## Overview

This job guide outlines the steps for a Manager or Talent Analyst to Restore Goals for Employees in Workday.

## Prerequisites:

- None

## Important Information:

- Archived goals can be restored back to active status.
- Goals restored by the Employee or the Talent Analyst will require approval by the Manager.

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<th>Step</th>
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| 1. From the Workday Home page, click the **Team Performance** Worklet.  
*Note: The Team Performance dashboard may take a minute to load. The blue loading bar at the bottom of the screen indicates when the page is fully loaded.* | ![Team Performance Worklet](image.png) |
### Step:

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<td>2. The Team Performance page will display.</td>
<td><img src="image1.png" alt="Team Performance Screenshot" /></td>
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<td>3. On the <strong>Actions</strong> menu, click <strong>Archive Goals</strong>.</td>
<td><img src="image2.png" alt="Archive Goals Screenshot" /></td>
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| 4.   | ![Step 4 Screenshot](image1) | The Archive Goal page will display.  
      |   | The **Worker** will default to the Manager of Talent Analyst.  
      |   | Click the X to remove the name.  
| 5.   | ![Step 5 Screenshot](image2) | Type the **Name** of the Employee in the **Worker** search that will have goals restored. Hit **Enter**.  
      |   | Verify the name is correct and click **OK**.  
| 6.   | ![Step 6 Screenshot](image3) | **Active Goals** will display under **Active**.  
      |   | **Archived Goals** will display under **Archived**.  
      |   | In the **Archived** section, check the **Box(s)** in the **Restore** column for the goals to be restored.  
      |   | The Category field is not used.  
      |   | Click **OK** to restore the selected goal(s).  

### Step:

7. If the Talent Analyst or the Employee initiated the Restore Goal process, the Manager will receive an Inbox **To Do** to approve the Restored Goal(s).

If the Manager or Talent Analyst initiated the Restore Goals process, the Employee will receive and Inbox **To Do** to review and submit the goals.

8. Restored Goals will now display on the Employee’s Individual Goals screen.

**This ends the Restore Goal process by the Manager or Talent Analyst.**