



Workday-Pro-HCM-Reporting Practice Questions

Shared by Dominguez on 24-08-2026

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Question 1

Question Type: MultipleChoice

An HR analyst has many visualizations in different discovery boards that use the Workers for HCM Reporting data source on the Worker primary business object. The analyst wants to drill into one of the visualizations by Worker. Upon drilling, the analyst notices that Worker is not a listed Drill By field option. They want to drill by Worker without editing the Drill By list of the other visualizations.

How would the analyst configure this?

Options:

- A- Add Worker as a Drill By field from the Maintain Field Lists for Discovery Boards report.
- B- Drag and drop the Worker field in one of the dimensions of this visualization in the Builder Panel.
- C- Create a control from a sheet filter and filter the data by Worker from the Control Panel.
- D- Override the Drill By field list and add Worker in the Configuration Panel for this visualization.

Answer:

D

Explanation:

In Discovery Boards, drill behavior is defined in the Drill By field list. To add Worker as a drillable option in just one visualization, the analyst can override the Drill By list in the Configuration Panel of that visualization. This allows Worker to appear as a drill dimension without altering the defaults applied across other visualizations.

From the Workday documentation: "You can override Drill By field lists in the visualization configuration panel. This enables drill customization on a per-visualization basis without impacting other discovery boards."

The other options are less appropriate: Maintain Field Lists changes the default for all boards; adding Worker as a dimension affects grouping, not drilling; and sheet filter controls allow filtering but do not add drill options.

Thus, the correct choice is D. Override the Drill By field list and add Worker in the Configuration Panel for this visualization.

Question 2

Question Type: MultipleChoice

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?

Options:

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

Answer:

C

Explanation:

The Trended Workers data source contains both snapshot records (period-end views of worker data) and event/transaction records (such as hires, terminations, and job changes). When the reporting requirement is to display only snapshot data, the most efficient and least disruptive approach is to apply a report-level filter using the Snapshot (or Record Type = Snapshot) field.

Workday HCM Reporting documentation explains that filtering at the report level allows the system to limit returned records without changing global trending configurations or requiring additional processing. This approach has minimal performance impact because it operates on already-generated trended data rather than forcing the system to recalculate or regenerate records.

Relevant documentation guidance includes:

"Trended Workers includes both snapshot and transaction records. Use report filters to restrict output to snapshot data when required."

"Avoid changing system-wide trending configurations when report-level filtering satisfies the business requirement."

The other options are less appropriate:

Setting default prompt values still allows non-snapshot data to be retrieved.

Trended Workers for Planning is a different data source with a different purpose.

Running Maintain Trended Workers changes system configuration and impacts all trending reports.

Question 3

Question Type: MultipleChoice

You need a calculated field that returns whether or not the initiator for a Manage Goals event is the worker's manager.

Options:

- A- Evaluate Expression Band
- B- True/False Condition
- C- Evaluate Expression
- D- Lookup Related Value

Answer:

B

Explanation:

The True/False Condition calculated field is used to return Boolean results (True or False) based on defined criteria. In this scenario, the field must evaluate whether the event initiator equals the worker's manager. By setting that condition, the calculated field will return True if the initiator is the manager and False otherwise.

From Workday Reporting documentation:

"True/False Condition -- Creates a Boolean field that evaluates a condition and returns True or False depending on whether the condition is met."

Thus, the correct answer is B. True/False Condition.

Question 4

Question Type: MultipleChoice

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

What do you do?

Options:

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

Answer:

D

Explanation:

In composite reports, summarizations are driven by Detail Data fields provided by each subreport. If you want to summarize results consistently by Location across the entire composite report, Location must exist as a Detail Data field in every subreport.

Workday requires this consistency because composite-level summarizations rely on common fields across all subreports. If Location is missing from even one subreport's detail data, Workday cannot reliably aggregate or align summarizations by that field.

From the Workday HCM Reporting documentation:

"To summarize composite report data by a specific field, that field must be included as detail data in all subreports."

"Drillable fields enable navigation but do not support composite-level summarization."

Including Location as drillable only affects drill-down behavior, not summarization. Including it in only one subreport results in incomplete aggregation.

Question 5

Question Type: MultipleChoice

You have a Pivot Table visualization in your discovery board.

What type of report will Workday create if you generate a report from this visualization?

Options:

- A- Advanced Report
- B- Matrix Report (with only a table)
- C- Matrix Report (with a chart and a table)
- D- XpressO

Answer:

B

Explanation:

In Workday Discovery Boards, visualizations such as pivot tables are based on summarized and grouped data. When you choose to generate a report from a Pivot Table visualization, Workday converts the visualization into a Matrix Report that includes only a table, preserving the row and column groupings and summarizations used in the pivot.

The Workday HCM Reporting documentation states:

"When generating a report from a pivot table visualization, Workday creates a matrix report that reflects the grouped and summarized structure of the pivot."

"Charts are not included when generating reports from pivot table visualizations; the output is a table-only matrix report."

Advanced Reports are generated from non-pivot, row-based visualizations. XpressO is not used for discovery board-generated reports. Matrix reports with charts are created only when the visualization includes a chart component, which pivot tables do not.

Therefore, the correct answer is B. Matrix Report (with only a table).

Question 6

Question Type: MultipleChoice

You want to create a report that groups all employees by area code. However, the field you are pulling from contains the entire phone number.

Options:

- A- Substring Text
- B- Format Number

- C- Format Text
- D- Concatenate Text

Answer:

A

Explanation:

The Substring Text function in Workday calculated fields extracts a portion of a string based on character position and length. To capture the area code from a phone number (e.g., the first three digits of a 10-digit number), you define the substring starting at position 1 with a length of 3.

From Workday Reporting documentation:

"Substring Text -- Returns a portion of a text string based on a starting position and specified length."

Example: Phone number 4155551234 Substring(1,3) = 415.

Therefore, the correct choice is A. Substring Text.

Question 7

Question Type: MultipleChoice

Refer to the following scenario to answer the question below.

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

Recruiting Analysis by Hiring Source and Location										
Hiring Source	San Francisco		New York		Boston		Other		Total	
	Average Base Pay	Count	Average Base Pay	Count	Average Base Pay	Count	Average Base Pay	Count	Average Base Pay	Count
Employee referral	\$158K	27	\$174K	9	\$100K	7	\$117K	18	\$142K	61
Headhunter	\$107K	7	\$120K	2	0K	0	\$143K	7	\$124K	16
LinkedIn	\$113K	13	\$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 would like to view the top ten hiring sources, rather than just three.

How can you adjust the report definition to address this requirement?

Options:

- A- Configure a Field Values group on the Group by Field.
- B- Edit the Maximum Number of Rows field.
- C- Edit the Sort Rows field on the Row Grouping column.
- D- Edit the Axis Scale on the Output tab.

Answer:

B

Explanation:

In Workday matrix reports, the number of rows returned is controlled by the Maximum Number of Rows setting. By default, reports may limit output rows (for example, showing only the top 3). To display more results---such as the top 10 hiring sources---you must increase this value in the report definition.

From the Workday Reporting documentation:

"You can limit or expand the number of rows displayed in a matrix report by editing the Maximum Number of Rows field."

"To display more than the default, update the value in the report definition."

Therefore, the correct way to adjust this report to display the top 10 hiring sources is B. Edit the Maximum Number of Rows field.

Question 8

Question Type: MultipleChoice

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?

Options:

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

Answer:

B

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.

Question 9

Question Type: MultipleChoice

You are creating a custom report to calculate the monthly bonus for each worker in the sales department. The bonus is calculated as 10% of the total sales for the month. What calculated field function would return the monthly bonus for each worker?

Options:

- A- Evaluate Expression
- B- Lookup Related Value
- C- Arithmetic Calculation
- D- Sum Related Instances

Answer:

C

Explanation:

The Arithmetic Calculation function is designed for mathematical operations such as addition, subtraction, multiplication, and division. In this scenario, the bonus equals 10% of monthly sales, so you need to multiply the sales field by 0.10.

The Workday documentation highlights: "Arithmetic Calculation -- Creates a numeric field using mathematical operations performed on existing fields." . This makes it the ideal choice for payroll- and incentive-related calculations.

Other options are less relevant: Evaluate Expression is for logical or Boolean conditions, Lookup Related Value is for retrieving fields from related objects (not calculations), and Sum Related Instances aggregates multiple rows of data but does not directly calculate percentages.

Thus, the arithmetic calculation provides a straightforward and efficient way to compute bonuses dynamically in the report.

Question 10

Question Type: MultipleChoice

You have created a composite report and are trying to add a matrix report as a subreport. However, when trying to configure a Data column, the matrix report is not available to select in the Sub Report Name field.

What can you check to identify the cause of this issue?

Options:

- A- Check that every field in the composite report's set of fields that are enabled for filtering and grouping also exists as a group-by field in the matrix report.
- B- Check that the summarization fields in the matrix report also match the selections in the Field to Aggregate field in the Data column settings.
- C- Check that the configurations on the Filter Data in Sub Report grid also exist in the Filter tab of the matrix report definition.
- D- Check that the prompt defaults in the matrix report align with the prompt defaults defined in the composite report's Report Settings.

Answer:

A

Explanation:

For a matrix report to be eligible as a subreport in a composite report, Workday requires strict alignment between the composite report's enabled fields and the matrix report's group-by fields. Specifically, every field enabled for filtering and grouping in the composite report must also exist as a group-by field in the matrix report.

If this alignment does not exist, Workday excludes the matrix report from the Sub Report Name selection list because the system cannot reliably aggregate or align the summarized data across reports.

Workday HCM Reporting documentation states:

"When using matrix reports as subreports in composite reports, the group-by fields must align with the composite report's enabled grouping and filtering fields."

"Matrix reports that do not meet grouping alignment requirements will not be available for selection as subreports."

The other options do not control subreport eligibility:

Summarization fields affect calculations, not availability.

Filter alignment is validated later, not at selection time.

Prompt defaults do not determine whether a report appears in the Sub Report Name field.

Question 11

Question Type: MultipleChoice

A report that uses an indexed data source is running slowly for an HR analyst. The report is sorted by the Worker object field.

What can you do to improve the sorting performance?

Options:

- A- Select the Sort by First Accessible Column checkbox
- B- Sort by the Full Name (text) field instead
- C- Change the data source on the report
- D- Create a calculated field that only pulls the first name of the worker

Answer:

B

Explanation:

When reports use Indexed Data Sources, performance issues can arise if sorting is attempted on fields that are not indexed. In the case of the Worker object, sorting directly by the Worker object field is slower. Workday best practice is to sort by text-based fields such as the "Full Name (text)" field, which improves query performance because it leverages indexed fields.

From the Workday reporting materials:

*"For indexed data sources, performance improves when sorting by text fields such as Full Name (text), instead of object fields. Sorting by object fields causes slower performance, whereas text-based fields use the



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