


Updated Workday-Pro-HCM-Core Test Lab Questions Help You to Get Acquainted with Real Workday-Pro-HCM-Core Exam Simulation



**Workday Pro - HCM Core Certification
Exam Version 2 (New 2025/ 2026
Update) Questions & Answers| Grade A|
100% Correct (Verified Solutions)**

QUESTION
What type of step allows you to edit data before performing the approval?
A. Approval
B. Approval Chain
C. Action - Review
D. Service

Answer:
C. Action - Review

QUESTION
True or False? Workday does not consider a business process "Successfully Completed" until all steps in the process have executed.

Answer:
False

QUESTION
In which business process definition mode can you add steps?
A. Edit mode
B. View mode
C. Task mode
D. Security mode

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Questions

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Workday Pro HCM Core Certification Exam Sample Questions (Q16-Q21):

NEW QUESTION # 16

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

Answer: A

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 # 17

What action can you take after a business process completes?

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

Answer: A

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 # 18

An end user is creating a new cost center. What determines the values that the user can select in the subtype field?

- A. Subtypes that default based on the role of the end user.
- B. Subtypes that default based on the location of the cost center.
- C. Subtypes configured to be used for the Cost Center organization type.
- D. Subtypes that Workday recommends be used for the Cost Center organization type.

Answer: C

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Organizations Configuration and Setup Guide, 2023R2):

The values available in the Subtype field when creating a new Cost Center are determined by the subtypes configured for that specific organization type. Each organization type (e.g., Company, Cost Center, Region, or Supervisory) can have one or more associated subtypes that define additional categorization or behavior.

During configuration, administrators define which subtypes are valid for each organization type. Hence, when an end user creates a Cost Center, only the subtypes associated with the "Cost Center" organization type will appear in the selection list.

Options A, C, and D are incorrect because subtypes are not influenced by location, user role, or system recommendations- they are strictly defined in the configuration setup.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Defining Organization Types and Subtypes."

NEW QUESTION # 19

What statement about business processes is true?

- A. You can add any action step to any business process.
- B. You can set any step of a business process as completion.
- C. You can create business process definitions based on rules.
- D. You can add any type of condition rules to any step.

Answer: C

Explanation:

In Workday, a Business Process (BP) defines how specific business events are executed within the system.

The true statement among the options is that you can create business process definitions based on rules.

Workday allows you to maintain rule-based BP definitions, meaning that a single BP can have multiple versions triggered under different conditions (for example, based on supervisory organization, company, location, or job profile).

This functionality enhances configuration flexibility by allowing organizations to adapt process flow depending on contextual attributes - without duplicating processes. Each version operates under a defined condition rule, evaluated at runtime to determine which BP definition applies.

Options A, B, and C are incorrect:

* A is false because not every action step can be added to every process - the available step types depend on the BP template (for example, Hire, Change Job, or Request Compensation Change).

* B is false since condition rules can only be applied to specific steps where the system allows configuration (for instance, approvals and to-dos).

* C is false because only a designated Completion Step marks the end of the process, and it cannot be assigned arbitrarily to any step.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Framework and Configuration Guide (2023R2, Workday Learning).

Sections: "Rule-Based Business Process Definitions," "Business Process Configuration Best Practices," and

"Condition Rule Framework."

NEW QUESTION # 20

What HR organization type is required for every worker?

- A. Supervisory
- B. Company

- C. Matrix
- D. Cost Center

Answer: A

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Organizations and Staffing Structure Guide, 2023R2):

In Workday, every worker must belong to exactly one Supervisory Organization. The Supervisory Organization defines the management hierarchy and reporting structure for workers and positions. It serves as the foundation for staffing, business process routing, security role assignment, and approval workflows.

When hiring or transferring a worker, assigning them to a supervisory organization ensures that the worker's manager, HR partner, and other role-based participants are correctly identified. Without this relationship, the worker cannot be successfully staffed or managed within the tenant.

Options B (Matrix), C (Cost Center), and D (Company) may also be required for organizational reporting or accounting, but only Supervisory Organizations are mandatory for all workers because they define managerial oversight and operational hierarchy.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Supervisory Organizations as the Basis of Staffing Structure."

NEW QUESTION # 21

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