





Quick Reference Guide: *Restore Archived Goals***Keep In Mind**

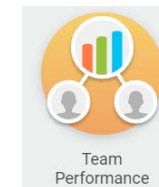
- Goals from the prior year performance review will be mass archived in July.
- Employees should create new goals each fiscal year prior to the launch of the Performance Reviews in Workday.

Information Needed

- Employee Name
- Goal to be restored

Restore Goal that has been archived**Steps:**

1. From the homepage, the employees manager can click on the **Team Performance** worklet.
2. Under Actions, click **Archive Goals**.
3. Click on the **Prompt Icon**  to select the worker you want to restore the archived goal for.
4. Click .
5. Under the Archived section, select the goal(s) you want to restore.
6. Click .
7. Click .

**Reports:**

RPT Archived Goals – this report will list all of the goals that have been archived in Workday within a specified time period.