settings.

NEW QUESTION # 30

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