



DEMO VERSION

Workday

Workday-Pro-HCM-Core Exam

Workday Pro HCM Core Certification Exam



Exam Latest Version: 6.0



Question 1. (Multi Select)

Which tasks can be executed from a business process step to create a new condition rule?
(Select two correct answers.)

- A: Maintain Advanced Routing Restrictions
- B: Maintain Step Delay
- C: Create Condition Rule
- D: Maintain Step Conditions

Correct Answer: C, D

Explanation:

In Workday, condition rules determine whether a step executes, routes, or triggers based on defined criteria such as job attributes, location, or organization. There are two primary ways to create or associate condition rules directly from a business process step:

Create Condition Rule (Option C) – allows a user to define a new condition rule directly from within the step configuration screen. This opens the condition rule editor where criteria can be defined using Workday attributes.

Maintain Step Conditions (Option D) – provides the option to assign existing condition rules or create new ones for the selected step. This is often used to ensure that certain steps run only when specific business conditions are met.

Options A and B are incorrect:

Maintain Advanced Routing Restrictions (A) is related to security routing and worktag-based participant logic, not condition rule creation.

Maintain Step Delay (B) controls timing (delaying execution by hours or days), unrelated to conditions.

Reference (Paraphrased Source):

Workday Pro HCM Core – Business Process Framework and Condition Rule Configuration Guide (2023R2) – Sections: “Creating and Maintaining Condition Rules” and “Step-Level Configuration.”

Question 2. (Single Select)

What statement about business processes is true?

- A: You can add any action step to any business process.
- B: You can add any type of condition rules to any step.
- C: You can set any step of a business process as completion.
- D: You can create business process definitions based on rules.

Correct Answer: D

Explanation:

In Workday, a Business Process (BP) defines how specific business events are executed within the system. The true statement among the options is that you can create business process definitions based on rules. Workday allows you to maintain rule-based BP definitions, meaning that a single BP can have multiple versions triggered under different conditions (for example, based on supervisory organization, company, location, or job profile).

This functionality enhances configuration flexibility by allowing organizations to adapt process flow depending on contextual attributes — without duplicating processes. Each version operates under a defined condition rule, evaluated at runtime to determine which BP definition applies.

Options A, B, and C are incorrect:

A is false because not every action step can be added to every process — the available step types depend on the BP template (for example, Hire, Change Job, or Request Compensation Change).

B is false since condition rules can only be applied to specific steps where the system allows configuration (for instance, approvals and to-dos).

C is false because only a designated Completion Step marks the end of the process, and it cannot be assigned arbitrarily to any step.

Reference (Paraphrased Source):

Workday Pro HCM Core – Business Process Framework and Configuration Guide (2023R2, Workday Learning).

Sections: “Rule-Based Business Process Definitions,” “Business Process Configuration Best Practices,” and “Condition Rule Framework.”

Question 3. (Single Select)

What is the purpose of a subprocess?

- A: It allows users to approve a transaction.
- B: It triggers steps from another business process.
- C: It starts a Workday-delivered background process.
- D: It sends instructions and information for a task.

Correct Answer: B

Explanation:

In Workday, a subprocess is a step type used within a business process definition to initiate another, independent business process. The purpose of a subprocess is to trigger a set of predefined steps from a separate process that runs as part of the main (parent) process. This provides modularity and reusability across multiple BPs.

For example, when configuring a Hire process, you might add a Request Compensation Change subprocess to automatically launch once the hire is initiated. This avoids duplicating configuration work and ensures consistency in how related actions are handled across events.

Option A is incorrect because approvals are managed through Approval Steps, not subprocesses.

Option C is incorrect — background processes are system-managed and not user-configured through subprocesses.

Option D refers to To-Do or Notification Steps, which are informational, not subprocess-driven.

Thus, subprocesses are a way to embed or chain additional processes into an event flow, promoting flexibility and maintainability.

Reference (Paraphrased Source):

Question 4. (Single Select)

What statement describes business process notification functionality?

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

Correct Answer: B

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.”

Question 5. (Single Select)

You need to trigger compensation eligibility for a newly hired worker. What step type should you use?

- A: Complete Questionnaire
- B: Service
- C: To Do
- D: Action

Correct Answer: D

Explanation:

In Workday, when you need to trigger system events or sub-actions, such as initiating compensation eligibility rules for a newly hired worker, you use the Action Step type. The Action step executes a system-defined function or event automatically, without requiring manual user intervention.

In this case, adding an Action Step to the Hire Business Process (BP) can initiate the “Request Compensation Change” or run the “Determine Eligibility” process to assess compensation plans and eligibility rules for the new employee. This ensures that the worker’s pay components are properly configured based on eligibility criteria immediately upon hire completion.

Option A (Complete Questionnaire) is used to collect additional data; Option B (Service) is for integration or automated system services; and Option C (To Do) is used for manual informational or procedural tasks. Only Action Steps directly invoke system logic or secondary processes.

Reference (Paraphrased Source):

Workday Pro HCM Core – Business Process Configuration Guide (2023R2), Section: “Action Step Configuration and Functional Usage.”

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