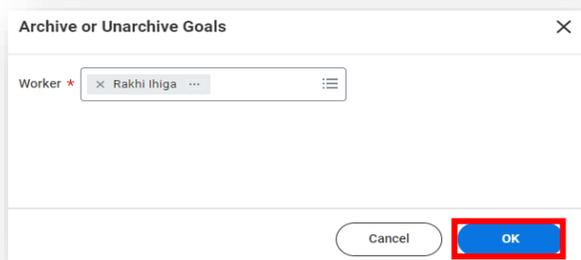
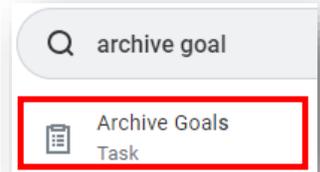


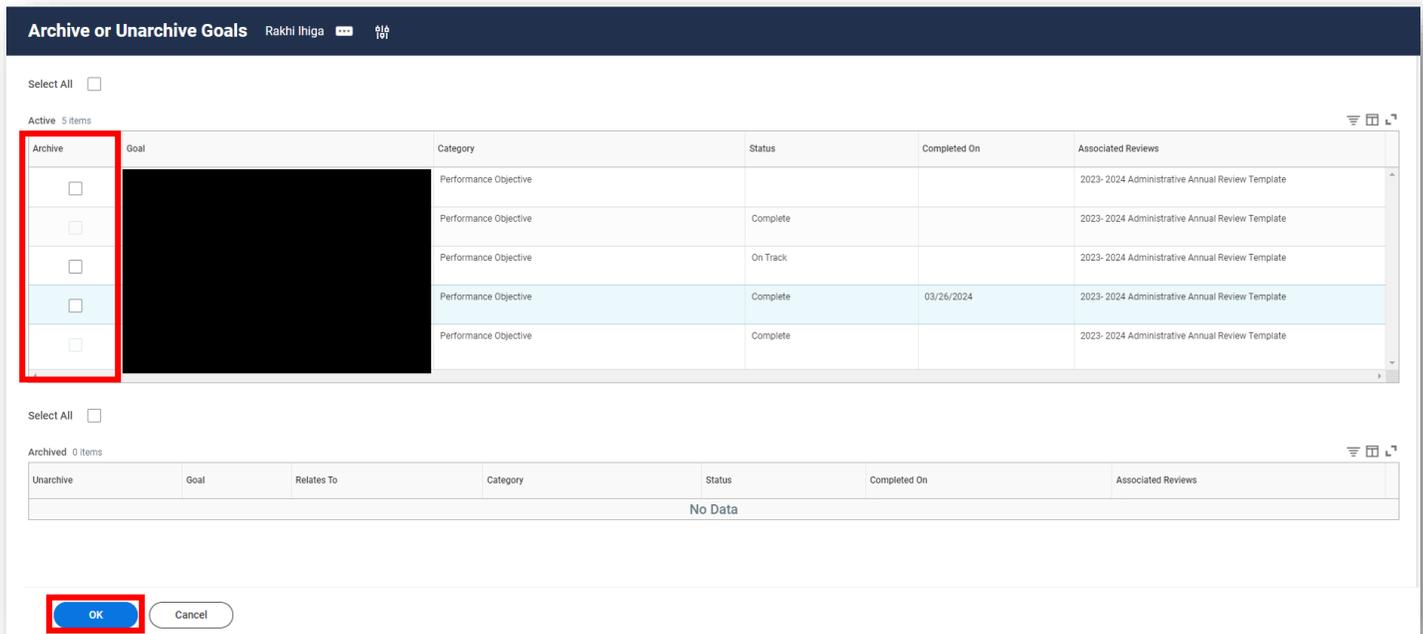
Workday: Archive/Unarchive Goals

Each year, after the annual Performance Evaluation is completed, Human Resources will archive goals that are in **Complete** (within a specific date range) or **Not Applicable** status. Make sure to update the **Status** before archiving any goals. If there are active performance management tasks, e.g. Goals Setting or Mid-Year Check-In, you will not be able to update the **Status**.

1. Log into Workday. In the Search field type in **Archive Goals** and select it.
2. Click **OK**.



3. On the **Archive or Unarchive Goals** page, select the goals you want to archive or unarchive.



Archive	Goal	Category	Status	Completed On	Associated Reviews
<input type="checkbox"/>		Performance Objective			2023-2024 Administrative Annual Review Template
<input checked="" type="checkbox"/>		Performance Objective	Complete		2023-2024 Administrative Annual Review Template
<input type="checkbox"/>		Performance Objective	On Track		2023-2024 Administrative Annual Review Template
<input type="checkbox"/>		Performance Objective	Complete	03/26/2024	2023-2024 Administrative Annual Review Template
<input type="checkbox"/>		Performance Objective	Complete		2023-2024 Administrative Annual Review Template

Unarchive	Goal	Relates To	Category	Status	Completed On	Associated Reviews
No Data						

4. Click **OK**.