

When to Use This Guide

Use this document to guide you through changing your Individual Goals (MBO) after the goal setting form is complete.

Requesting a form to Edit your Individual Goals (MBO)

1. Login to ServiceNow
2. Open an HR ServiceNow Ticket requesting a goal change form for yourself
3. The request will be sent to HRIS who will launch the goal change form to you. You will receive an e-mail once launched.

Editing your goals once you've received your goal change form

1. You will receive an e-mail notification from Workday that your goal change form has been sent
2. Locate the goal change form in your Workday inbox 
3. This form will have the goals you set on your goal setting form
4. If you would like to edit an existing goal, click on the goal you would like to edit and make the necessary changes
5. If you would like to remove a goal, change the weighting for the goal you would like to remove to zero (0); the goal cannot be deleted
6. If you would like to add a goal, click the **Add** button at the bottom of the form, and enter a new goal name, goal description, and goal weighting
*Please note that all your goal weightings must total 100%
7. Click **Next**
8. Click **Submit**
9. Once successfully completed, it will go to your manager to approve, and then your manager's manager (second level manager). For Directors and Above, the goal change form will go up to EMC level for approval. All forms are then reviewed by your Compensation Partner before they are completed.

