ARCHIVE GOALS

Use this job aid to archive completed goals from prior periods in Workday. It will be helpful to clear completed goals from existing goal lists when setting or adding goals.

To learn more about Workday, find job aids and videos at http://workday.trinity-health.org

For additional assistance, contact your Tier 1 resource, as noted on the Workday Help website
Performance: Archive Goals

Archive Goals

1. Log in to Workday
2. Click the **Performance** worklet
3. Click **Archive Goals** from the Actions menu
Archive Goals

4. Your name will appear; click **OK**

5. Check the **box** next to the goals you want to archive individually, or click **Select All** to archive all goals eligible for archiving

6. Click **OK**

7. Process is complete; click **Done**

**NOTE:** You cannot archive goals that have a status of “In Progress.”

**HINT:** You can see previously archived goals and restore them from this screen as well.