TRCA Performance – Quick Tips Create Objective/Goal

- 1. Log into Ceridian Dayforce.
 - The Select Role pop-up box appears. Select Employee Time Entry. Click Next.



• The **Home** screen displays, click on the **Performance** icon to open the performance module.

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(Ida Barlow ERM - Project Manager, Erc Profile & Settings	osion Risk Management						^
	•		توق		200		*	
	Benefits	Calendar	Earnings		Employee Timesheet	Forms	Performance	
		Actions	Events	Balances	j Earnings	Bookmarks		
	Pending Actions						View all actions in Message Center	

2. The **Overview** screen displays as default. Click the **Goals** tab on the ribbon.

Overview Goals	Competencies Reviews	Development Plans		
		Review Cycles Below is a los of your past and current reviews. Select a review gote name to open the review I TRCA Mid-year Review - 2020	torm. Dur in 152 diry(s)	Status Set? Review
		Goals Below is a bit of goals assigned to you and your progress. Select a goal name to slew the detail Liaise and Build Relations with Industry Leaders	6. Dise Date 12/31/2020	% Complete
		Improve Department Process	Due Date 12/31/2020	N Complete
		Increase Training for Employees	Due Date 12/91/2020	% Complete
		Competencies Below is the kit of competencies assigned to you. Select a competency name to view the detail	6.	
		Accountability	Core Compentency	NOT RATED

3. Click on the **+** Add Goal icon located at the top right corner of **My Goals** screen.

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Overview Goals Competencies Reviews Development Plans						
My Goals Draft Goals						_
Period Current Year •					🕂 Add Go	al
The	e are no goals to display.					

4. The **Add Goal** screen box displays.

Add Goal		X
Add Goal - English (US)	Name ★ Description (→) B / U 注 Ξ ΦΞ ΦΞ Ξ Ξ Ξ ▲ ▼ □, ▼	
	Goal Category * Select an Option Start Date * Measure Type * Select an Option	
	Language Select the languages that you want this goal to be available in. ✓ English (US) Français (Canada)	
Save as Draft	✓ Finish Cance	:1

- 5. Record the goal name in the Name field.
- 6. Record the description of the goal in the **Description** field. Follow the **SMART** method of establishing goals/objectives.
- 7. Enter the Goal **Start Date** and **Due Date** for the current performance year (e.g., Jan 1 Dec 31.)
- 8. Record the **Goal Category** for your goal.
 - Goal to be aligned to any of TRCA's four 'Strategic Pillars' or 'Divisional Objective'.
 - A maximum of five total goals are to be recorded per year.

Goal Category *	
Select an Option	A.
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Divisional Objective	
Pillar 1 - Environmental Protection and Ha	zard Mana
Pillar 2 - Knowledge Economy	
Pillar 3 - Community Prosperity	
Pillar 4 - Service Excellence	
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- 9. Select and record a value for **Measure Type** for your Goal/Objective.
 - Select either: Percentage or Actual / Target as the type of measurement.

Measure Type *	
Select an Option	
	Q
Percentage	: in
Actual / Target	

If Actual / Target is selected for Measure Type, then two additional fields appear:

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Measure Type * Actual / Target	•	Goal progression percentage is calculated as the actual value divided by the target value. The actual value is entered by the individuals that are assigned to the goal.
Target Type * Select an Option	¥	Target *

- If 'Actual / Target' is selected, you must record either Amount (\$) or Count for Target Type.
- Then enter a **Target** (amount)

Target Type

• (..see next page.)

Target

Target Type *					
Select an Option					
	Q				
Amount(\$)					
Count					

Target *	
1	
l	Ŧ

10. Click Finish at the bottom right hand corner of the screen to save as an active Goal/Objective.

11. If you click Save as Draft the goal is part of your **Draft Goals** and won't be included in any Review forms. Clicking **Publishes** the goal, they are part of **My Goals**.

Note: If you want to keep the goal in 'Draft' status (i.e., keep it still recorded in the 'Draft Goals' screen), don't click right - that will always publish and share your goals – rather, click seve as Draft' ("Save as Draft") again and again for as long as you want them as draft goals.