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## Workday Workday-Pro-HCM-Reporting Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"><li>Calculated Fields: This domain assesses the skills of candidates regarding calculations. A calculation is a deliberate process that transforms one or more inputs into one or more results.</li></ul>
Topic 2	<ul style="list-style-type: none"><li>Composite Reporting: This domain of the Workday Pro HCM Reporting Certification exam measures the skills of HRIS Analysts and covers building and managing Composite Reports to deliver advanced insights across Workday HCM data.</li></ul>
Topic 3	<ul style="list-style-type: none"><li>Reporting: Business Reporting is used to inform management and investors of information such as financial performance, the market outlook, or the performance of a specific department. Candidates are tested for their business reporting skills.</li></ul>
Topic 4	<ul style="list-style-type: none"><li>Human Capital Management: Human capital is a concept used by economists and social scientists to designate personal attributes considered useful in the production process. Candidates are assessed for their HCM skills.</li></ul>

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

### NEW QUESTION # 17

You want the ability to view every summarization in the composite report by Location.

What do you do?

- A. Include Location as a drillable field in all the subreports.
- B. Include Location as a Detail Data field in one of the subreports.
- **C. Include Location as a Detail Data field in all the subreports.**
- D. Include Location as a drillable field in one of the subreports.

**Answer: C**

Explanation:

Composite reports combine multiple subreports, and their summarizations depend on the fields configured in the subreports themselves. To enable consistent grouping and summarization across the entire composite report, the Location field must be included as a Detail Data field in all the subreports. This ensures that each subreport provides the Location context required for composite-level summarization.

From the Workday binder: "Composite reports aggregate results from multiple subreports. To summarize or drill consistently on a specific field, that field must exist as a Detail Data field in all subreports included in the composite." If Location is only included in one subreport, summarizations in the other subreports would not align, and Location-based grouping would fail. Similarly, making Location drillable only affects drill-down options, not summary-level grouping across the composite.

Thus, the correct answer is A. Include Location as a Detail Data field in all the subreports.

### NEW QUESTION # 18

You are building a report that shows employee performance ratings and their associated performance review details. The report uses the Performance Review primary business object. Using a calculated field, what formula should you use to retrieve the employee's job title from the related Worker business object?

- A. Aggregate Related Instances
- B. Lookup Range Band
- C. Evaluate Expression Band
- **D. Lookup Related Value**

**Answer: D**

Explanation:

The correct choice is Lookup Related Value, because this function allows you to retrieve a field from a related business object that is not directly stored on your primary object. In this scenario, the primary business object is Performance Review, which holds performance-related data but not job-related data such as Job Title. Since Job Title resides on the Worker business object, you need to link from Performance Review to Worker and then retrieve Job Title.

The Workday reporting guide explains: "Lookup Related Value - Returns a field from a related business object. Use this to bring data from associated objects into a report when the field is not directly available on the primary object.". This ensures the Performance Review data can be combined with Job Title for meaningful insights.

By contrast, Aggregate Related Instances is used to roll up multiple related values, Range Band applies thresholds, and Evaluate Expression Band is used for conditional ranges, not cross-object retrieval.

### NEW QUESTION # 19

Refer to the following scenario to answer the question below.

You have prepared the following matrix report for a recruiting manager.

Hiring Source	San Francisco		New York		Boston		Other		Total	
	Average Base Pay	Count								
Employee referral	\$158K	27	\$174K	18	\$100K	7	\$117K	18	\$142K	61
Headhunter	\$167K	7	\$128K	2	0K	0	\$143K	7	\$124K	16
LinkedIn	\$113K	1	\$116K	6	\$225K	3	\$104K	16	\$119K	38
Other	\$117K	27	\$89K	13	\$82K	6	\$72K	54	\$87K	100
Total	\$130K	74	\$122K	30	\$117K	16	\$91K	95	\$111K	215

The recruiting manager wants to dynamically refine the output results for various hiring sources and locations. How can you achieve this?

- A. Configure a Field Values Group.
- B. Include a Drill to Report Link.
- C. Include a Summarization Calculation.
- D. Configure Facet Filters.**

#### Answer: D

##### Explanation:

Matrix reports in Workday allow for grouping, summarization, and drill-through capabilities. To let managers dynamically refine report results at runtime, you configure Facet Filters. Facet Filters enable users to filter the report output interactively, without modifying the underlying definition.

From the Workday Reporting documentation:

"Matrix reports allow grouping and summarization of data. You can also configure facet filters so users can dynamically refine report results by selecting values such as Hiring Source or Location." Thus, the correct way to let the recruiting manager refine the output is D. Configure Facet Filters.

#### NEW QUESTION # 20

You only want to show snapshot data on a custom trending report that uses the Trended Workers data source.

How can you achieve this with minimal impact to report performance?

- A. Use the Trended Workers for Planning data source filter.
- B. Configure the default value of the Record Type prompt.
- C. Run the Maintain Trended Workers task and configure the default record type.
- D. Add a report filter using the Snapshot field.**

#### Answer: D

##### Explanation:

The Record Type field in Trended Workers distinguishes between snapshots and transactions (such as hires, terminations, or transfers). To focus only on snapshot data, you can apply a report filter on the Snapshot field, ensuring only monthly or quarterly snapshots are displayed. This approach improves report performance because filtering happens at the report level without modifying global trending settings.

From the Workday reporting documentation: "Trended Worker data includes snapshots and transactions. To restrict a report to snapshots, apply a filter on the Record Type or Snapshot field." Other answers involve system-wide changes or unnecessary complexity: running Maintain Trended Workers redefines system defaults, configuring prompts adds user interaction overhead, and Trended Workers for Planning is a different data source intended for forecasting.

Thus, the most efficient option is B. Add a report filter using the Snapshot field.

## NEW QUESTION # 21

A customer was receiving a report on a weekly basis but has not received it since the new year started. What task should you use to confirm the report frequency?

- A. Run History
- **B. Scheduled Future Processes**
- C. View Alerts
- D. Mass Operation Management

### Answer: B

Explanation:

When a report is scheduled to run at a recurring interval (daily, weekly, monthly, etc.), Workday tracks this under the Scheduled Future Processes report. This task allows administrators and report owners to view when reports are set to run, the frequency of execution, and the schedule start and end dates. If a report stopped running after the new year began, the most likely cause is that the scheduling end date expired on December 31, meaning no new jobs were generated for the new year.

From the Workday Reporting binder: "Workday provides scheduling options to run reports at set frequencies. You can confirm upcoming scheduled report runs in the Scheduled Future Processes report." This provides visibility into whether the report is still scheduled and when it is next expected to execute.

The other answers are incorrect: View Alerts relates to system notifications, Mass Operation Management is not for reporting, and Run History shows past runs but not future scheduling. The correct option is C. Scheduled Future Processes.

## NEW QUESTION # 22

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