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

| Topic | Details |
|-------|---------|
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|         |                                                                                                                                                                                                                                                                                                        |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Topic 1 | <ul style="list-style-type: none"> <li>• 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.</li> </ul>                 |
| Topic 2 | <ul style="list-style-type: none"> <li>• 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.</li> </ul>                                                        |
| Topic 3 | <ul style="list-style-type: none"> <li>• 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.</li> </ul>                          |
| Topic 4 | <ul style="list-style-type: none"> <li>• 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.</li> </ul> |

## Workday Pro HCM Reporting Certification Exam Sample Questions (Q37-Q42):

### NEW QUESTION # 37

You need to filter a custom report to only return data on part-time employees. To achieve this, what comparison type should you use when creating the filter?

- A. Prompt the user for the value and ignore the filter condition if the value is blank
- B. Value from another field
- C. Value specified in this filter
- D. Prompt the user for the value

**Answer: C**

Explanation:

When creating a custom report, filters restrict which data records are returned. Workday allows different comparison types for filters. The option "Value specified in this filter" lets you hard-code a condition (for example, Time Type = Part-Time), so the report consistently returns only part-time employees without requiring user input.

From the Workday Reporting documentation:

"Filter - Add conditions to filter the primary business object."

"Prompts - You can further narrow and refine your report results by having the user complete prompt fields before they run the report... or use value specified in this filter for fixed filtering." Therefore, the correct answer is C. Value specified in this filter.

### NEW QUESTION # 38

You need to create a matrix report that evaluates the effectiveness of recruiters on each region. How can you ensure the report displays the percentage of hires for each recruiter in relation to all recruiters and regions?

- A. Create a Calculation summarization to show the percentage of hires for each region
- B. Create a calculated field using the Sum function on the Number of Hires summarization
- C. Select the Percent of Overall Total option on the Number of Hires summarization
- D. Use a Count summarization to aggregate all data at the row level

**Answer: C**

Explanation:

Matrix reports in Workday allow grouping of data, applying summarizations, and drilling into the summaries for deeper analysis. To calculate percentages relative to the overall total, Workday provides a built-in summarization option called "Percent of Overall Total." This option is applied to numeric summarizations like "Number of Hires." From the Workday Reporting Guide:

"Matrix reports allow you to group data, summarize the metrics for each grouping, and drill into the summarizations for further analysis."

"You can apply different summarizations such as Count, Sum, Average, and Percent of Overall Total on numeric fields." (Matrix Report Options - Workday Module 1 Binder) Therefore, to show the percentage of hires per recruiter relative to the grand total

across recruiters and regions, you would select "Percent of Overall Total" on the Number of Hires summarization.

#### NEW QUESTION # 39

An HR analyst needs to schedule a collection of diversity reports to the HR director on a monthly basis. What mechanism should the HR analyst use to do this?

- A. Alerts
- B. Embedded analytics
- C. Report bursting
- **D. Report groups**

**Answer: D**

Explanation:

Report groups allow multiple reports to be bundled together and scheduled as a package to distribute at a set frequency. In this case, the HR analyst can group all diversity-related reports and schedule them to run automatically each month for the HR director. The Workday documentation explains: "Workday provides additional reporting features such as sharing, scheduling, and exporting reports. Reports can be grouped into report groups for easier scheduling and delivery."

While Report Bursting is used for distributing a single report with different data slices (e.g., sending each manager their team's results), it is not suited for bundling multiple different reports. Embedded analytics are dashboards, not scheduling tools. Alerts notify users of conditions but do not manage recurring report packages.

Therefore, Report Groups is the correct method for scheduling multiple reports together.

#### NEW QUESTION # 40

You need a calculated field that returns whether or not the initiator for a Manage Goals event is the worker's manager.

- A. Lookup Related Value
- **B. True/False Condition**
- C. Evaluate Expression Band
- D. Evaluate Expression

**Answer: B**

Explanation:

The True/False Condition calculated field is used to return Boolean results (True or False) based on defined criteria. In this scenario, the field must evaluate whether the event initiator equals the worker's manager. By setting that condition, the calculated field will return True if the initiator is the manager and False otherwise.

From Workday Reporting documentation:

"True/False Condition - Creates a Boolean field that evaluates a condition and returns True or False depending on whether the condition is met." Thus, the correct answer is B. True/False Condition.

#### NEW QUESTION # 41

How can you capture proposed values relating to a business process event on a report?

- A. Apply a report filter that only returns data that contains "proposed" in the field name.
- **B. Use an event-related business object as the primary business object or as a related business object.**
- C. Use a data source that is enabled for effective dating.
- D. Configure Lookup Value as of Date calculated fields that return field values as of the date before the business process events occurred.

**Answer: B**

Explanation:

To capture proposed values from a business process event, you must use an event-related business object. For example, a Staffing Event business object can provide both the current and proposed values of job, location, or compensation during a transaction. The Workday binder clarifies: "The report data source provides the view into the primary business object. This object gives you access to class report fields as well as links to related business objects." By selecting an event-related object as the report's data source, you can retrieve pending changes alongside existing values.

Other answers are insufficient: "effective dating" only retrieves data snapshots, and filters cannot detect "proposed" unless tied to the correct object. Lookup Value as of Date would return historical data, not future proposed changes.

### NEW QUESTION # 42

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