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Workday Pro HCM Core Certification Exam Sample Questions (Q10-Q15):

NEW QUESTION # 10

You want the company organization to default in when you hire workers. What task should you run from the supervisory organization to accomplish this?

- A. Assign Roles
- B. Create Position
- C. Edit Name/Code
- **D. Edit Supervisory Organization**

Answer: D

Explanation:

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

To have the Company Organization automatically default when hiring workers into a supervisory organization, you must update the organization settings through the Edit Supervisory Organization task.

This task allows you to define default organization assignments, including Company, Cost Center, Region, and Custom Organizations. Once these defaults are set, Workday automatically populates these values during staffing events such as Hire or Add Job, reducing manual entry and ensuring consistent data alignment across the hierarchy.

Option B (Create Position) is used to define positions within the supervisory org, not defaults.

Option C (Edit Name/Code) modifies identifiers only.

Option D (Assign Roles) relates to security role assignments.

Therefore, Edit Supervisory Organization is the correct task to establish the default Company for new hires.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations Configuration Guide (2023R2), Section: "Defining Default Organization Assignments."

NEW QUESTION # 11

What statement describes business process notification functionality?

- A. You can only send custom notifications to internal employees.
- B. You can create your own notification triggers.
- **C. You can use text and fields in the body of the notification message.**
- D. You can only select one status as the notification trigger.

Answer: C

Explanation:

Workday's Business Process Notification functionality enables administrators to configure custom notifications that are automatically sent to users when specific BP events occur. The correct statement is that you can use text and fields in the body of the notification message (Option B).

Notification templates support the insertion of business process fields, allowing dynamic content such as worker names, event types, or effective dates to be automatically populated in the message. This helps personalize communications and provide clear, actionable context.

Option A is incorrect because notifications can be sent to both internal users and external participants (such as vendors or contingent workers) if appropriately configured.

Option C is incorrect - you can configure multiple status triggers (e.g., In Progress, Denied, Completed).

Option D is incorrect since notification triggers are predefined by Workday, and while you can configure their messages and recipients, you cannot create entirely new trigger types.

Therefore, the main strength of this feature lies in its customizable content, dynamic field integration, and multi-status trigger support.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Business Process Notifications," and "Custom Message Configuration."

NEW QUESTION # 12

How can a user become a member of an organization-based security group? (Select two correct answers.)

- **A. The user is a member of the Information Technology cost center hierarchy.**

- B. The user is located in London, Paris, and Rome.
- C. The user is a member of the Human Resources job family.
- **D. The user is a member of the Europe Location Hierarchy.**

Answer: A,D

Explanation:

The correct answers are B and C.

Organization-based security groups derive membership automatically from an organizational structure in Workday-such as supervisory, cost center, region, or location hierarchies. Users are included in the group based on their association with that organization or hierarchy.

* B. If a user is part of the Europe Location Hierarchy, they automatically gain access assigned to that organization-based security group.

* C. Similarly, users belonging to the Information Technology cost center hierarchy are included in the corresponding cost center-based security group.

Options A and D are incorrect because location membership alone (without organizational hierarchy) or job family assignment does not control membership in an organization-based group.

Reference: Workday Pro HCM -Security Fundamentals, "Organization-Based Security Groups and Derived Membership" section.

NEW QUESTION # 13

What is a Workday standard report?

- A. A report to export data for external analysis
- B. A customized report for specific organizational needs
- **C. A delivered predefined report**
- D. An ad-hoc report for on-the-fly analytics

Answer: C

Explanation:

A Workday standard report refers to a delivered, predefined report that is built and maintained by Workday.

These reports are available out-of-the-box and are designed to support common and essential business processes and analytics across HCM, Finance, and other Workday modules. Users can run standard reports immediately without needing to create them from scratch, and they often serve as a base for custom reporting when further refinement or filtering is necessary.

Workday provides hundreds of these reports covering a broad range of functionality-examples include

"Employee Roster", "All Positions", "Business Process Transactions", etc. These reports are typically domain-secured, which means access to them is governed by user security and data access permissions.

As per the Workday Pro HCM Reporting Study Guide, standard reports are also known as "delivered reports" and often include pre-configured prompts and formatting that align with Workday best practices.

Workday Pro HCM -Reporting and Analytics Fundamentals, "Standard Reports Overview" section.

NEW QUESTION # 14

You want a report's results to be organized by the name of the worker's supervisory organization for any user running the report.

What report configuration accomplishes this?

- A. Filter
- B. Subfilter
- C. Share
- **D. Sort**

Answer: D

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Reporting and Analytics Guide, 2023R2):

In Workday Reporting, to organize or arrange the display of report results based on specific criteria - such as the Supervisory Organization Name- you use the Sort configuration option.

Sorting determines the order in which records appear when the report is executed. In this case, by sorting on the Supervisory Organization Name field, all workers will be grouped together under their respective organization, making the output intuitive and structured for analysis.

Option B (Share) controls who has access to the report.

Option C (Filter) limits which records are included in the results.

Option D (Subfilter) refines filter logic but does not control display order.

Thus, Sort is the correct configuration feature to organize report results for any user running the report.

Reference (Paraphrased Source):

Workday Pro HCM Core - Reporting Configuration and Design Guide (2023R2), Section: "Sorting, Grouping, and Display Options in Custom Reports."

NEW QUESTION # 15

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