Overview

This job guide outlines the steps for an Employee to Restore Goals in Workday.

Prerequisites:

- None

Important Information:

- Archived goals can be restored back to active status.
- Restored goals must be approved by the Manager.

<table>
<thead>
<tr>
<th>Step:</th>
<th>Screenshot:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. From the Workday Home page, click the <strong>Performance</strong> Worklet.</td>
<td>![Performance Worklet Screenshot]</td>
</tr>
</tbody>
</table>
2. The **Performance** page will display.

   Under the **View** section, click **Goals**.

3. The **Goals** screen will display.

   Click the **Archived Goals** tab.

4. From the Archived Goals screen, click the **Archive Goals** button at the bottom of the page.
### Step:

5. Active Goals will display under **Active**.

   Archived Goals will display under **Archived**.

   In the **Archived** section, check the **Box(s)** under **Restore** for the Goals to be Restored.

   The Category field is not used.

   Click **OK** when all goals are selected to be restored.

6. If the Employee or the Talent Analyst restore the goals, the Manager will receive an Inbox item to approve.

   The Submission Confirmation screen will display indicating the Manager is Up Next.
7. Once the Manager has approved the restored goals, the Employee will receive an Inbox To Do to review and submit the restored goals.

This completes the Restore Goal process.