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Workday Pro HCM Core Certification Exam Sample Questions (Q14-Q19):

NEW QUESTION # 14

What security group does Workday deliver that allows employees to view information about the organization's structure?

- A. Implemented
- B. Role Maintainer
- C. Initiator
- **D. All Employees**

Answer: D

Explanation:

The correct answer is C - All Employees.

Workday delivers the All Employees security group as a predefined (delivered) user-based security group that automatically includes every active worker within the tenant. This group grants broad access to non-sensitive information that all workers should be able to view, such as organizational structure, reporting relationships, job profiles, and public worker details (like name, title, and location). The All Employees group is fundamental for system usability and transparency, ensuring employees can navigate the org chart, identify colleagues, and understand reporting hierarchies without compromising confidential data.

Workday recommends maintaining this group's configuration in its default state to avoid restricting essential information visibility.

Security administrators may, however, further refine domain policies to exclude sensitive data while preserving general organization structure access.

Reference: Workday Pro HCM - Security Fundamentals, "Delivered Security Groups: All Employees, All Contingent Workers, and All Users" section.

NEW QUESTION # 15

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. Onboarding Setup
- **B. Change Organization Assignments**
- C. Review Employee Hire
- 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 # 16

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

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

Answer: A

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

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

Answer: C

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 # 18

You recently created a supervisory organization that uses the Position Management staffing model. Before you can hire into the organization, what business process must you execute first?

- A. Change Job
- B. Hiring Restrictions
- C. Create Position
- D. Edit Position

Answer: C

Explanation:

The correct answer is B - Create Position.

In Workday, when a supervisory organization uses the Position Management staffing model, each hire must be associated with a specific position. Before initiating a hire, an administrator or HR partner must execute the Create Position business process to establish that position record.

This process defines critical attributes such as:

- * Job Profile (e.g., HR Analyst, Accountant),
- * Location,
- * Time Type (Full-time/Part-time),
- * Worker Type (Employee or Contingent Worker),
- * Availability Date and Earliest Hire Date, and
- * Position Restrictions that control who and how hiring can occur.

Once the position is created and approved through the configured workflow, it becomes available for hiring via the Hire Employee business process. Without an open, approved position, the system will not allow a hire in Position Management organizations.

Reference: Workday Pro HCM - Staffing Model Fundamentals, "Creating Positions and Hiring within Position Management Supervisory Organizations."

NEW QUESTION # 19

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