

Workday Workday-Pro-HCM-Core

Workday Pro HCM Core Certification

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EXAM PRACTICE QUESTIONS

QUESTION 1 • SINGLE CHOICE

You are configuring the organizational structure for a global manufacturing company in Workday. The company has regional divisions (North America, EMEA, APAC), and within each region, there are multiple cost centers responsible for different business functions. You need to ensure that the reporting hierarchy reflects both the supervisory chain of command and the cost allocation structure.

Which two organization types should you create to support this requirement?

- A. Supervisory Organization and Cost Center Organization
- B. Department Organization and Functional Area Organization
- C. Company Organization and Division Organization
- D. Region Organization and Profit Center Organization

Answer: A

Explanation: The scenario requires both a management reporting structure (supervisory chain) and a cost allocation structure. Workday provides two primary organization types for this: Supervisory Organization (which models the reporting relationships and management chain) and Cost Center Organization (which handles cost allocation and financial reporting). These are the standard organization types used in most Workday HCM implementations.

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EXAM PRACTICE QUESTIONS

QUESTION 2 • SINGLE CHOICE

A staffing manager at your organization is preparing to hire for multiple open positions in the sales department. They want to understand the differences between the two primary staffing models available in Workday before setting up their hiring workflows. They specifically need to know which model allows them to define FTE (Full-Time Equivalent) allocations and manage multiple jobs associated with a single position.

Which staffing model should they use?

- A. Position Management staffing model, because it supports multiple jobs per position and FTE allocation tracking
- B. Job Management staffing model, because it is simpler and requires less configuration
- C. Position Management staffing model, because it automatically generates organizational charts
- D. Job Management staffing model, because it allows direct worker assignment without position creation

Answer: A

Explanation: The Position Management staffing model is designed for organizations that need to manage detailed position-level information, including FTE allocations, multiple jobs per position, and position-level restrictions. This model provides granular control over how positions are staffed and configured compared to Job Management.

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EXAM PRACTICE QUESTIONS

QUESTION 3 • SINGLE CHOICE

Your compensation team is designing a new total rewards program in Workday. They need to create a structure that defines eligibility criteria (such as job title, hire date, and location), applies standard salary bands, incorporates a performance bonus component, and includes location-based allowances. They will then need to assign this complete package to new employees during onboarding.

Which compensation framework components should be configured to meet these requirements?

A. Compensation Eligibility Rule, Compensation Grade, Allowance Plan, and Compensation Package

B. Compensation Plan, Compensation Scale, Performance Rating, and Compensation Tier

C. Salary Structure, Position Salary Range, and Compensation Matrix

D. Compensation Eligibility, Bonus Plan, and Grade Band Definition

Answer: A

Explanation: The complete compensation framework in Workday consists of four primary components: (1) Compensation Eligibility Rule defines who qualifies based on criteria like job and location; (2) Compensation Grade establishes salary bands; (3) Allowance Plan provides allowances; and (4) Compensation Package bundles elements together for assignment.

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EXAM PRACTICE QUESTIONS

QUESTION 4 • SINGLE CHOICE

A hiring manager in your organization wants to open a new position in the finance department. However, the department head has mandated that the position should only be open to internal candidates with a minimum of 5 years of service and a finance-related background. During the position creation process in Workday, the hiring manager asks what feature can enforce these constraints.

What should you explain about this capability?

- A.** Position restrictions in the Position Management staffing model can enforce hiring criteria such as internal-only status and minimum tenure requirements during the hiring process
- B.** Job restrictions in the Job Management model can limit all hiring to pre-approved external recruitment agencies
- C.** Organization restrictions automatically prevent candidates from being hired if they do not meet union requirements
- D.** Compensation restrictions in the grade definition control which candidates can be offered specific salary ranges

Answer: A

Explanation: Position restrictions in the Position Management staffing model are designed specifically to control who can be hired into a position by enforcing constraints such as internal-only hiring, minimum tenure, and specific job classifications.

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EXAM PRACTICE QUESTIONS

QUESTION 5 • SINGLE CHOICE

Your organization is implementing a business process for manager approval of compensation changes. The process has multiple approval steps that route to different managers based on the employee's department and salary level. Additionally, you need to ensure that the process includes a custom notification that alerts HR when the total compensation increase exceeds \$50,000.

Which two configuration approaches should you use?

- A. Advanced routing at the step level to control approver selection, and a condition rule with business process trigger to manage custom notifications
- B. Validation conditions to enforce approver hierarchy and step label overrides to customize notification text
- C. Domain security policies to restrict approver access and domain rules to control notification delivery
- D. Business process mass tasks to automate all approvals and a single global notification for all users

Answer: A

Explanation: Advanced routing allows dynamic approver selection based on conditions like department and salary level, while condition rules combined with business process triggers enable custom notifications when specific criteria (e.g., increase exceeding \$50,000) are met.

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