

Workday Goals and Mid-Year Process FAQs

1. Why do I see goals from the last performance cycle for my team when I access their Mid-Year Check-In in Workday?

We archived goals with the **Status Complete** and/or **Not Applicable** in November 2024. All other goals remain active, and these can be updated after the Mid-year process is complete.

2. I had entered my 2025-26 goals in Workday, why can't I find them?

The **Goal Setting** task was launched in November. Before we launched the Mid-Year task in Workday, the goal setting tasks had to be closed out; about 500 goal setting tasks were cancelled as the process was not completed to the end.

To check if your team member's goal setting task was cancelled, log into Workday and search for the employee's name. Once in their Workday profile, click on **Job** on the left menu, then select **Worker History** on the right menu. Check the **Status: Cancelled** means what they entered will not be in Workday and they need to copy and paste it. You can click on the process, and you can click on pdf to download the details they had entered and share with the employee so they can add the goal in using the next step.

Business Process	Effective Date	Initiated On	Due Date	Completed On	Status
Goal Setting 07/2024- 06/2025 [REDACTED]	06/30/2025	11/01/2024 03:10:52 PM		01/21/2025 05:44:35 PM	Cancelled

3. If my/my employee's goal setting task was cancelled, do I need to enter the goals in Workday again?

Yes, goals will need to be entered again. It is an individual's responsibility to enter goals in Workday. Click on **My Goals** on your Workday home screen, click on **Edit** and then click **Add** to enter your goals.

4. My employee's Goal Setting task was not canceled, how can I see the goals that were entered for 2024-25?

When you are completing the Mid-Year Check-In, you can view each employee's new goals by clicking on **Add > Add existing** to select each goal. Please refer to the following job aids for steps [Mid-Year Check-in Classified Staff Job Aid](#) or [Mid-Year Check-in Administrative Faculty Job Aid](#)

5. How can I remove goals that are no longer applicable?

Once the Mid-year process is complete, click on **My Goals** on your Workday home screen, click on **Edit** to update the **Status**. When you select **Complete**, enter a **Complete date**. All goals with **Complete** status and date before July 1, 2024, and any that are **Not Applicable** will be archived before the annual performance review. Please refer to the following job aids for steps:

- a. [Workday – Goal Setting Administrative Faculty job aid](#)
- b. [Workday – Goal Setting Classified Staff job aid](#)
- c. [Workday Archive or Unarchive Goals job aid](#)