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Workday Pro HCM Core Certification Exam

Workday Workday-Pro-HCM-Core

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QUESTION NO: 1

An HR Administrator must approve termination details, retiree status, and service-date changes that are presented in one consolidated approval task.

What actions are required to authorize the HR Administrator? *(Select two correct answers.)*

A. Add the HR Administrator to the Approve section of each applicable business process security policy.

B. Add the HR Administrator to the Ad Hoc Approve section of the Termination security policy only.

C. Run the Activate Pending Security Policy Changes task.

D. Grant the HR Administrator Modify access to the Worker Data: All Workers domain only.

E. Add the HR Administrator to the Initiating Action section of each applicable business process security policy.

ANSWER: A C

Explanation:

A consolidated approval task combines the presentation of related actions, but Workday still evaluates the security policy for each underlying business process. The HR Administrator must be added to the **Approve** section of the applicable business process security policies for Termination, Add Retiree Status, and Service Dates Change.

After those policy changes are made, pending security policy changes must be activated. Ad Hoc Approve access is not a substitute for approval permission configured on the underlying business processes.

QUESTION NO: 2

What is the **primary purpose** of assigning a **Compensation Grade** to a **Job Profile** ?

A. To establish employees ' default compensation frequency

B. To determine employees ' eligibility for bonus plans

C. To default the salary or hourly range for employees in that job

D. To set employees ' target compensation amount

ANSWER: C

Explanation:

To default the salary or hourly range for employees in that job is correct because a Compensation Grade provides the standard compensation framework associated with work assigned to a Job Profile. In Workday, compensation grades are used to organize jobs into pay structures and commonly contain grade profiles with defined minimum, midpoint, and maximum amounts or hourly ranges. Associating the grade with the Job Profile lets Workday derive the appropriate range when a worker is hired, transferred, or moved into that job, reducing manual entry and supporting consistent compensation decisions across workers performing the same type of work. The grade assignment is therefore a job-level defaulting mechanism: it establishes the range context available for compensation-related processes, while the worker’s actual pay can still be determined according to the organization’s compensation policies and the applicable grade profile. This configuration helps organizations maintain structured pay practices, evaluate pay relative to a defined range, and support salary or hourly compensation administration. Workday describes its compensation capabilities, including support for compensation structures and pay practices, at Workday Compensation. Additional Workday HCM product context is available at Workday Human Capital Management.

QUESTION NO: 3

What report can you run to visualize the organizational structure?

A. Find Events

B. Job Catalog

C. Navigate Hierarchy

D. Find Workers

ANSWER: C

Explanation:

Navigate Hierarchy is the appropriate Workday report for visually exploring an organizational structure. It provides an interactive hierarchy view that displays the parent-child relationships within supported organization types, allowing a user to move through levels of the structure rather than simply reviewing a flat list of records. This is useful when a manager, HR professional, or Workday administrator needs to understand how supervisory organizations and other organizational entities are arranged and connected.

In Workday HCM, organizations are fundamental structures used to organize workers, responsibilities, reporting relationships, and operational ownership. A visual hierarchy makes it easier to identify the placement of an organization, review its subordinate organizations, and navigate upward to its parent. Because the report is designed for hierarchy navigation, it supports the question's requirement to *visualize* the organizational structure rather than retrieve transaction, worker, or job-profile data.

For additional context on Workday's organizational and supervisory-organization concepts, see Workday's Organization Management overview and its Human Capital Management product information.

QUESTION NO: 4

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

A. The user is located in London, Paris, and Rome.

B. The user is a member of the Europe Location Hierarchy.

C. The user is a member of the Information Technology cost center hierarchy.

D. The user is a member of the Human Resources job family.

ANSWER: B C

Explanation:

Organization-based security groups determine membership dynamically from a worker's relationship to a configured Workday organization or organization hierarchy. This supports scalable, context-sensitive access: when a worker's organizational assignment changes, the security group membership and the resulting access can update without manually maintaining an individual user list. A worker associated with an organization in the Europe Location Hierarchy can therefore be included through location-hierarchy-based security configuration. Likewise, a worker associated with an organization in the Information Technology cost center hierarchy can be included through cost-center-hierarchy-based security configuration. In each case, the relevant hierarchy provides the organizational context that the security group uses to derive membership.

This model is central to Workday's configurable security framework, which is designed to apply access according to business roles and organizational structures while reducing ongoing administrative effort. The specific organization type and hierarchy scope selected when the security group is configured determine which workers are included. For broader context on Workday's security model and the use of configurable controls, see Workday Security and Workday Human Capital Management.

QUESTION NO: 5

A customer creates a new supervisory organization to inherit attributes from an existing supervisory organization. Which attributes will be inherited from the superior organization to the subordinate organization? (Select three correct answers.)

A. Visibility

B. Organization Assignments

C. Subtype

D. Staffing Model

E. Name

ANSWER: A B D

Explanation:

When a subordinate supervisory organization is created under an existing superior supervisory organization, Workday uses inheritance to promote consistent organizational configuration and reduce repetitive setup. **Visibility** is inherited so that the new organization follows the superior organization's established visibility configuration, supporting consistent access to organizational information throughout that branch of the hierarchy. **Organization Assignments** are inherited as well. These assignments connect the supervisory organization to relevant organizational structures and help preserve the intended financial, operational, and reporting context when the hierarchy expands. **Staffing Model** is also inherited, ensuring that the subordinate organization follows the same staffing-management approach as its superior organization. This is important because the staffing model governs how staffing activities and worker assignments are administered within that supervisory organization. Together, these inherited settings provide a controlled starting configuration for the new subordinate organization while maintaining alignment with the superior organization's design. Administrators can review organizational-management capabilities and Workday learning resources at Workday Organization Management and Workday Education and Training.

QUESTION NO: 6

A customer configured a **step-based grade** with a **progression sequence** that uses **eligibility rules** . The design progresses an employee **only if the employee does not have a poor performance rating** .

Performance is measured on a **1–5 scale** , where:

1 = Poor performance

5 = Outstanding performance

The progression sequence is:

Step 1: $25 hourly

Step 2: $30 hourly

Step 3: $35 hourly

What should the **conditional logic** be?

A. Step 1 and Step 2 require conditional logic that evaluates if the performance review rating is **not** in selection list value 1.

B. Conditional logic for Step 1, Step 2, and Step 3 should be added to the grade profile.

C. Step 1, Step 2, and Step 3 require conditional logic that evaluates if the performance review rating **is** in selection list value 1.

D. Conditional logic for Step 1 and Step 2 should be added to the grade profile.

ANSWER: A

Explanation:

Step 1 and Step 2 require conditional logic that evaluates if the performance review rating is not in selection list value 1. This configuration applies the stated business requirement at each point where an employee must qualify to advance in the progression sequence. A rating of 1 represents poor performance, so the eligibility condition must test that the worker's performance-review rating is not the selection-list value representing 1. When the condition evaluates as true, the worker can progress from the current step to the next eligible step; when it does not, progression is prevented.

The final step does not need a progression eligibility condition because it has no subsequent step in this defined sequence. Configuring the condition on the first two steps ensures the performance requirement is evaluated for both possible movements: from $25 to $30 hourly and from $30 to $35 hourly. This aligns the step-based grade design with the customer's explicit policy while keeping the rule tied to the progression sequence rather than a general grade-profile setting. Workday describes compensation as supporting configurable pay structures and processes, including pay progression requirements; see Workday Compensation. Authorized customers can also consult tenant-specific configuration guidance in the Workday Community.

QUESTION NO: 7

After creating a new **allowance plan** , how can you assign the plan to **all eligible employees** ?

A. Run the Compensation Plan Assignment Audit report and submit Request Compensation Changes.

B. Use the Employee Compensation Plans – Allowance report and enter Change Job events.

C. Use the View Compensation Plan Rollout Process task to assign employees.

D. Use the **Rollout Compensation Plans to Employees** task and select the eligibility rule.

ANSWER: D

Explanation:

Use the **Rollout Compensation Plans to Employees** task and select the eligibility rule. This task is designed for the bulk deployment of a compensation plan, including an allowance plan, to the worker population that qualifies for it. During rollout, Workday evaluates the plan's configured eligibility criteria as of the relevant effective date and creates the applicable employee compensation-plan assignments for eligible workers. This provides a controlled, scalable way to activate a newly configured plan without needing to initiate a separate staffing or compensation transaction for each individual employee. It also supports consistent plan administration because the same eligibility logic configured for the plan is used to determine the rollout population. Allowance plans are part of an organization's broader compensation framework, where eligibility, effective dating, and plan assignment must be managed accurately to ensure workers receive the intended compensation components. Using the dedicated rollout process is therefore the appropriate operational step after the plan and its eligibility requirements are configured. See Workday's overview of Compensation management and its Human capital management product information for the broader compensation-administration context.

QUESTION NO: 8

Which of these are examples of **user-based security groups** ? *(Select two correct answers.)*

A. Security Administrator

B. Compensation Partner

C. HR Administrator

D. Managers

ANSWER: A C

Explanation:

Security Administrator and **HR Administrator** are appropriate examples of user-based security groups because membership in these groups is maintained by assigning specifically identified Workday user accounts. This makes access independent of a worker's current supervisory organization, management chain, or staffing role. User-based groups are especially suitable for centrally administered responsibilities that must be granted deliberately to selected people, such as tenant security administration and broad HR administrative access. Workday evaluates the security policies associated with these groups when the assigned user initiates a secured action, allowing administrators to control access through explicit group membership and to review or remove that access as responsibilities change. This design supports least-privilege administration: only users who need these administrative capabilities are added to the applicable group. Workday's security model combines security groups with domain and business-process security policies, so a user-based group can receive only the permissions needed for its administrative function. Workday describes its security approach and controls at Workday Security; customers can also consult detailed tenant-specific security configuration guidance in the authenticated Workday Community.

QUESTION NO: 9

What task allows you to edit the staffing model for multiple supervisory organizations at one time?

A. Edit Staffing Model

B. Supervisory Orgs by Staffing Model

C. Maintain Staffing Models

D. Create Supervisory Organizations

ANSWER: C

Explanation:

Maintain Staffing Models is the Workday task designed for centralized, multi-organization staffing-model maintenance. Staffing models define the way positions and headcount are managed within supervisory organizations, such as whether the organization uses position management, headcount management, or job management. When a business process requires the same staffing-model adjustment across several supervisory organizations, this task provides the appropriate maintenance workflow rather than requiring an administrator to open and update each organization individually. The task supports selecting and reviewing the relevant supervisory organizations together, applying the requested staffing-model maintenance, and preserving the organization-level context needed for effective-date and governance decisions. This is particularly useful during reorganizations, large-scale operational changes, or standardization efforts in which multiple organizations need aligned configuration. Workday identifies staffing and organizational management as core capabilities of its HCM platform; see Workday Human Capital Management. Customers can access task-specific configuration guidance and current release details through the authenticated Workday Community, which is the authoritative source for tenant-version-specific behavior.

QUESTION NO: 10

You are configuring an advanced custom report for HR Partners. The report must return active employees in a selected company and display the results in supervisory organization order.

Which report configurations meet these requirements? *(Select two correct answers.)*

A. Add a filter for active employees and the selected company.

B. Add a sort using supervisory organization name.

C. Share the report with the HR Partner security group.

D. Add a subfilter using supervisory organization name.

ANSWER: A B

Explanation:

A **filter** restricts the records returned by the report, so it can limit results to active employees in the selected company. A **sort** controls the order in which the returned rows appear, so it can arrange employees by supervisory organization. Sharing controls who can access the report, and a subfilter is used to evaluate related business-object data rather than to provide the required primary result restriction and ordering.

QUESTION NO: 11

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

A. User-based security groups are always unconstrained.

B. User-based security groups can either be constrained or unconstrained.

C. Assigning a user to a user-based security group kicks off a business process.

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: B D E

Explanation:

User-based security groups use explicitly maintained membership: a security administrator adds or removes named users rather than allowing Workday to calculate membership from an organization, role, or worker attribute. Workday supports both unconstrained user-based groups and constrained user-based groups. The constrained form applies an organization-based access scope, whereas an unconstrained group can be granted access without that organizational limitation. This makes the statement that user-based security groups can either be constrained or unconstrained correct.

Because membership is deliberate and can be limited to particular named people, these groups are well suited to administrators and other individuals who require broad or system-wide administrative access. Once a person is a member, Workday evaluates that user through the security policies to which the group has been granted access. Consequently, the member receives the permissions provided through the group's assignments, subject to the applicable security-policy configuration and any constraints. This is why the statements concerning administrators or specific individuals needing system-wide access and members receiving access to security policies assigned to the group are correct. Workday's platform security overview describes its configurable security model at Workday Security; Workday's product documentation portal is available at Workday Documentation.

QUESTION NO: 12

You want to display **only relevant compensation plan sections** during the **Propose Compensation Change** step of the **Change Job** business process, for both internal job changes and internal hires.

What setting enables Workday to determine which plan sections to display based on **worker eligibility** and **user security permissions** ?

A. Enable Compensation Setup Segment Security

B. Enable **Dynamic Display for Compensation Plan Sections**

C. Enable Eligibility Rule Performance Enhancement for Compensation Plan Profiles

D. Hide Total Salary & Allowances

ANSWER: B

Explanation:

Enable Dynamic Display for Compensation Plan Sections is the setting that makes the Propose Compensation Change experience context-sensitive. When it is enabled, Workday evaluates the worker's eligibility for the compensation plans and the initiating user's access to the relevant compensation data as the business process is performed. The system then presents the applicable compensation plan sections rather than displaying every possible section. This supports a focused compensation-change experience for internal job changes and internal hires, where eligibility may change because of the worker's new job, organization, location, employee type, or other rule-based attributes.

This setting is particularly important in organizations with multiple compensation plans, allowances, bonuses, or country-specific programs. It helps ensure that users working through Change Job see the sections needed to propose the appropriate pay changes while respecting the security model configured for compensation administration. Administrators should validate the behavior with representative workers and security groups after enabling it, because both eligibility rules and domain or process security affect what is available in the transaction. For product documentation and tenant-specific configuration guidance, consult Workday Community and the Workday Documentation portal.

QUESTION NO: 13

An allowance plan has separate profiles for employees in different locations and management levels. The compensation administrator wants each eligible employee to receive one unambiguous profile amount during rollout.

Which configuration principles should the administrator apply? *(Select two correct answers.)*

A. Configure profile criteria so each employee matches only one profile.

B. Refine or exclude overlapping location and management-level criteria.

C. Assign the allowance plan to multiple compensation packages.

D. Remove eligibility rules from the allowance plan.

ANSWER: A B

Explanation:

Profile eligibility criteria should be designed so that an employee resolves to **one applicable profile**, and overlapping criteria should be removed or refined. If a worker qualifies for more than one profile, Workday cannot determine a single profile-specific amount and can apply the plan's default amount instead. Assigning the plan to multiple compensation packages does not resolve profile eligibility, and a plan without eligibility rules does not prevent profile overlap.

QUESTION NO: 14

Which staffing models are available for supervisory organizations? *(Select two correct answers.)*

A. Headcount Management

B. Customer Defined Staffing Model

C. Position Management

D. Job Management

ANSWER: C D

Explanation:

Position Management and Job Management are the two delivered staffing-model choices used for supervisory organizations in this context. A supervisory organization's staffing model establishes the fundamental framework Workday uses to organize workers and govern staffing activity within that organization. With Position Management, each worker is associated with a distinct position. Organizations create, maintain, and staff those positions, enabling structured position-level controls and visibility for items such as vacant positions, position restrictions, and organizational headcount planning. This approach is particularly useful when roles need to be tracked as enduring, individually managed entities.

With Job Management, staffing is managed through jobs rather than separately created positions. This provides a more flexible model for organizations whose staffing process does not require individual position records before workers are hired or moved. The selected model affects how Workday supports core business processes, including hiring, transfers, staffing changes, and reporting for the supervisory organization and its hierarchy. Because this configuration is foundational, it should be selected to align with the organization's operating model, governance requirements, and desired level of position control. Workday describes its HCM capabilities and organizational foundations at Workday Human Capital Management and provides customer learning and product resources through Workday Community.

QUESTION NO: 15

You need to update a business process so the user can skip a To Do step.

How can you accomplish this?

A. Edit the step notification.

B. Assign the completion step.

C. Make the step optional.

D. Add a step condition.

ANSWER: C

Explanation:

Make the step optional. is the appropriate configuration when a To Do should be available to the assignee without preventing the business process from progressing. In a Workday business-process definition, a To Do is an action item used to direct a user to perform a follow-up activity, provide information, or review something related to the transaction. Marking that step as optional preserves the To Do in the process flow while removing its blocking effect. The user can complete the task when it is relevant, but the transaction is not held up solely because the To Do remains incomplete.

This configuration is especially useful where the follow-up is informative, recommended, or only needed in some practical circumstances, yet the organization does not want to require a separate conditional routing decision to let the transaction continue. Administrators should make this change in the relevant business-process configuration and validate it in an appropriate tenant so that downstream routing and completion behavior continue to meet the organization's requirements. Workday's Business Process Framework is designed to support configurable workflow steps and routing: Workday Business Process Framework. For tenant-specific field behavior and security considerations, consult the applicable documentation and configuration guidance in Workday Community.

QUESTION NO: 16

You created a new **one-time payment plan** and enabled employees to request payments for themselves. During testing, you notice that an existing **custom validation** for the **Request One-Time Payment** business process also applies to the **Request One-Time Payment for Self** process.

How can you ensure these validations **do not run** for employees requesting one-time payments for themselves?

A. Remove Employee as Self from the Worker Data: Request One-Time Payment security domain.

B. Use Configure Optional Fields for Request One-Time Payment for Self to exclude the fields triggering the validations.

C. Use **Maintain Custom Validations** and use the **One-Time Payment Event for Self** field to exclude these event types.

D. Use Maintain Custom Validations and add new validations that apply only to employee self-requests.

ANSWER: C

Explanation:

Use **Maintain Custom Validations** and use the **One-Time Payment Event for Self** field to exclude these event types. This approach changes the applicability criteria of the existing validation rather than changing access to the self-service process or altering the payment-plan configuration. Custom validations can use business-process fields and calculated logic to identify the context in which a transaction is initiated. Adding an exclusion based on the self-service one-time-payment event allows the validation condition to evaluate only for the administrator-initiated Request One-Time Payment context.

As a result, employees retain the ability to submit their own one-time-payment requests, while the existing validation continues protecting the transactions for which it was originally intended. This is the appropriate configuration pattern because the requirement concerns whether a validation executes for a particular event context, not whether a worker has security access or whether a field is displayed. Workday customers can consult the in-tenant documentation and task help for Maintain Custom Validations; Workday also describes its configurable business-process framework at [Workday Business Process Management] and its extensibility capabilities at [Workday Platform and Product Extensions].

QUESTION NO: 17

Which statements correctly distinguish domain security policies from business process security policies? *(Select two correct answers.)*

A. Domain security policies control access to secured data and functional areas.

B. Business process security policies control participation in business process actions.

C. Adding a user to a security group automatically grants every Workday permission.

D. Business process security policies replace domain security for report results.

E. Domain security policies are used only to control approval routing.

ANSWER: A B

Explanation:

Domain security policies control access to secured functional areas, business objects, and data, such as worker or organization information. Business process security policies control which security groups can initiate, approve, review, or otherwise participate in a specific business process.

Membership in a security group alone does not provide access unless that group is granted permissions by the applicable policy. Report access is also evaluated against domain security; being able to run or share a report does not bypass the underlying data security.

QUESTION NO: 18

An employee is eligible for the following **compensation bases** :

International Compensation (ranking 2)

Management Compensation (ranking 1)

Sales Compensation (ranking 3)

What compensation basis will display as the employee's **primary compensation basis** ?

A. Total Base Pay

B. Sales Compensation

C. Management Compensation

D. International Compensation

ANSWER: C

Explanation:

Management Compensation is the employee's primary compensation basis because it has the highest priority among the compensation bases for which the employee is eligible. Workday uses the ranking configured on eligible compensation bases to determine which one is primary. A lower numerical ranking represents a higher priority, so a ranking of 1 takes precedence over rankings of 2 and 3. In this case, Management Compensation is ranked 1 and is therefore selected for display as the primary compensation basis.

This determination is based on the employee's eligibility and the basis-ranking configuration, rather than on the name of the compensation basis or the order in which the bases are listed. Maintaining a clear ranking is important when workers can qualify for more than one basis, because it provides Workday with an unambiguous primary basis for compensation-related processing and presentation. For additional Workday learning and customer resources, see the Workday Community and the Workday Support pages.