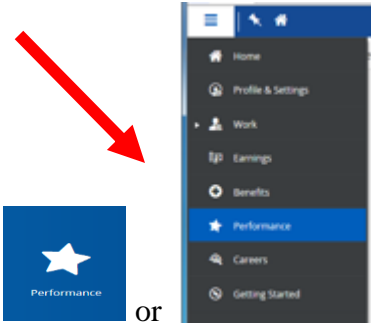
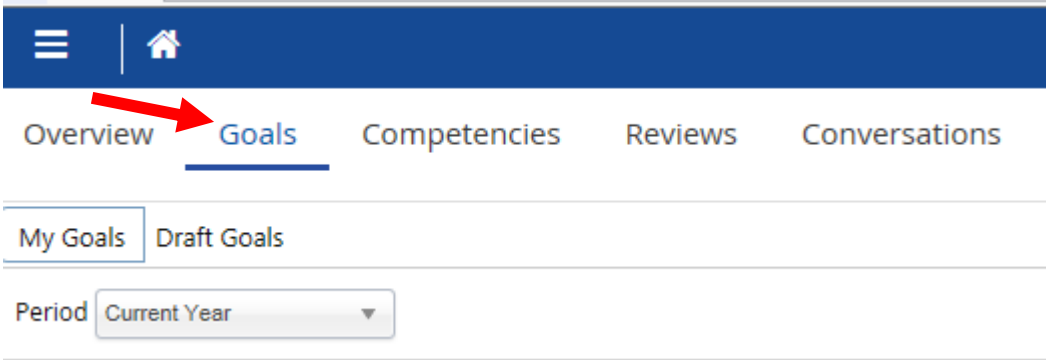


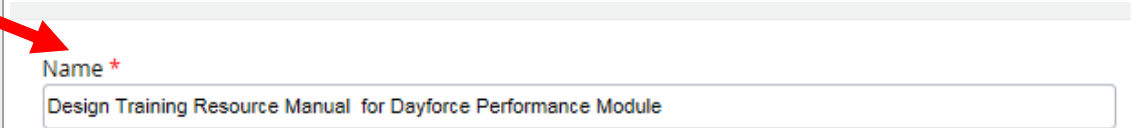
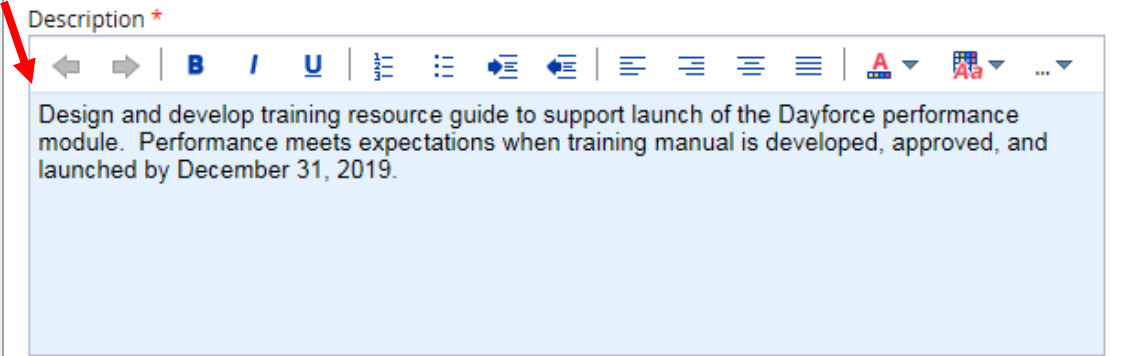


1.1. Creating a goal in the Ceridian Performance Management Module

Step	Action
(1)	<p>Log in as an Employee. Navigate to Performance by clicking the Performance Tab or Star.</p>  <p>This is where you will set performance goals.</p>
(2)	<p>Click the Performance button.</p>
(3)	<p>Navigate to Goals</p> <p>Click the Goals tab.</p> 
(4)	<p>Create a new goal.</p> <p>Click the +Add Goal button.</p>

	
<p>(5)</p>	<p>Provide a name for your goal</p> <p>This is what appears in the Goal Name column on the My Goals screen.</p> <p>Click in the Name field.</p> 
<p>(6)</p>	<p>Enter the desired information into the Name field.</p>  <p>In this case, we will enter Design Training for Dayforce Performance Module.</p>
<p>(7)</p>	<p>Describe the Goal</p> <p>Enter a description of the goal in the Description box.</p> 
<p>(8)</p>	<p>Select a Goal Category</p> <p>Click on the dropdown menu to select a goal category.</p>

Goal Category *

STRATEGIC OBJECTIVES - Multi Team an...

FINANCIAL DEVELOPMENT- Multi Team and Branch

FISCAL MANAGEMENT - Multi Team and Branch Lea

KEY GOAL - Multi Team and Branch Leaders

Non Exempt

STRATEGIC OBJECTIVES - Multi Team and Branch Le

English (US)

Complete the Goal Area Section

Type in the Goal Area text box.

(9) Goal Category *

STRATEGIC OBJECTIVES - Multi Team an...

Goal Area

Strengthen Organizational Capacity - Implement new t

Since this is a Strategic Goal, we entered the appropriate Organizational Strategy that the goal aligns to.

Select a Start Date

Click the **View Calendar** button.

(10) Start Date *

1/1/2019


This is when you expect to start working towards completing this goal.

(11) Click the **January 1, 2019** button on the calendar.

Select a Due Date

(12) Click the **View Calendar** button.

Due Date *

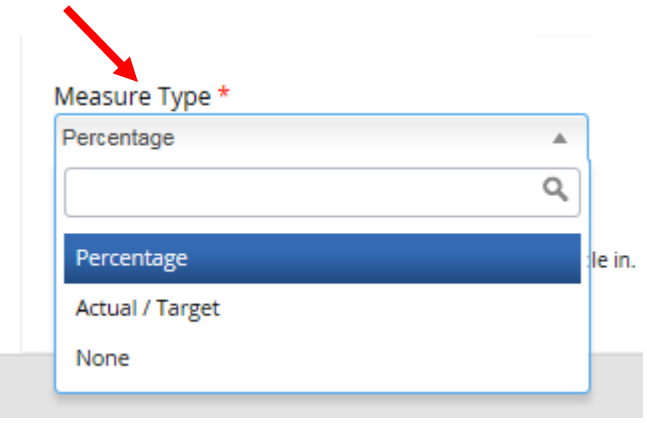
12/31/2019 

This is when you expect to complete this goal. We are looking to complete the manual by December 31, 2019.

(13) Click the **December 31, 2019** button on the calendar.

Select the measure type from the dropdown menu.

Click the **Measure Type** list item.



(14)

In this instance, we will select the Percentage option: Goal progression is defined as percentage complete, as updated by the individuals assigned to the goal.

Review Completed Goal


Design Training Resource Manual for Dayforce Performance Module


Description *

Design and develop training resource guide to support launch of the Dayforce performance module. Performance meets expectations when training manual is developed, approved, and launched by December 31, 2019.

Goal Category *
STRATEGIC OBJECTIVES

Goal Area
Implement new technologies

Start Date *
1/1/2019 

Due Date *
12/31/2019 

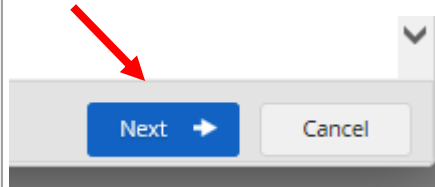
Measure Type *
Percentage

Goal progression is defined as percentage complete, as updated by the individuals assigned to the goal.

(15)

Proceed to Next Section

(16)



Click the **Next** button to proceed to the section on Goal Alignment.

Select a Goal Alignment Option from the Dropdown Menu to indicate if your goal is part of a larger organizational goal at the strategic or operational level.

In this case, this goal is part of the larger new technology implementation strategy to strengthen organizational capacity. Click the **Organizational** button under Goal Type and then select **Strengthen Organizational Capacity** under the options. In order to be aligned, all strategic goals must be under one of the 4 Strategic Priority options.

(17)

A screenshot of a dialog box titled 'Align With: 2. Strengthen Organizational Capacity'. The dialog has a close button (X) in the top right corner. It contains three dropdown menus: 'Period' with 'Current Year' selected, 'Goal Type' with 'Organizational' selected, and 'Team' with 'Select an Option...' selected. Below these is a section labeled 'Goals:' with four radio button options: 'None', '2. Strengthen Organizational Capacity' (which is selected), '1. Serve More People', '3. Communicate our impact to inspire others to join us', and '4. Create a safe place for all'. At the bottom of the dialog are three buttons: 'Previous', 'Next' (with a right-pointing arrow), and 'Cancel'. A red arrow points from the left towards the '2. Strengthen Organizational Capacity' radio button.

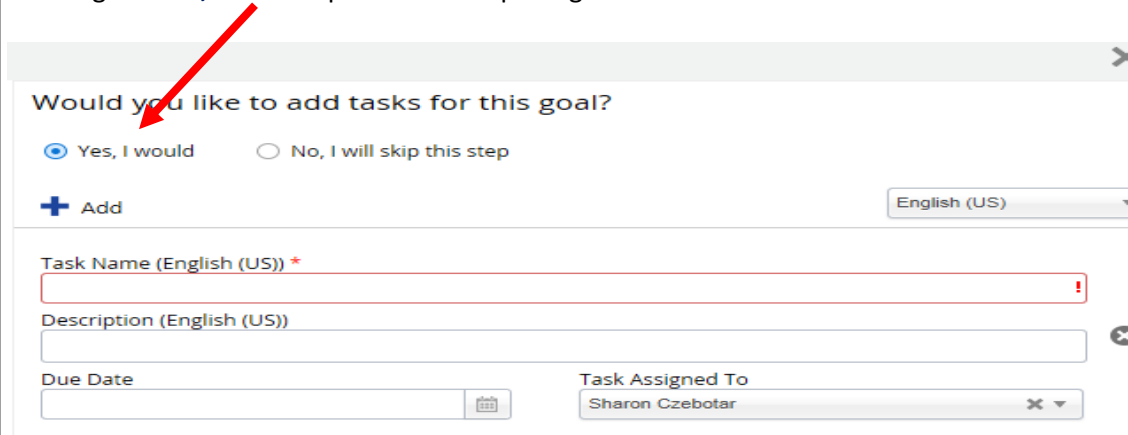
Click Next to Continue

(18)



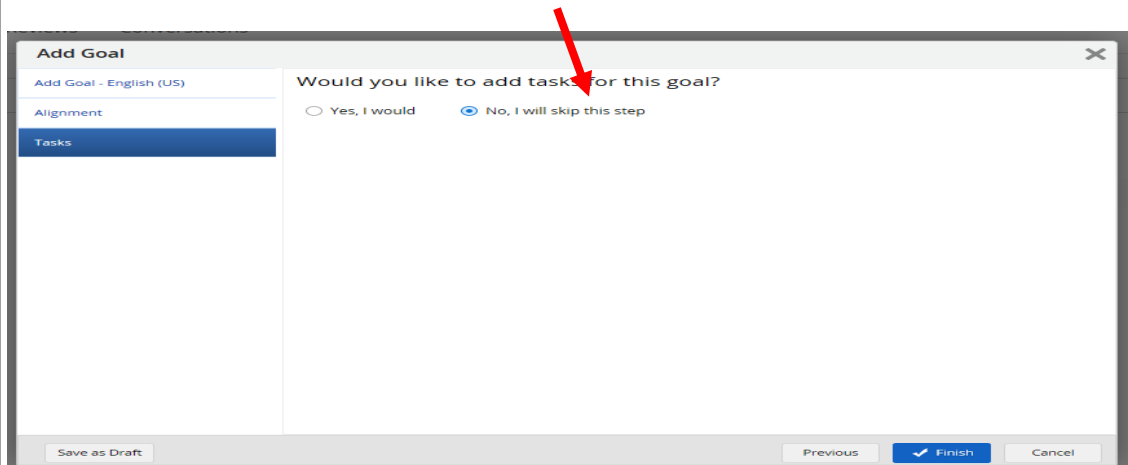
Add Tasks to further define the Goal if you desire.

If you wish to Add tasks to clarify the pathway to goal completion, you may do so here by Clicking the **Yes, I would** option and completing the associated sections as illustrated below.

A screenshot of a form titled "Would you like to add tasks for this goal?". It features two radio buttons: "Yes, I would" (selected) and "No, I will skip this step". Below the radio buttons is a "+ Add" button and a language dropdown menu set to "English (US)". The form includes several input fields: "Task Name (English (US)) *" (with a red border and exclamation mark), "Description (English (US))", "Due Date" (with a calendar icon), and "Task Assigned To" (with a dropdown menu showing "Sharon Czebotar").

(19)

If you do not wish to Add tasks, simply click **No I will skip this step**.

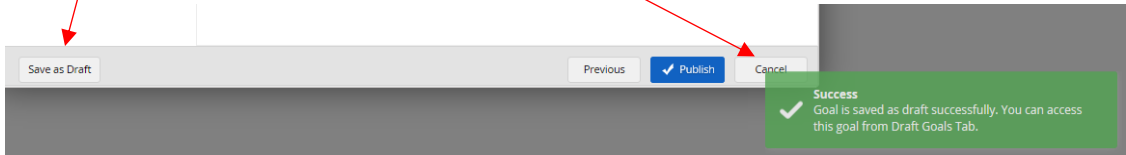
A screenshot of the "Add Goal" dialog box. The "No, I will skip this step" radio button is selected. The "Finish" button is highlighted in blue. The dialog box also shows "Save as Draft", "Previous", and "Cancel" buttons.

Save Your Work

Click **Save As Draft** option to return and complete later.

If you choose this option, hit **CANCEL** to close out. If you hit **Publish** the draft goal will be listed as a finalized goal in your My Goals list.

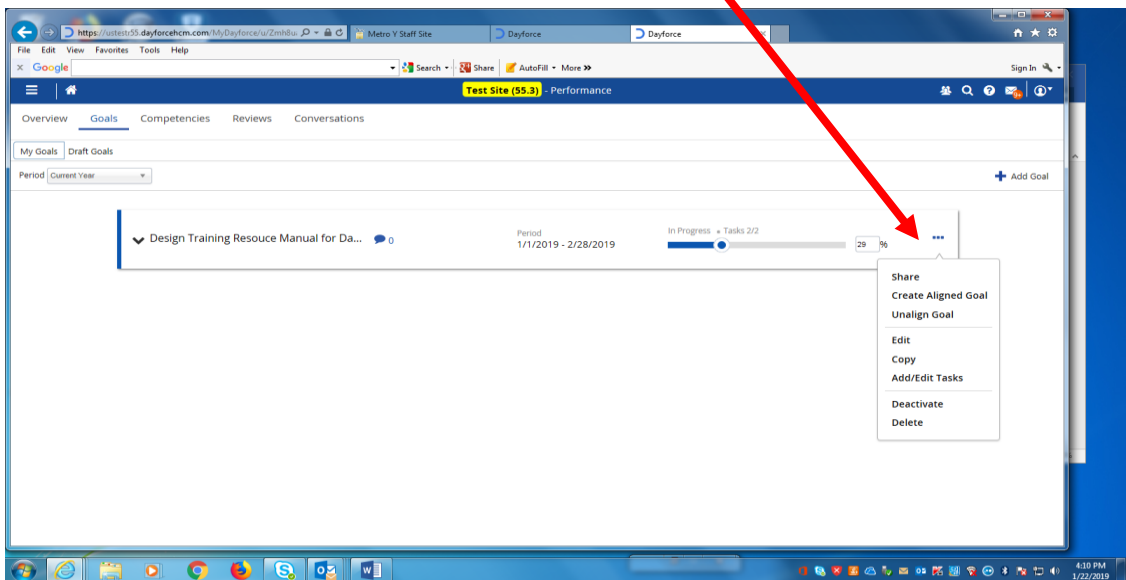
(20)



If you have finalized the Goal, click **Finish** to **Publish** the Goal. If **Finish** is clicked, the Goal will appear in the Goal Listing as illustrated below. Otherwise, your work will be housed in the Draft Goals area and can be edited and published later.

Edit a Goal - to edit a goal click on the **...** to the right of the goal. A drop down menu will appear with options.

(21)



Congratulations! You Entered a Goal