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## Workday Pro HCM Core Certification Exam Sample Questions (Q17-Q22):

### NEW QUESTION # 17

Which statements about user-based security groups are true?(Select three correct answers.)

- A. User-based security groups can either be constrained or unconstrained.
- B. Assigning a user to a user-based security group kicks off a business process.

- C. User-based security groups are always unconstrained.
- D. User-based security groups are typically used for administrators or specific individuals who need system-wide access.
- E. When a user is assigned as a member of a user-based security group, the user gets access to all security policies the group is assigned to.

**Answer: A,D,E**

Explanation:

The correct answers are B, D, and E.

User-based security groups are groups in which membership is manually assigned to individual users. They are highly flexible and used primarily for administrative or elevated-access purposes.

\* (B) These groups can be either constrained or unconstrained. Constrained groups limit data access (for example, access only to workers in a particular supervisory org), while unconstrained groups provide broad system-wide visibility.

\* (D) These groups are commonly used for system administrators, payroll admins, or HR system owners, who require full access across tenants.

\* (E) Once a user is assigned to a user-based group, they automatically inherit access to all domains and business processes that the security group has permissions for.

Option A is incorrect because user-based groups are not always unconstrained; and C is incorrect because assigning users does not initiate a business process—it's a configuration action managed through the Maintain Security Group Member task.

Reference: Workday Pro HCM - Security Configuration and Administration, "User-Based Security Group Behavior and Permissions" section.

## NEW QUESTION # 18

Scenario:

A new supervisory organization has been created. The staffing model has been assigned so that there is no limit on the number of jobs that are filled.

A worker in this organization needs to be promoted from Business Process Analyst to Senior Business Process Analyst.

What business process do you use?

- A. Propose Compensation Change
- B. Hire Employee
- C. Change Organization Assignments for Worker
- D. Change Job

**Answer: D**

Explanation:

The correct answer is D - Change Job.

The Change Job business process is used in Workday to update a worker's job-related details within the same employment record. It applies to both Job Management and Position Management staffing models.

Common use cases for Change Job include:

\* Promotions or demotions (e.g., Business Process Analyst # Senior Business Process Analyst),

\* Transfer to a different supervisory organization,

\* Lateral moves between departments, or

\* Changes to job profile, location, or business title.

The process maintains continuity of employment while updating the job attributes. In contrast, Hire Employee is for new hires, and Propose Compensation Change only adjusts pay without changing the job attributes.

Reference: Workday Pro HCM - Job Change and Staffing Transactions Guide, "Executing the Change Job Business Process."

## NEW QUESTION # 19

You need to trigger compensation eligibility for a newly hired worker. What step type should you use?

- A. To Do
- B. Complete Questionnaire
- C. Action
- D. Service

**Answer: C**

Explanation:

In Workday, when you need to trigger system events or sub-actions, such as initiating compensation eligibility rules for a newly hired worker, you use the Action Step type. The Action step executes a system-defined function or event automatically, without requiring manual user intervention.

In this case, adding an Action Step to the Hire Business Process (BP) can initiate the "Request Compensation Change" or run the "Determine Eligibility" process to assess compensation plans and eligibility rules for the new employee. This ensures that the worker's pay components are properly configured based on eligibility criteria immediately upon hire completion.

Option A (Complete Questionnaire) is used to collect additional data; Option B (Service) is for integration or automated system services; and Option C (To Do) is used for manual informational or procedural tasks. Only Action Steps directly invoke system logic or secondary processes.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Action Step Configuration and Functional Usage."

### NEW QUESTION # 20

Which tasks can be executed from a business process step to create a new condition rule? (Select two correct answers.)

- A. Maintain Step Delay
- B. Maintain Advanced Routing Restrictions
- C. Create Condition Rule
- D. Maintain Step Conditions

**Answer: C,D**

Explanation:

In Workday, condition rules determine whether a step executes, routes, or triggers based on defined criteria such as job attributes, location, or organization. There are two primary ways to create or associate condition rules directly from a business process step:

\* Create Condition Rule (Option C)- allows a user to define a new condition rule directly from within the step configuration screen.

This opens the condition rule editor where criteria can be defined using Workday attributes.

\* Maintain Step Conditions (Option D)- provides the option to assign existing condition rules or create new ones for the selected step. This is often used to ensure that certain steps run only when specific business conditions are met.

Options A and B are incorrect:

\* Maintain Advanced Routing Restrictions (A) is related to security routing and worktag-based participant logic, not condition rule creation.

\* Maintain Step Delay (B) controls timing (delaying execution by hours or days), unrelated to conditions.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Framework and Condition Rule Configuration Guide (2023R2)

- Sections: "Creating and Maintaining Condition Rules" and "Step-Level Configuration."

### NEW QUESTION # 21

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 that Workday recommends be used for the Cost Center organization type.
- D. Subtypes configured to be used for the Cost Center organization type.

**Answer: D**

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 # 22

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