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Workday Pro HCM Reporting Certification Exam Guide

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Workday Pro HCM Reporting Certification Exam Sample Questions (Q41-Q46):

NEW QUESTION # 41

You are viewing a Report Performance Log and notice the Top Level Filter Time is high. How should you edit the report definition to improve this?

- A. Use a different data source
- B. Use subfilters instead of filters
- C. Use built-in data source prompts instead of filters
- D. Use calculated fields instead of filters

Answer: C

Explanation:

Workday's Report Performance Log highlights processing time contributors such as "Top Level Filter Time." If this is high, the best practice is to replace report filters with built-in data source prompts, since prompts restrict data earlier in processing, improving performance.

From the Workday Reporting documentation:

"To improve report performance, leverage built-in data source prompts instead of filters whenever possible. Prompts reduce the data set retrieved before filters are applied, minimizing filter processing time." Therefore, the correct answer is B. Use built-in data source prompts instead of filters.

NEW QUESTION # 42

You transferred ownership of your report to an HR Analyst. Then, you run the Custom Report Exception Audit report, and a critical error appears next to the report you just transferred.

Why could this be?

- A. The HR Analyst is not in the same location as you are.
- B. The HR Analyst does not have access to all of the fields on the report.
- C. The report is not shared with anyone.
- D. The report has prompts.

Answer: B

Explanation:

The Custom Report Exception Audit report identifies errors in custom reports, such as missing security access. If a new report owner does not have access to one or more fields on the report, it will trigger a critical error.

From the Workday Reporting documentation:

"The Custom Report Exception Audit report identifies issues such as missing field access when ownership of a report is transferred." Therefore, the correct answer is A. The HR Analyst does not have access to all of the fields on the report.

NEW QUESTION # 43

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. Prompt the user for the value
- D. Value specified in this filter

Answer: D

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 # 44

You configured a trending report for an HR analyst that shows headcount by country trends by quarter. The HR analyst has asked for the data to display for each month, rather than each quarter.

How can you fulfill these requirements?

- A. Edit the field on the Column Grouping grid in the report definition.
- B. Add a report prompt that uses the Trending Period field.
- C. Run the Maintain Trended Workers task and modify the Trending Period.
- **D. Edit the Group by Time Period field in the report definition.**

Answer: D

Explanation:

When designing trending reports, the Group by Time Period field determines how the trended records are aggregated and displayed. By default, reports may show quarterly or annual rollups, but this can be easily adjusted to monthly without needing to reconfigure or regenerate trending data.

From the Workday documentation: "In trending reports, the Group by Time Period setting allows users to choose the granularity of the results, such as monthly, quarterly, or annually. This setting controls the display of data in charts and tables." Other options are less appropriate: editing the Column Grouping grid changes report layout but not trending intervals, using a prompt does not change aggregation, and running the Maintain Trended Workers task changes system-wide trending setup, not individual report display. Thus, the correct approach is B. Edit the Group by Time Period field in the report definition.

NEW QUESTION # 45

You have selected the Enable As Worklet checkbox on a report definition and added the Recruiting dashboard in the Available On field. You share the report definition with all authorized users and run the Recruiting dashboard but the worklet is not appearing. What could be the reason for this?

- A. The worklet has more than 100 rows of data.
- B. Your security needs to be updated to view the worklet.
- **C. You need to configure the Recruiting dashboard to include the worklet.**
- D. The worklet needs to be setup as required on the dashboard.

Answer: C

Explanation:

Enabling a report as a worklet and assigning it to a dashboard does not automatically make it visible. The Recruiting dashboard (or any dashboard in Workday) must be configured to include the worklet explicitly. This is a common oversight-report designers assume that enabling a report as a worklet is sufficient, but the dashboard itself must be updated in configuration to display that worklet tile.

From the Workday reporting materials: "Dashboards provide an interface to view multiple worklets. Even if a report is enabled as a worklet, the dashboard configuration determines which worklets are visible to end users." Other options are less relevant: exceeding 100 rows only impacts loading performance, not visibility; security issues would typically block data, not hide the worklet entirely; and required setup applies to whether the worklet is optional or required, but it must still be added to the dashboard. Thus, the correct reason is B. You need to configure the Recruiting dashboard to include the worklet.

NEW QUESTION # 46

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