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Restore Goal that has been archived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 OK.

5. Under the Archived section, select the goal(s) you want to restore.

6. Click OK.

7. Click Done.

Reports:

RPT Archived Goals – this report will list all of the goals that have been archived in Workday within a specified time period.