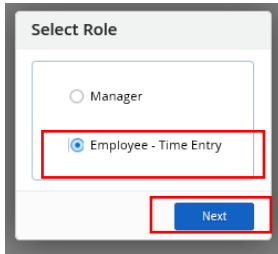


TRCA Performance – Quick Tips

Create Objective/Goal

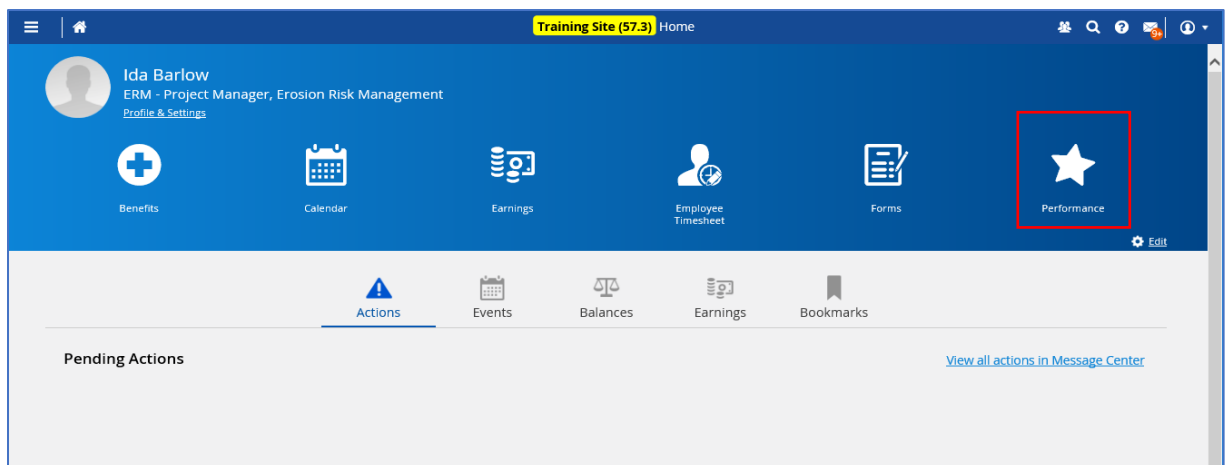
1. Log into **Ceridian Dayforce**.

- The **Select Role** pop-up box appears. Select **Employee – Time Entry**. Click **Next**.

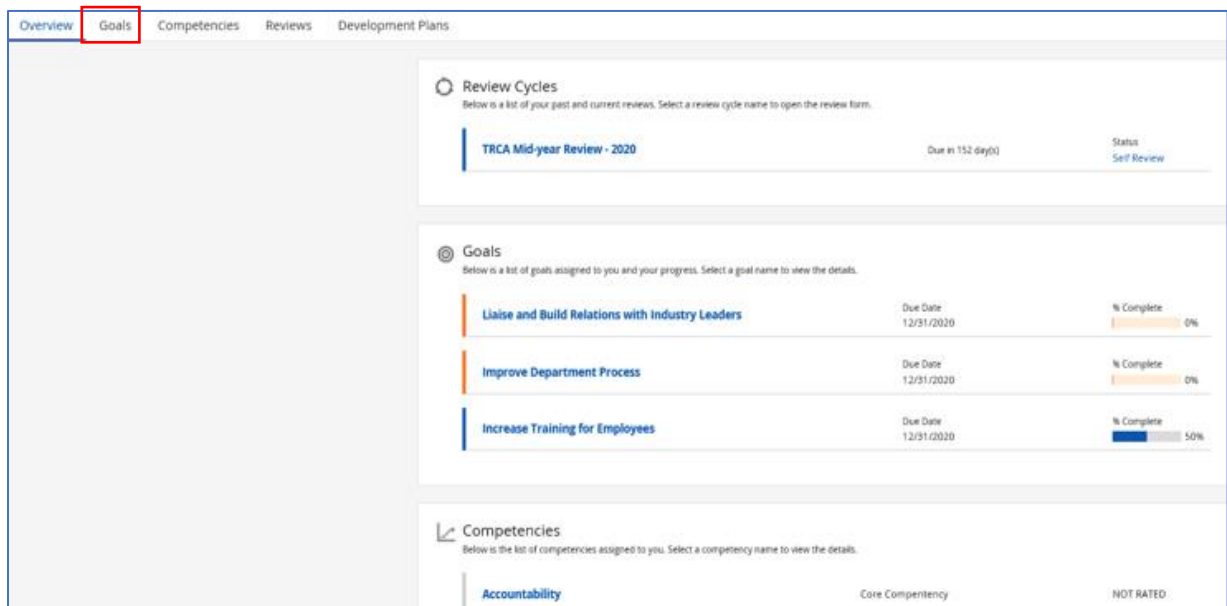


The 'Select Role' pop-up box contains two radio button options: 'Manager' and 'Employee - Time Entry'. The 'Employee - Time Entry' option is selected and highlighted with a red rectangle. A 'Next' button is located at the bottom right of the box, also highlighted with a red rectangle.

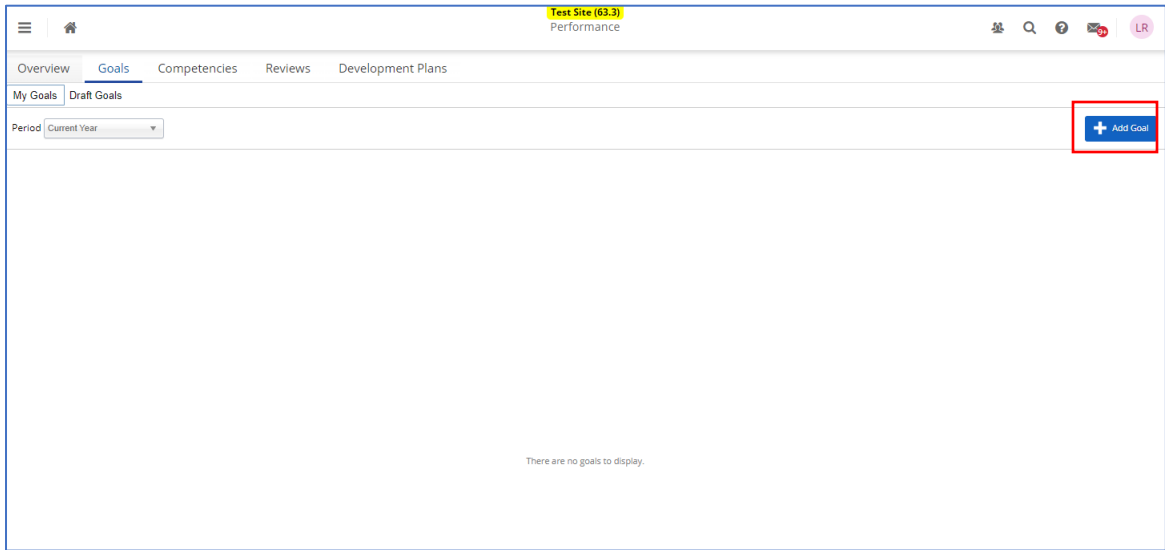
- The **Home** screen displays, click on the **Performance** icon to open the performance module.



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



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



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

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...

Divisional Objective

Pillar 1 - Environmental Protection and Hazard Mana

Pillar 2 - Knowledge Economy

Pillar 3 - Community Prosperity

Pillar 4 - Service Excellence

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...

Percentage

Actual / Target

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

• **Target Type**

• **Target**

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)
- (..see next page.)


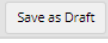

Target Type *


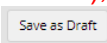
Select an Option...

Amount(\$)

Count

Target *

10. Click  at the bottom right hand corner of the screen to save as an active Goal/Objective.
11. If you click  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  - that will always publish and share your goals – rather, click  ("Save as Draft") again and again for as long as you want them as draft goals.