Log In

1. Log in to the MyRecords site at the following URL with your NetID and password: https://appserve.musc.edu/myrecords/
2. Click the SuccessFactors icon.

Adding Pillar Goals

1. Click the Goals Tab.
2. If acting on supervisor’s behalf, go to Become Proxy. Select your supervisor’s name.
3. On the Switch Plan drop-down at the top right: if the employee is in a Probationary/Trial period, select Switch Plan: Probationary_Trial Pillar Goal Plan. Otherwise, select YYYY Pillar Goals in the drop-down box.
4. Click the Create a New Goal button.
5. Click the Visibility drop-down box, leave goal as Public.
6. Select the appropriate Pillar category for the goal (e.g. Service, Quality, Finance).
7. Enter a goal description in the Goal input box.
8. Enter the unit of Measurement
9. Enter the Weight for the goal (goals must add up to 100%).
10. In the Achievement Targets section, select the rating scale of UNIV Goal. This will change the rating scale to a 4-point scale.
11. In the Achievement Targets section, enter the Target Results values for the scores of 1, 2, 3, and 4. Please note that the value for the score of 1 should be the worst possible score. **In order to remove the 1 in Goal Rating field, remove the zero in the Actual Achievement field.

(FYI: After saving, the software will default back to MUHA Goal with a 4-point scale. PLEASE DO NOT CORRECT. If you change back to UNIV Goal, it will erase your previous settings.)
12. Click the Save Changes button.
13. Follow these steps to add additional goals until you reach 100%. At the top of screen on the goals tab, you will see the cumulative total of the weight. You will also see a red warning message if the total is not exactly 100%.