

# How to Submit Goals in Performance Management at Tech

## Brief Description

All staff employees are required to submit values-based and career development goals each calendar year. This article provides the steps required to create and submit these goals. Only employees can enter their goals, as such a conversation should take place between employees and their supervisors prior to submitting the goals in the system.

## Audience

- This article is intended for staff employees, except for staff employees in Georgia Tech Research Institute (GTRI), Georgia Tech Athletics Association (GTAA) and Enterprise Innovation Institute (EI2) departments.
- Students, affiliates, temps, faculty, GTRI, GTAA and EI2 staff are not required to use the PM@Tech system.

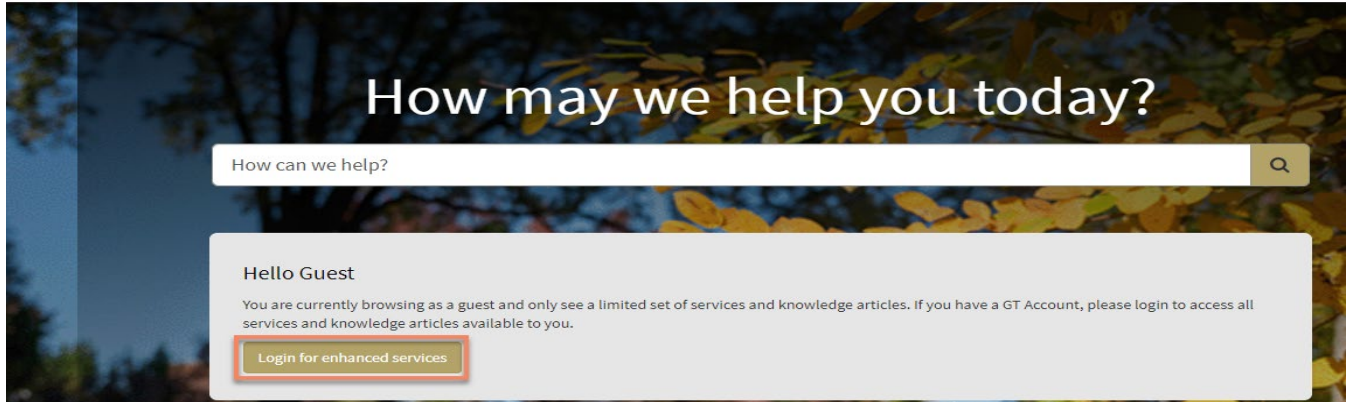
## Process Overview

Step 1: Navigate to [asc.gatech.edu](https://asc.gatech.edu)

Step 2: Click on the **Login for Enhanced Services** gold button.

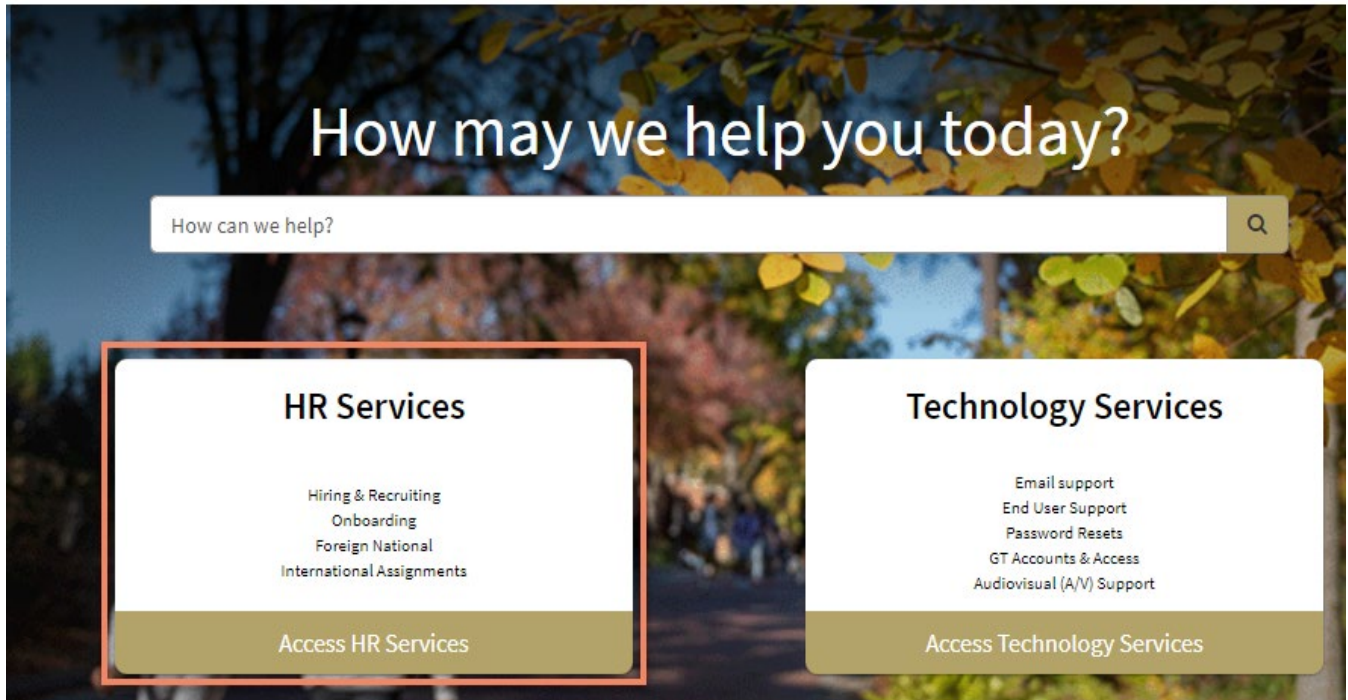
Step 3: Log in with your GT single sign-on credentials.

# Administrative Services

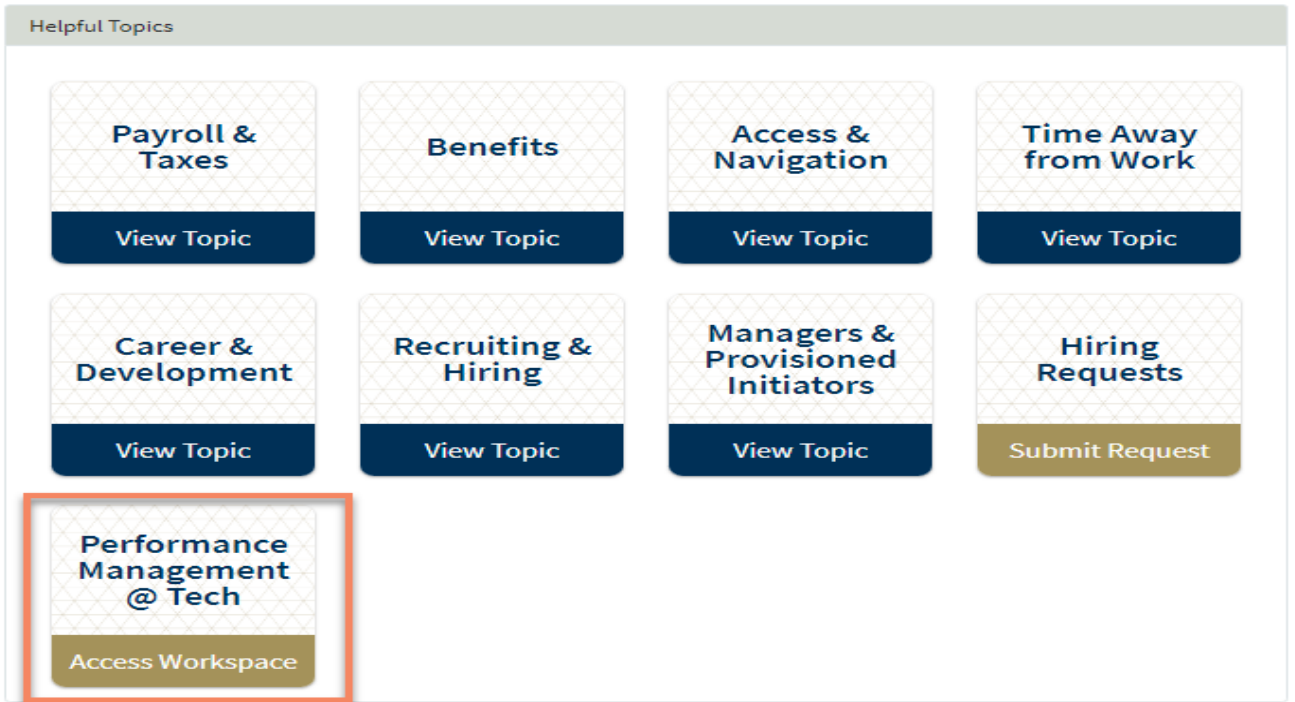


Step 4: Click on the **HR Services** tile.

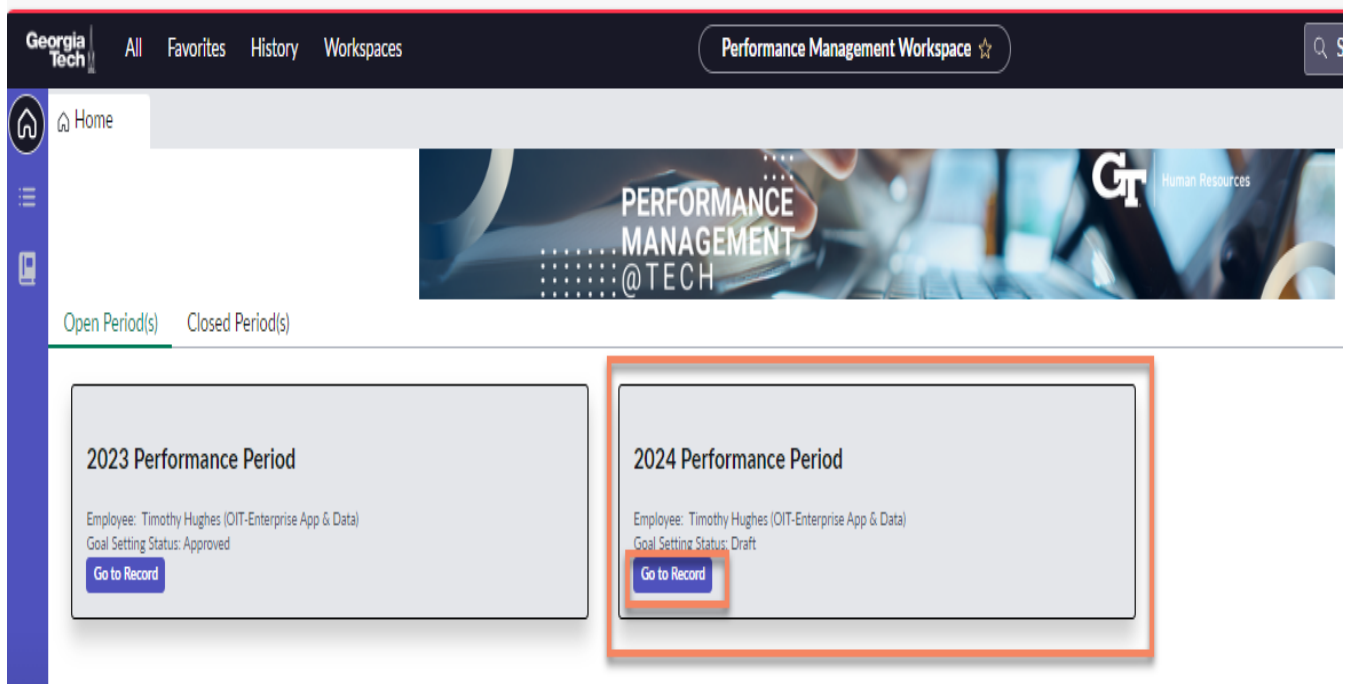
# Administrative Services



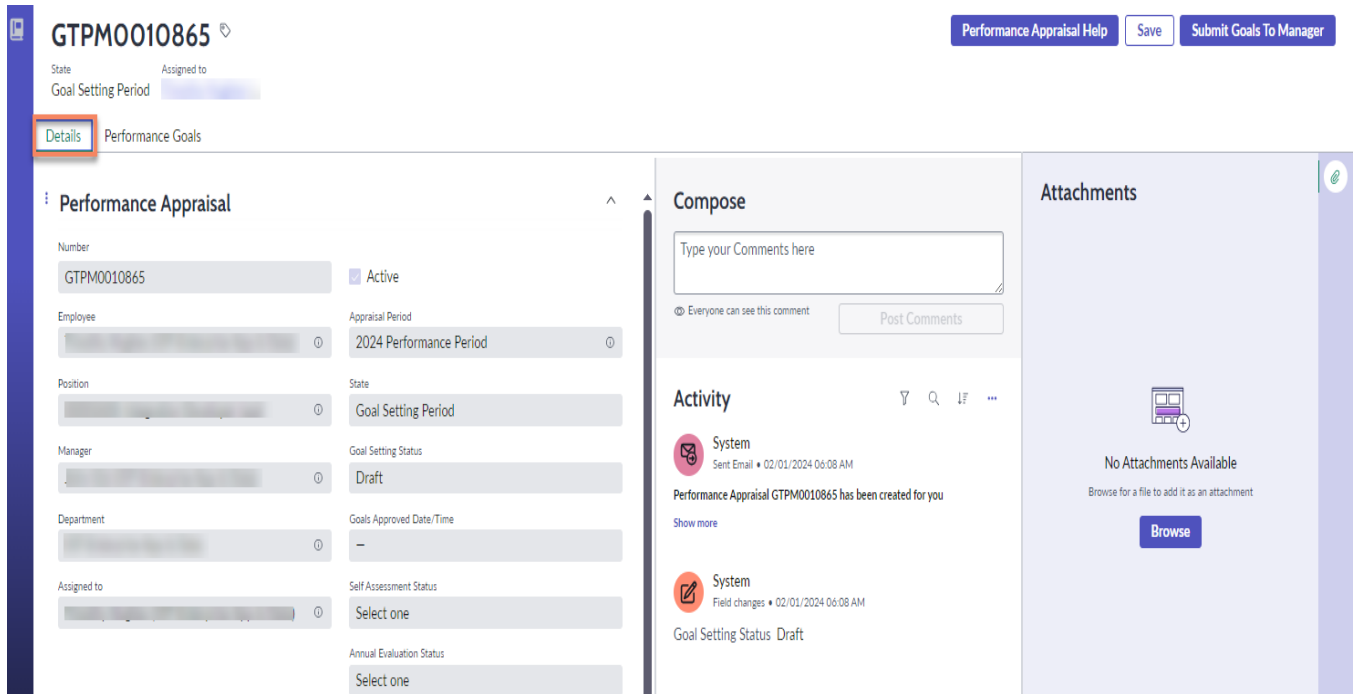
Step 5: Click on the **Performance Management @ Tech** tile.



Step 6: Click on the **Go to Record** button for the current performance period.



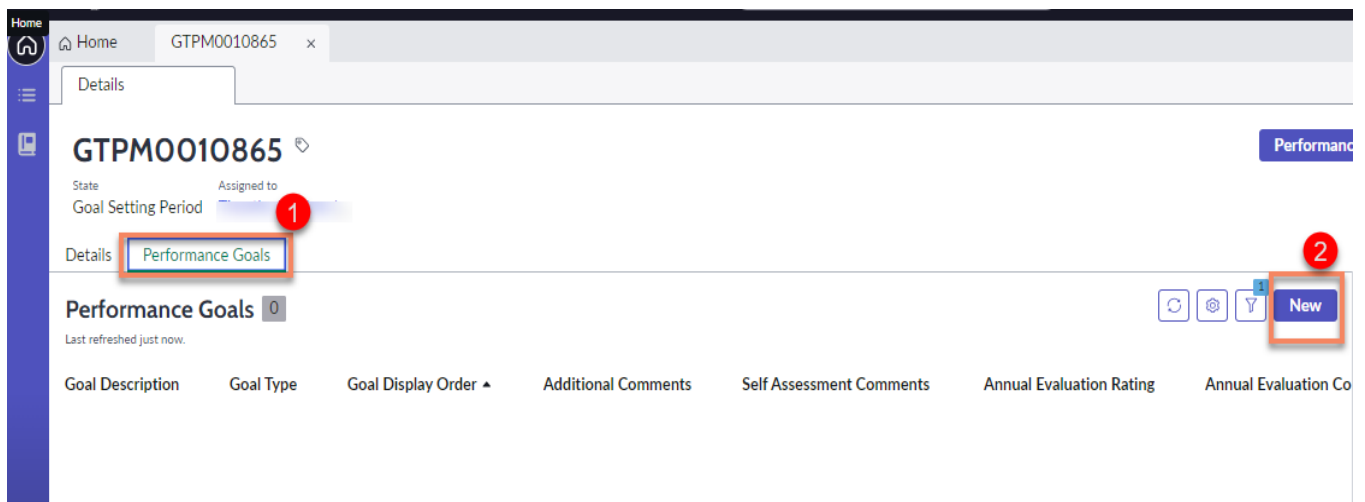
- The **Details** tab will display your personal information.



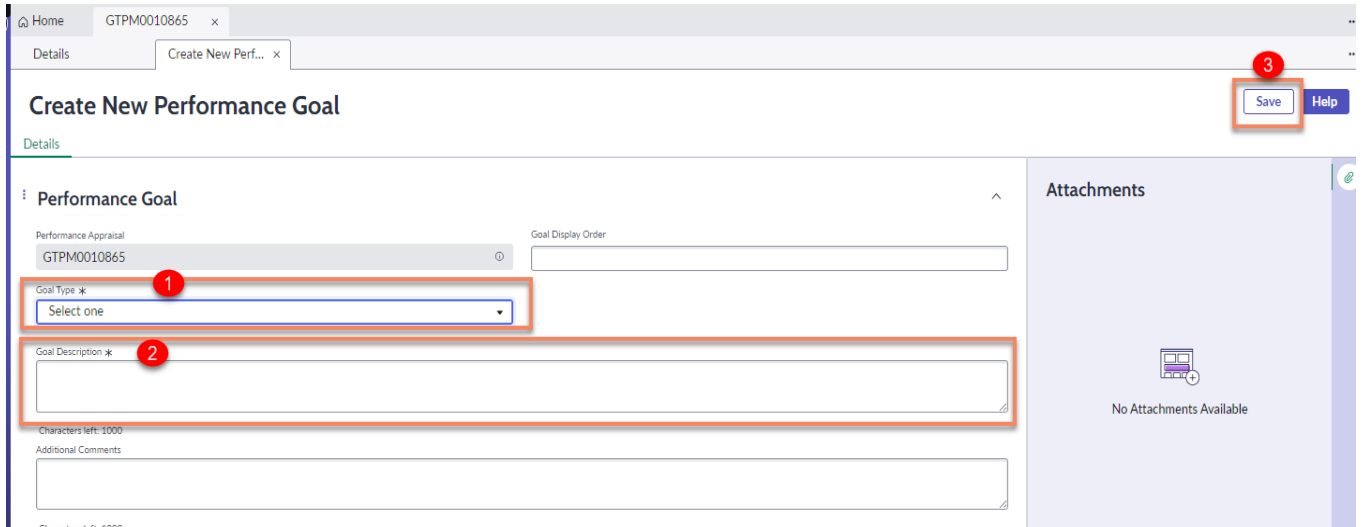
**Step 7:** Click on the **Performance Goals** tab to begin entering your goals.

- Employees with no direct reports are required to submit a minimum of two values-based goals, and a minimum of one career development goal.
- Supervisors (employees with direct reports) are required to submit a minimum of two values-based goals, one career development goal, and a minimum of one leadership development goal.

**Step 8:** Click on the **NEW** button located on the right-hand side of the screen.



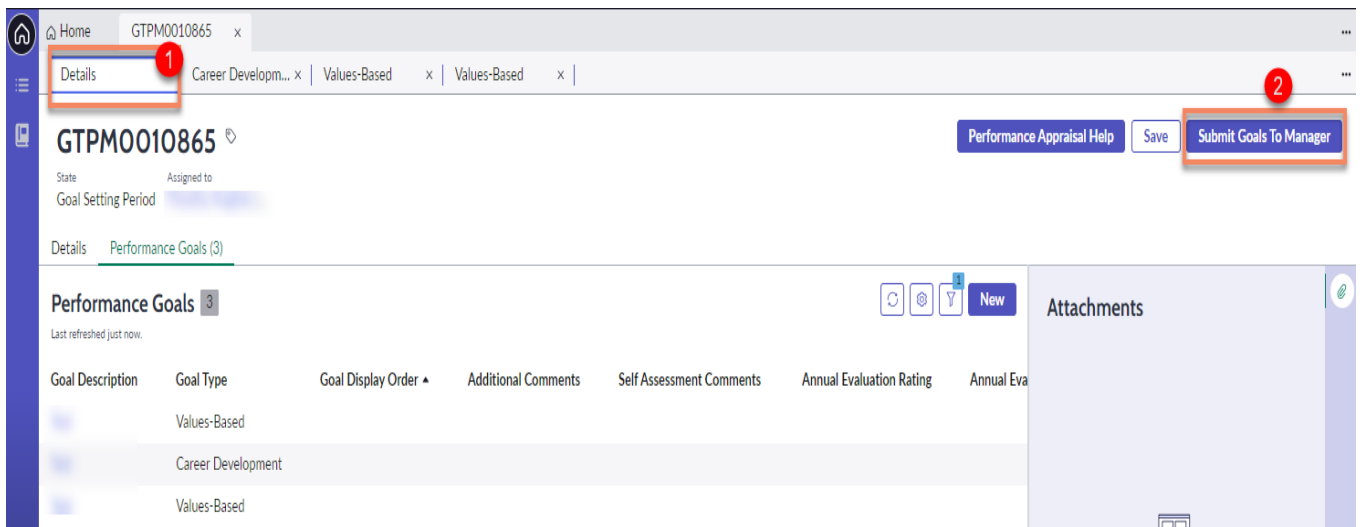
**Step 9:** Once you have completed the information for each section, click on the **Save** button.



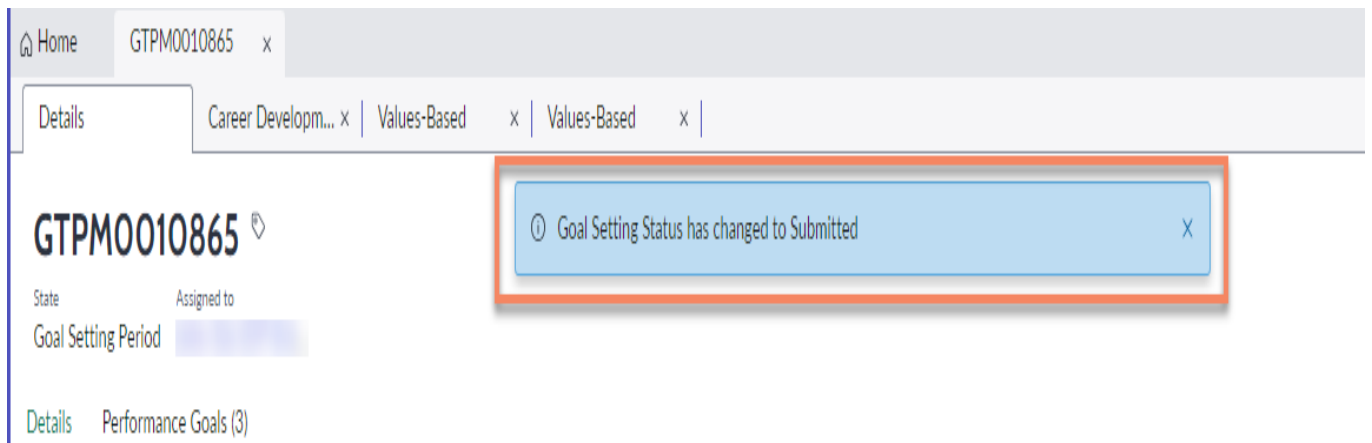
**Step 10:** To continue adding goals, click on the **Details** tab followed by the **New** button. You will repeat this step until you've added the minimum goal requirements.

**Step 11:** After you've finished adding goals, navigate back to the **Details** tab then click on the **Submit Goals to Manager** button.

- *Note:* Goals can be modified by an employee during the goal setting period only when the record is in "Draft" or "Draft Amendment". Once the period closes, goals cannot be modified.



**Step 12:** After you've submitted your goals, a pop-up message will appear confirming that your Goal-Setting Status has been updated to **Submitted**.



## Additional Resources

- For training on Performance Management:
  - Access the [GT Employee Training Portal website](#)
  - Select the "GT Login" option.
- Contact: Administrative Services Center (ASC) at 404-385-1111
  - Email [support@asc.gatech.edu](mailto:support@asc.gatech.edu)
  - Submit a **General HR Request** through the ASC portal [asc.gatech.edu](http://asc.gatech.edu) and indicate that your issue is related to **Annual Performance Management & Goal Setting** from the drop-down menu.
- [Georgia Tech Human Resources Performance Management website](#)
- [Georgia Tech Policy Library Performance Management Policy website](#)

## Goal-Setting Status:

**Draft:** Status of the record when the Goal-Setting period begins and before the goals are submitted to the manager.

When a Goal Setting record is created, the initial status of the record is Draft. The employee can only enter goals during the Goal Setting period.

The employee must enter a minimum of 2 Values-Based goals and 1 Career Development goal before they can submit the goals to the Manager. (In addition to the goals required, People Leaders are required to enter a minimum of 1 Leadership Development Goal).

**Submitted:** Status of the record after the employee submits the goals to the manager for review and approval and before the manager approves the Goal-Setting record.

Employee clicks the **Submit Goals to Manager** button. This action will update the status of the record to **Submitted**.

Employees cannot modify or add new goals when the record is in a submitted status.

**Approved:** Status of the record after the manager approves the goals. The manager reviews the Goals and Approves them by clicking on **Approve Goals** button. This action will update the status of the record to **Approved**.

If an update is required, the manager shall click the **Request Goals Changes** button. This action will return the goal setting record back to the employee for updates. This changes the status of the Goal-Setting record back to **Draft**.

**Draft Amendment:** Status of the record after the employee clicks the **Amend Goals** button. The **Amend Goals** button will be available only when the Goal Setting record is in an Approved status during the Goal Setting Period.

Updates can be made by the employee when the record is in a Draft Amendment status.

Employee clicks on the **Amend Goals** button. This action will update the status of the record to **Draft Amendment**.

**Submitted Amendment:** Status of the record after the employee submits amended goals to the manager.

The Manager can approve the amended goals by clicking on the **Approve Goals** button. Status of the record will update to **Approved Amendment**.

If the manager clicks **Request Goals Changes**, the status moves back to **Draft Amendment**.

**Approved Amendment:** Status of the record after the manager approves the amended goals. Manager clicks the **Approve Goals** button.