

Oracle ME Celebrate Training

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1. Introduction

Oracle Celebrate is a tool designed to promote a culture of appreciation within organizations. It allows employees to recognize and celebrate their colleagues' achievements, fostering a positive work environment.

Features of Oracle Celebrate:

- Creation of recognition programs aligned with the organization's core values.
- Enable employees to participate in these programs, share congratulatory messages, and allocate reward points.
- Recognitions and responses are displayed on personalized dashboards, allowing everyone to engage in the celebration.

1.1 Configuring Oracle Celebrate

Administrators are responsible for setting up and managing the recognition framework. This includes defining global settings and creating recognition programs.

- Employees interact with the Celebrate work area to select a recognition program and send appreciation to their colleagues.

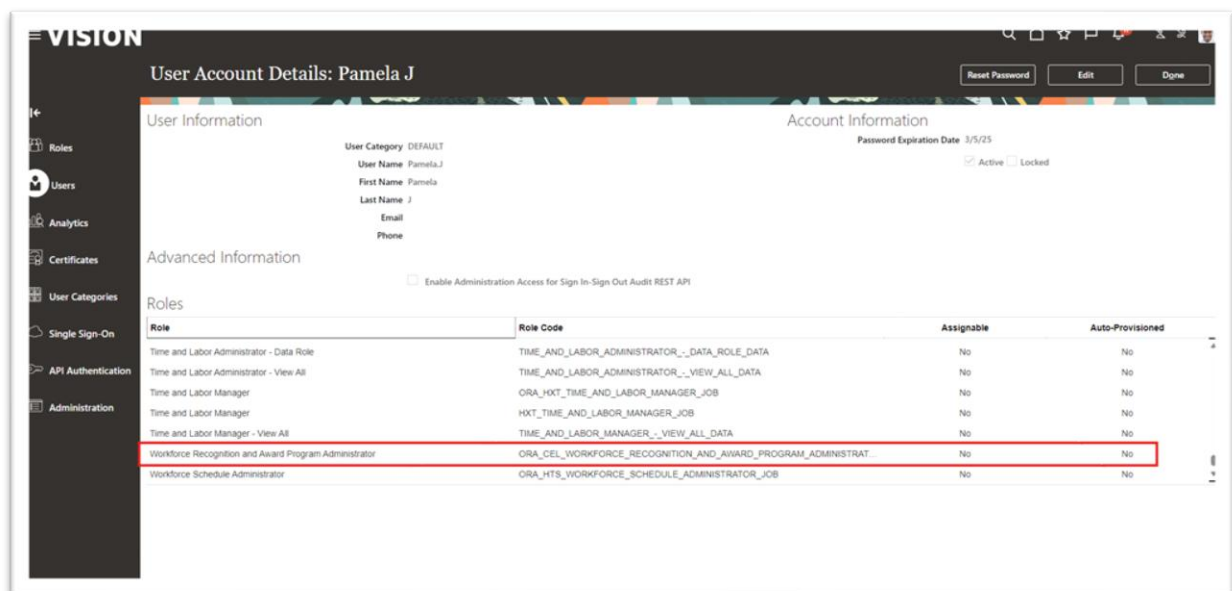
2. User Roles and Privileges in Oracle Celebrate

To access and use Oracle Celebrate effectively, specific user roles are required:

2.1 Job Roles

1. Workforce Recognition and Award Program Administrator

- Role Name:
ORA_CEL_WORKFORCE_RECOGNITION_AND_AWARD_PROGRAM_ADMINISTRATOR_JOB
- Responsibilities:
 - Configure global settings.
 - Create and manage recognition programs.



2. Employee Role

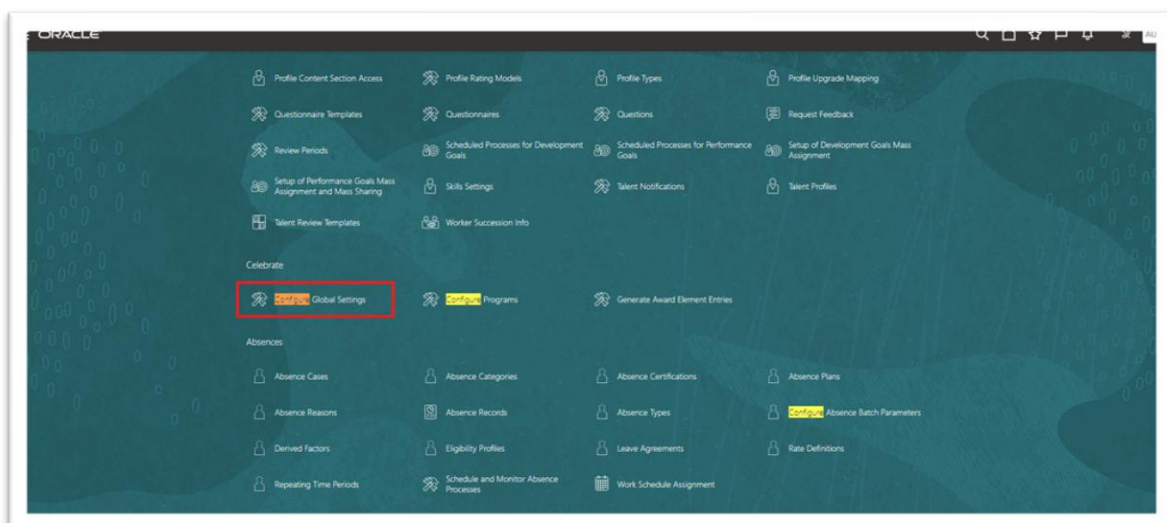
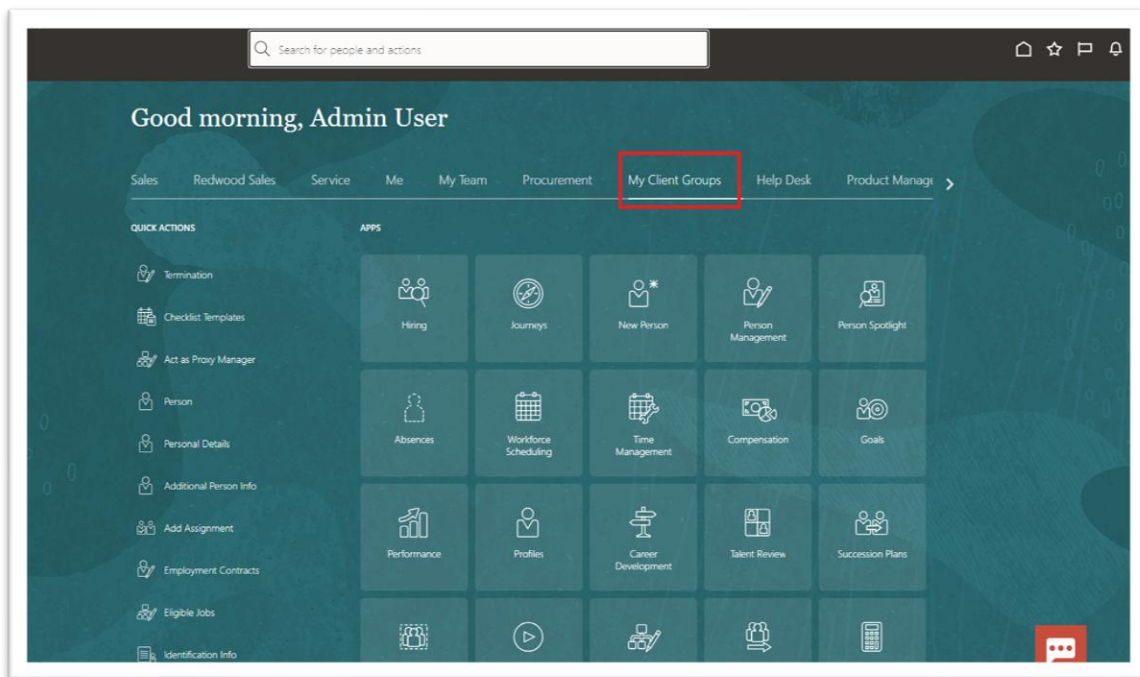
- Role Name: **ORA_PER_EMPLOYEE_ABSTRACT**
- Capabilities:
 - Recognize peers.
 - View, comment on, and respond to ongoing recognitions.

3. Configuring Global Settings

Admins configure global rules and parameters that apply across all recognition programs. These settings define aspects like reward points, organizational core values, and visuals for recognition messages.

Navigation Path:

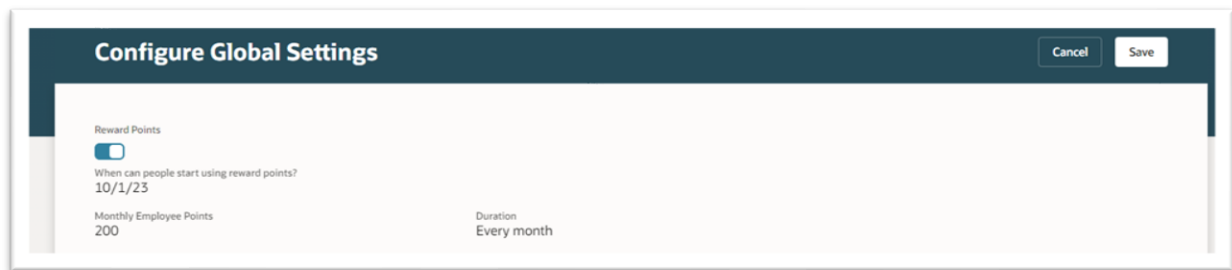
Navigator > My Client Groups > Show More > Configure Global Settings (found under the Celebrate section).



Key Configuration Elements:

3.1 Reward Points

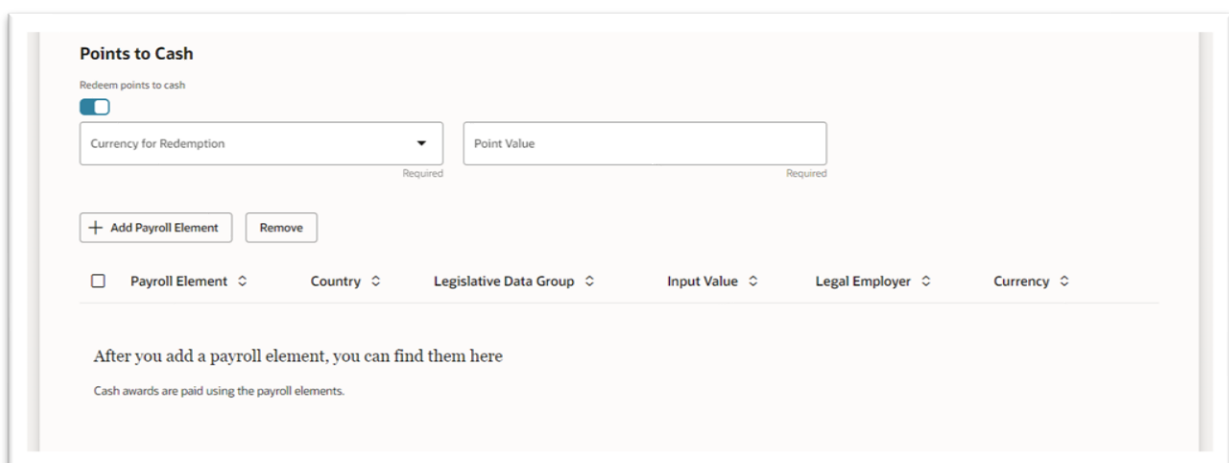
- Reward points can be enabled or disabled for recognition programs.
- By default, employees are allocated 200 points per month to recognize peers.
- Reward points are non-redeemable unless explicitly configured.



The screenshot shows the 'Configure Global Settings' interface. At the top, there are 'Cancel' and 'Save' buttons. Below the title, there is a 'Reward Points' section with a toggle switch that is turned on. Underneath the toggle, it asks 'When can people start using reward points?' with the date '10/1/23'. Below that, it shows 'Monthly Employee Points' set to '200' and 'Duration' set to 'Every month'.

3.2 Redeem Points

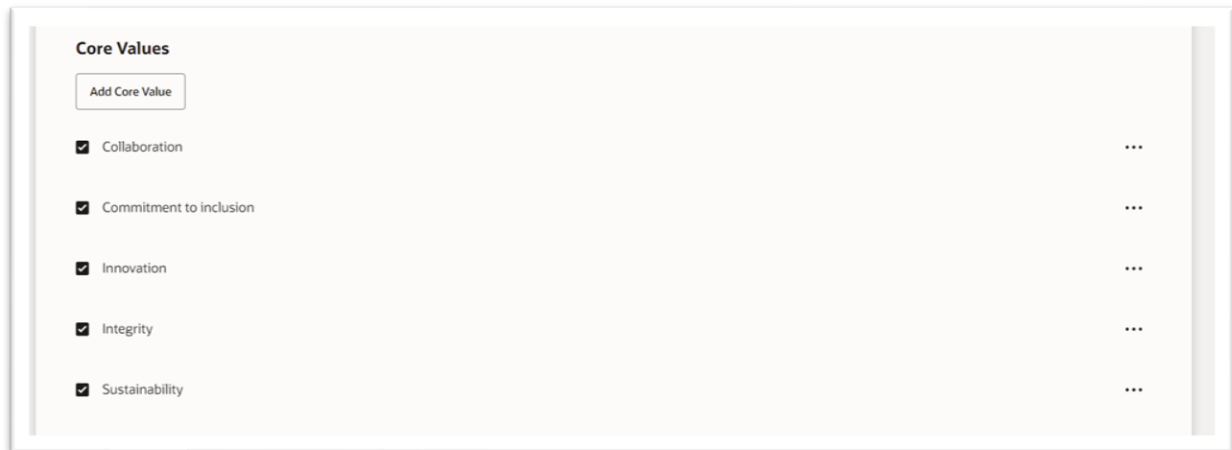
- Enable Redemption: Employees can convert reward points into monetary rewards.
- Conversion Details: Define the currency, conversion rate, and payroll element. For instance, setting a conversion rate of 2 points = 1 USD allows employees to cash in points directly into their pay checks.
- After conversion, the equivalent amount is credited using payroll element entries.



The screenshot shows the 'Points to Cash' configuration interface. At the top, there is a 'Redeem points to cash' toggle switch that is turned on. Below the toggle, there are two input fields: 'Currency for Redemption' (with a dropdown arrow) and 'Point Value'. Both fields have a 'Required' label below them. Below these fields, there are two buttons: '+ Add Payroll Element' and 'Remove'. Below the buttons, there is a table with columns: 'Payroll Element', 'Country', 'Legislative Data Group', 'Input Value', 'Legal Employer', and 'Currency'. Below the table, there is a note: 'After you add a payroll element, you can find them here' and 'Cash awards are paid using the payroll elements.'

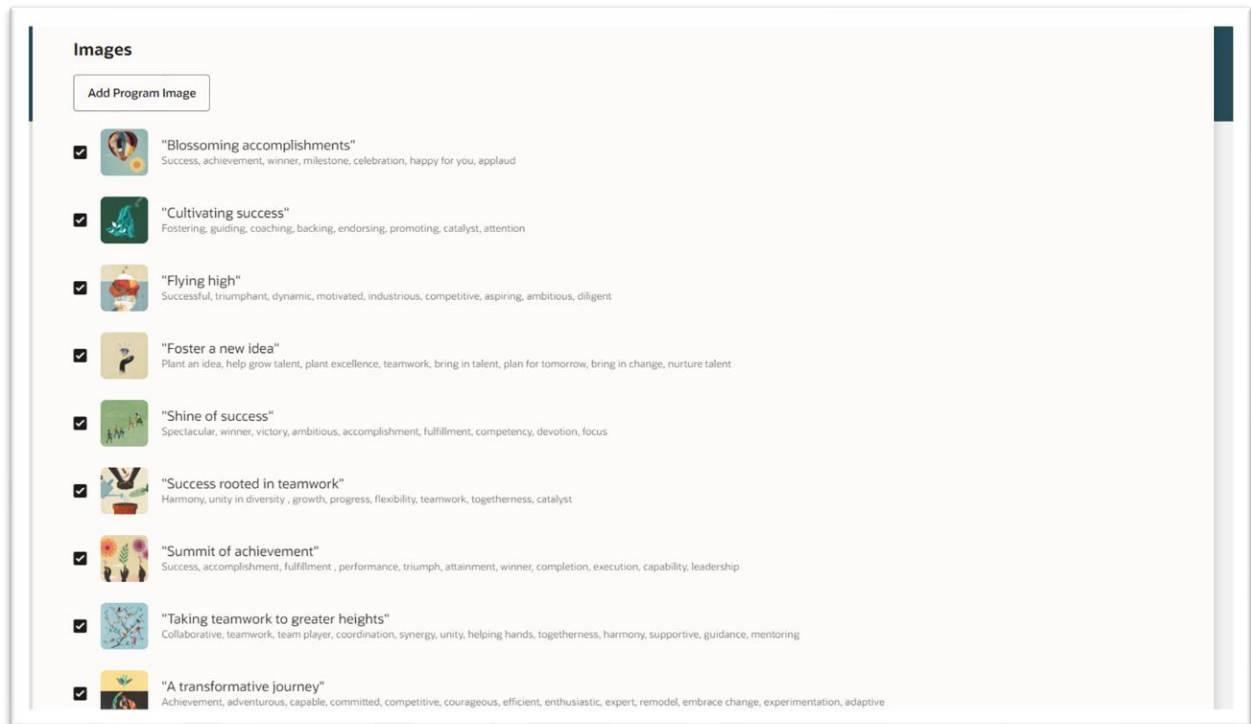
3.3 Core Values

- Define and enable recognition based on your organization's core values, such as teamwork, innovation, or customer focus.
- Core values are shared across all recognition programs for consistency.



3.4 Program Images

- Enhance recognition messages with visually appealing images.
- Admins can upload custom images or use predefined options. These images are made available to all programs.

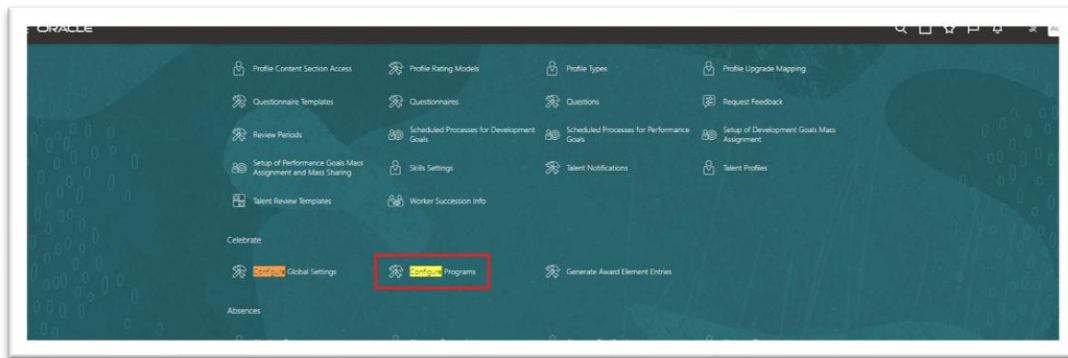
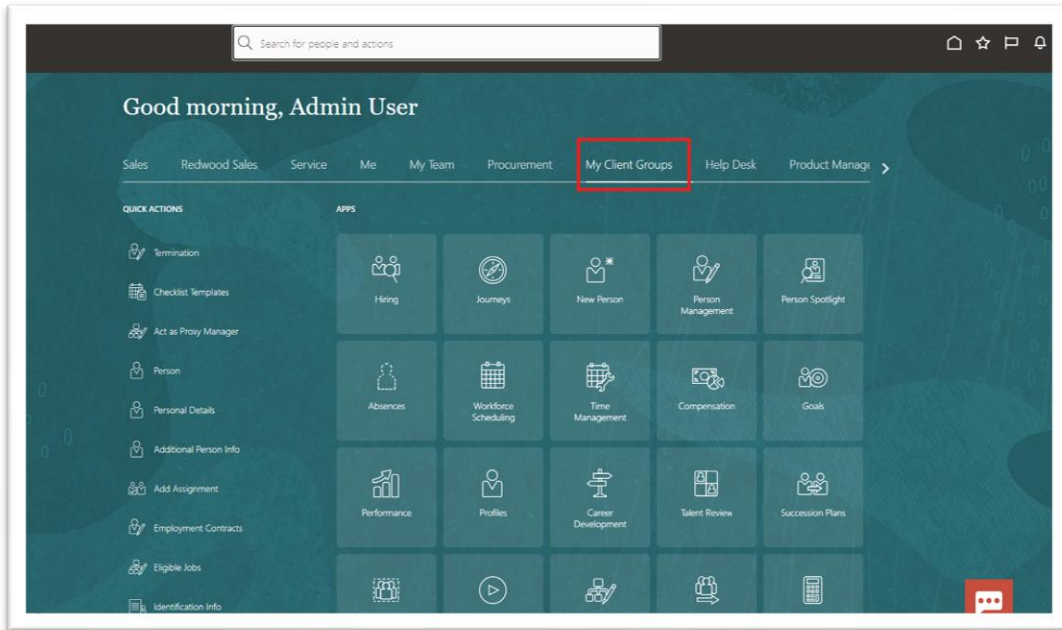


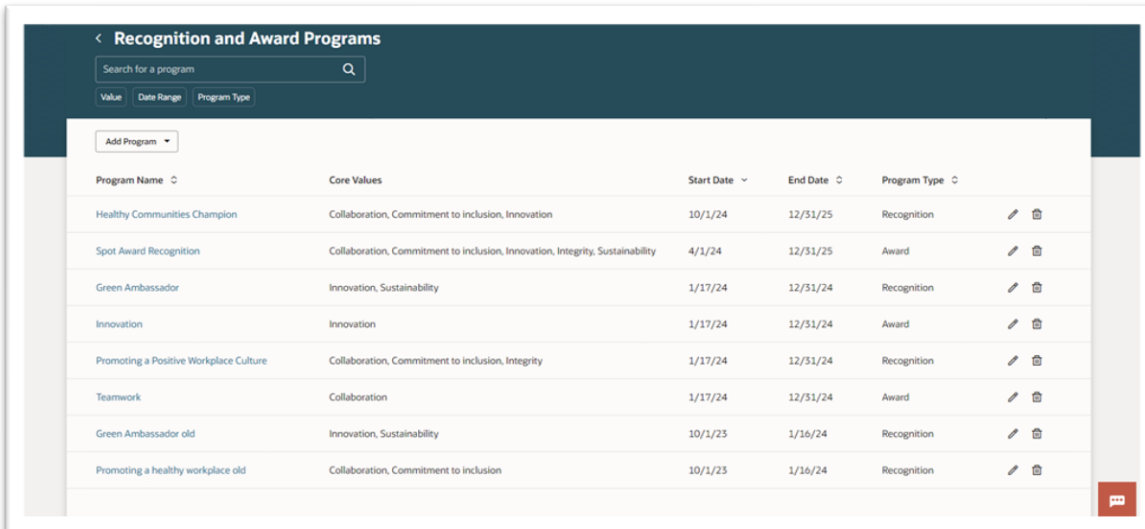
4. Creating Recognition Programs

Recognition and award programs are the backbone of Oracle Celebrate. These programs enable employees to acknowledge their peers' contributions, while managers can reward employees with points, cash, or other valuable tokens.

Navigation Path:

Navigator > My Client Groups > Show More > Configure Programs > Add Program (under the Celebrate section).

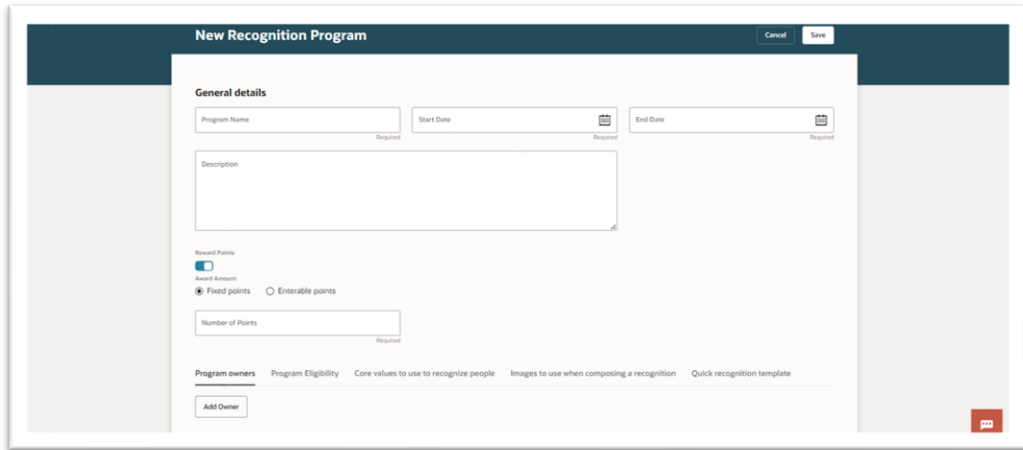




Program Name	Core Values	Start Date	End Date	Program Type
Healthy Communities Champion	Collaboration, Commitment to inclusion, Innovation	10/1/24	12/31/25	Recognition
Spot Award Recognition	Collaboration, Commitment to inclusion, Innovation, Integrity, Sustainability	4/1/24	12/31/25	Award
Green Ambassador	Innovation, Sustainability	1/17/24	12/31/24	Recognition
Innovation	Innovation	1/17/24	12/31/24	Award
Promoting a Positive Workplace Culture	Collaboration, Commitment to inclusion, Integrity	1/17/24	12/31/24	Recognition
Teamwork	Collaboration	1/17/24	12/31/24	Award
Green Ambassador old	Innovation, Sustainability	10/1/23	1/16/24	Recognition
Promoting a healthy workplace old	Collaboration, Commitment to inclusion	10/1/23	1/16/24	Recognition

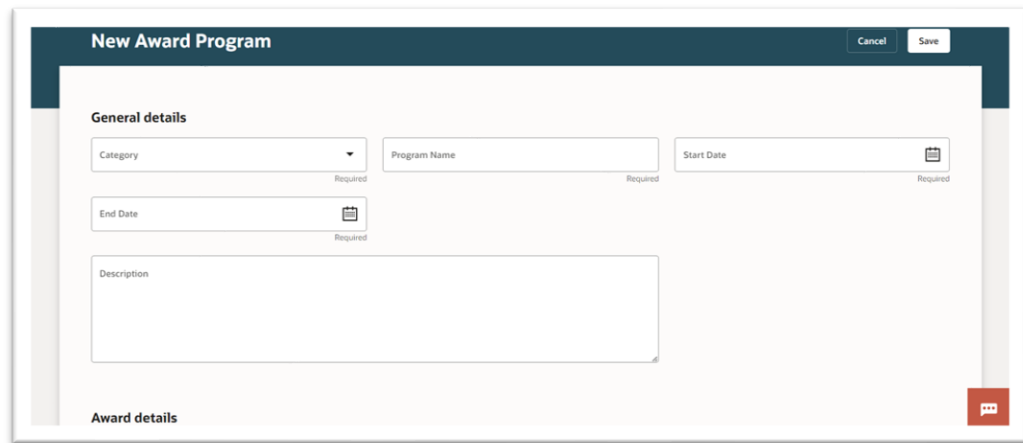
Program Features:

- Reward Points: Allow employees to allocate points as part of the recognition.
- Program Ownership: Assign program owners to apply it to specific groups or the entire organization.
- Eligibility Profiles: Define recipient criteria. For mandatory evaluation, mark eligibility as "Required"; otherwise, it is considered optional.
- Core Values: Let employees use organizational principles as a basis for recognition.
- Visual Elements: Include images for added impact.

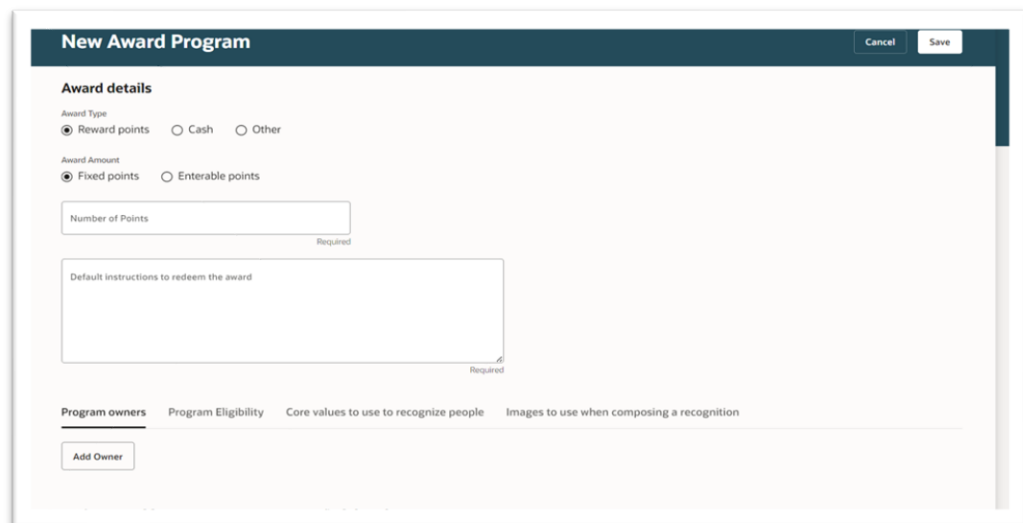


The screenshot shows the 'New Recognition Program' form. It has a dark blue header with 'New Recognition Program' and 'Cancel' and 'Save' buttons. The main content area is titled 'General details' and contains several input fields: 'Program Name' (Required), 'Start Date' (Required), and 'End Date' (Required). Below these is a large text area for 'Description'. Underneath is a section for 'Reward Points' with a toggle for 'Award Amount' and radio buttons for 'Fixed points' (selected) and 'Enterable points'. A 'Number of Points' field (Required) is also present. At the bottom, there are tabs for 'Program owners', 'Program Eligibility', 'Core values to use to recognize people', 'Images to use when composing a recognition', and 'Quick recognition template'. An 'Add Owner' button is located under the 'Program owners' tab.

(Fig: Creating the program for recognition)



The screenshot shows the 'New Award Program' form, specifically the 'General details' section. It has a dark blue header with 'New Award Program' and 'Cancel' and 'Save' buttons. The main content area is titled 'General details' and contains several input fields: 'Category' (Required), 'Program Name' (Required), 'Start Date' (Required), and 'End Date' (Required). Below these is a large text area for 'Description'. At the bottom, there are tabs for 'Program owners', 'Program Eligibility', 'Core values to use to recognize people', and 'Images to use when composing a recognition'. An 'Add Owner' button is located under the 'Program owners' tab.

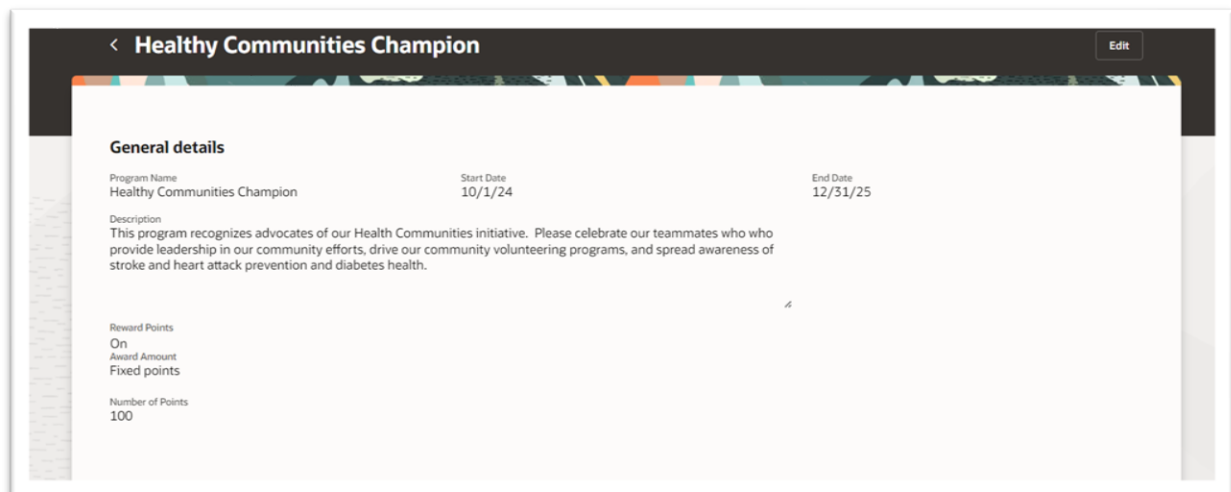


The screenshot shows the 'New Award Program' form, specifically the 'Award details' section. It has a dark blue header with 'New Award Program' and 'Cancel' and 'Save' buttons. The main content area is titled 'Award details' and contains several input fields: 'Award Type' (Radio buttons for 'Reward points', 'Cash', and 'Other'), 'Award Amount' (Radio buttons for 'Fixed points' (selected) and 'Enterable points'), and 'Number of Points' (Required). Below these is a large text area for 'Default instructions to redeem the award' (Required). At the bottom, there are tabs for 'Program owners', 'Program Eligibility', 'Core values to use to recognize people', and 'Images to use when composing a recognition'. An 'Add Owner' button is located under the 'Program owners' tab.

(Fig: Creating the program for Award)

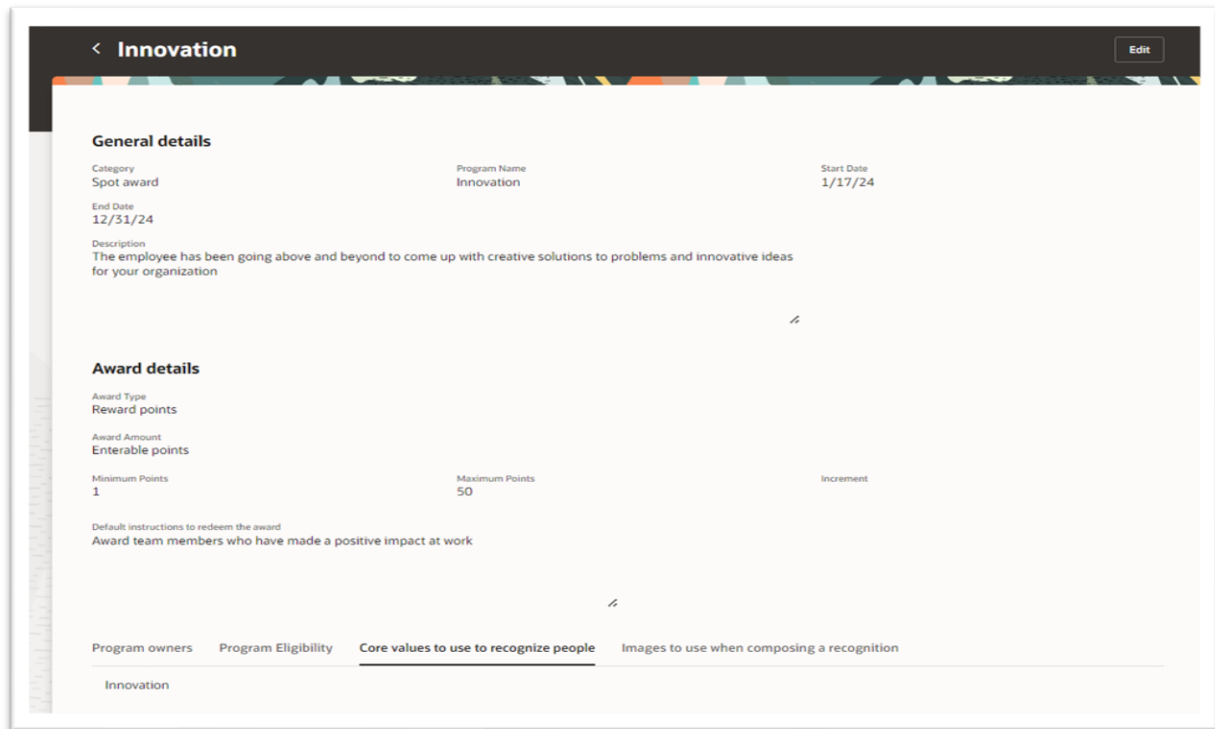
Quick Recognition Template

- Use a prefilled template for easy recognition.
- Templates include predefined core values, images, and default congratulatory messages.
- Utilize AI Assist for generating personalized messages, combining the recipient's name, core values, and draft content.



Award Types

- Recognition programs can include:
 - Reward Points
 - Cash: Assign a payroll element to manage disbursement.
 - Other Types: Define non-monetary awards.

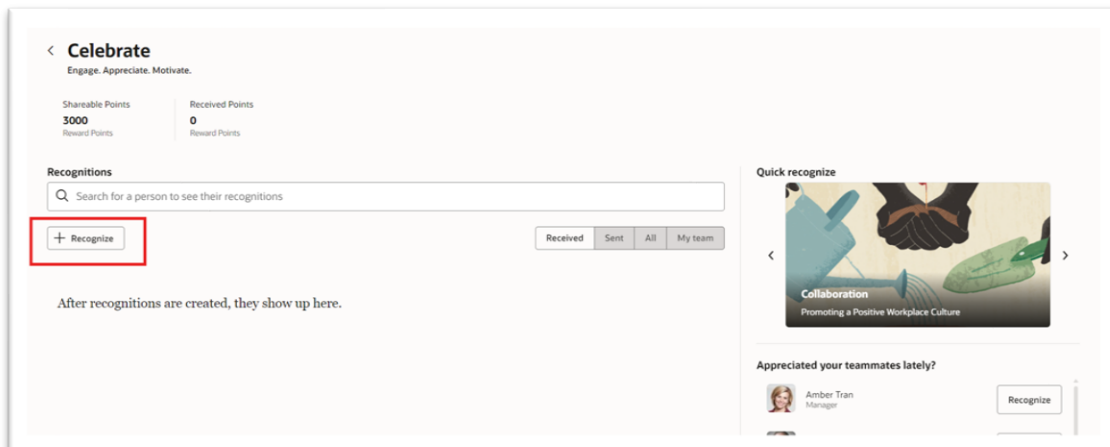
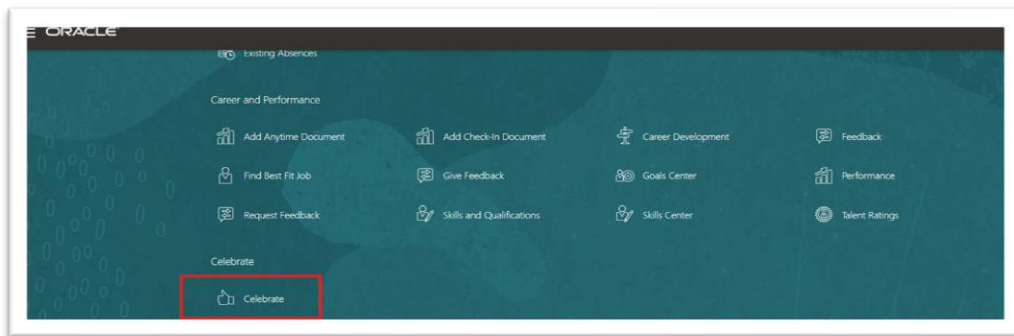
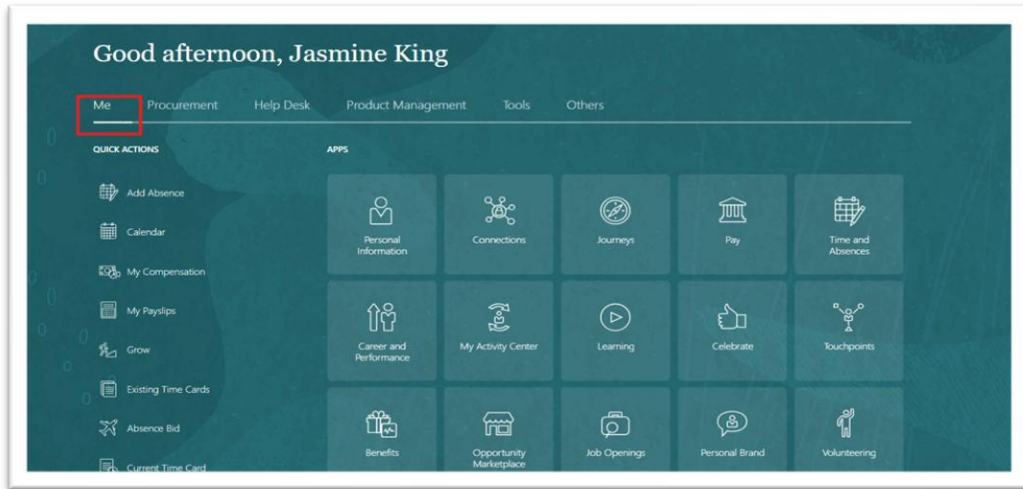


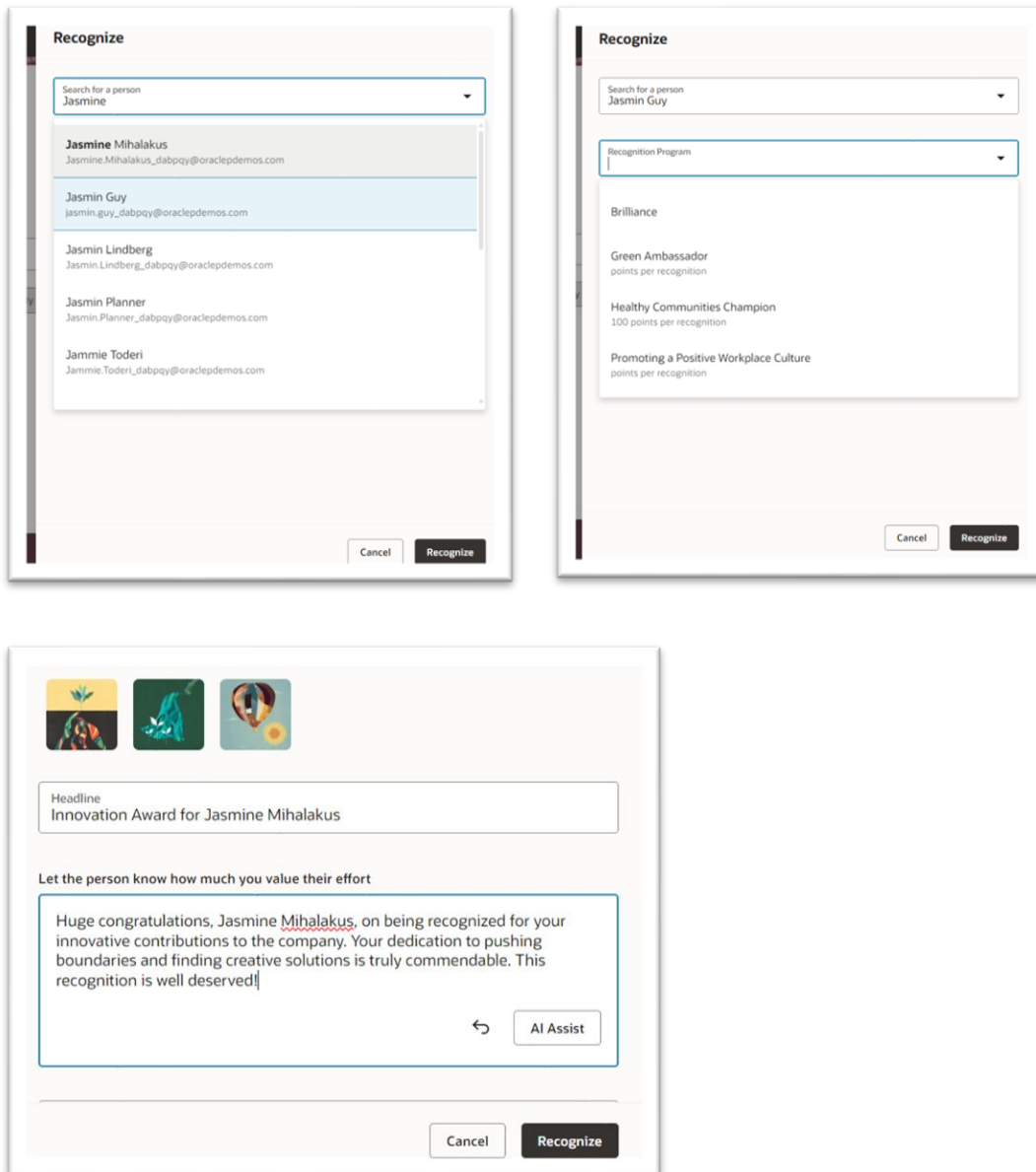
5. Sending Recognitions

Employees can use the Celebrate work area to express gratitude toward colleagues.

Steps to Recognize a Colleague:

1. Navigate to Navigator > Me > Show More > Celebrate.
2. Click Recognize and follow the prompts.
3. Use the Quick Recognize option for prefilled templates.
4. Employee AI Assist to draft or refine congratulatory messages.



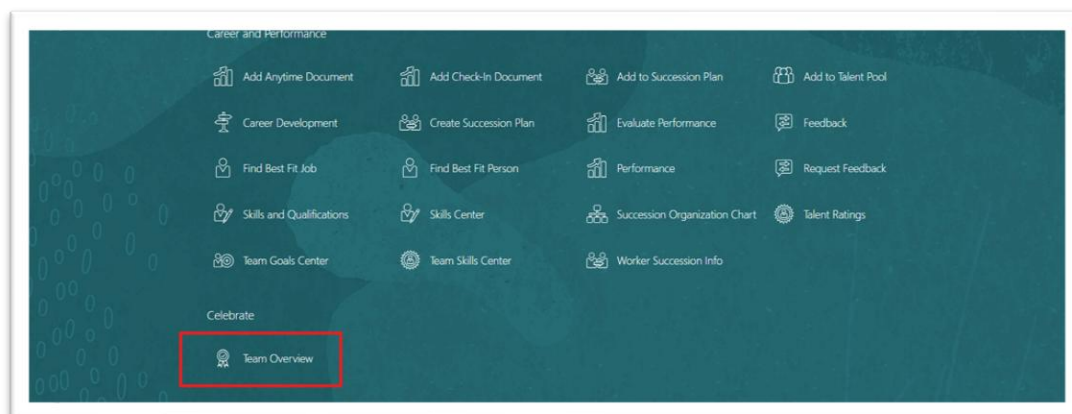
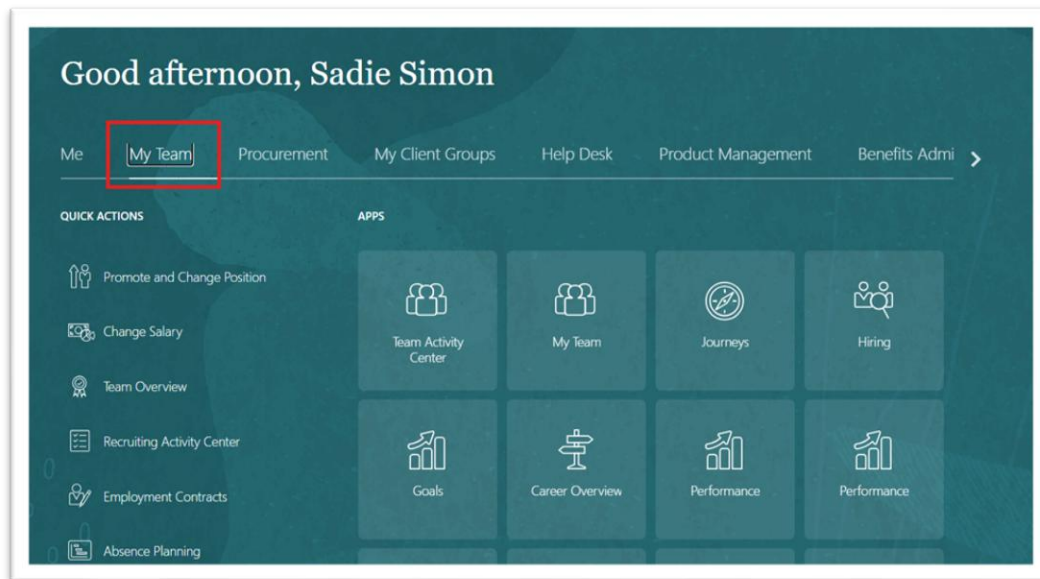


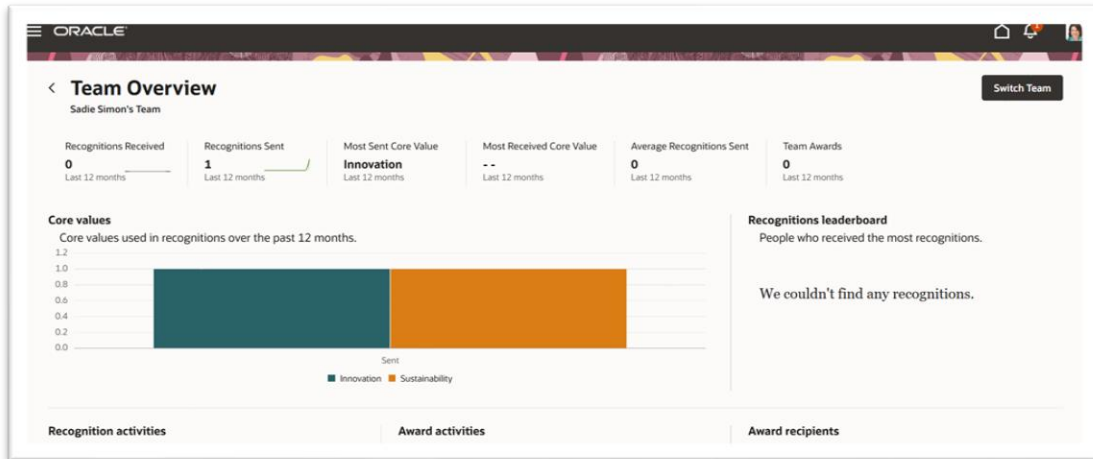
6. Sending Awards

Managers can use award programs to celebrate their team members' achievements with tangible rewards.

Steps to Send Awards:

1. Go to Navigator > My Team > Show More > Team Overview.
2. Click Send Award and follow the instructions.
3. Choose the award program, core values, and relevant visuals.
4. Craft a personalized message and, if applicable, provide redemption instructions.





Team Overview
Sadie Simon's Team

Switch Team

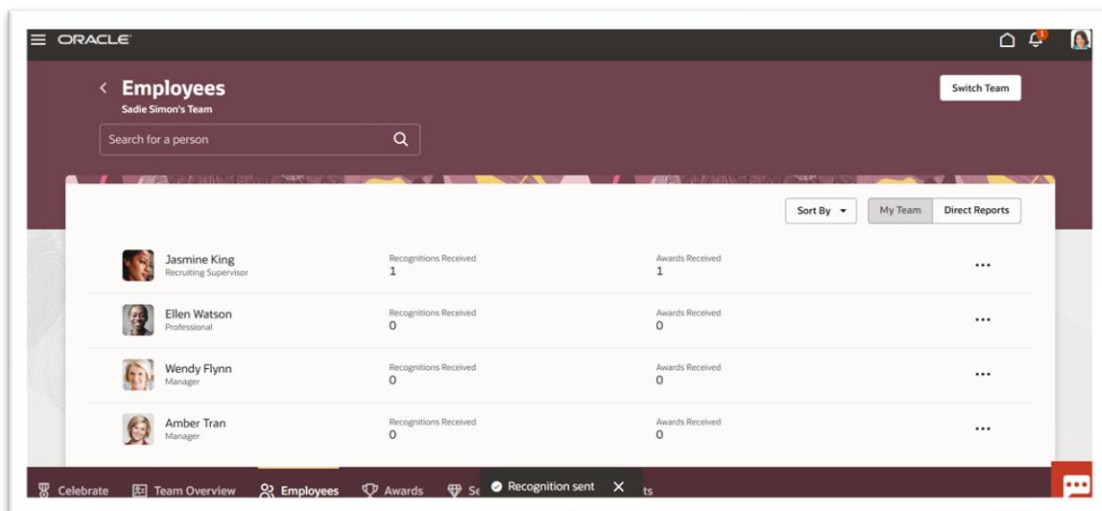
Recognitions Received: 0 (Last 12 months)
 Recognitions Sent: 1 (Last 12 months)
 Most Sent Core Value: Innovation (Last 12 months)
 Most Received Core Value: -- (Last 12 months)
 Average Recognitions Sent: 0 (Last 12 months)
 Team Awards: 0 (Last 12 months)

Core values
Core values used in recognitions over the past 12 months.

Bar chart showing core values used in recognitions over the past 12 months. The chart shows two bars: Innovation (dark blue) and Sustainability (orange). The Innovation bar is significantly higher than the Sustainability bar.

Recognitions leaderboard
People who received the most recognitions.
We couldn't find any recognitions.

Recognition activities | Award activities | Award recipients



Employees
Sadie Simon's Team

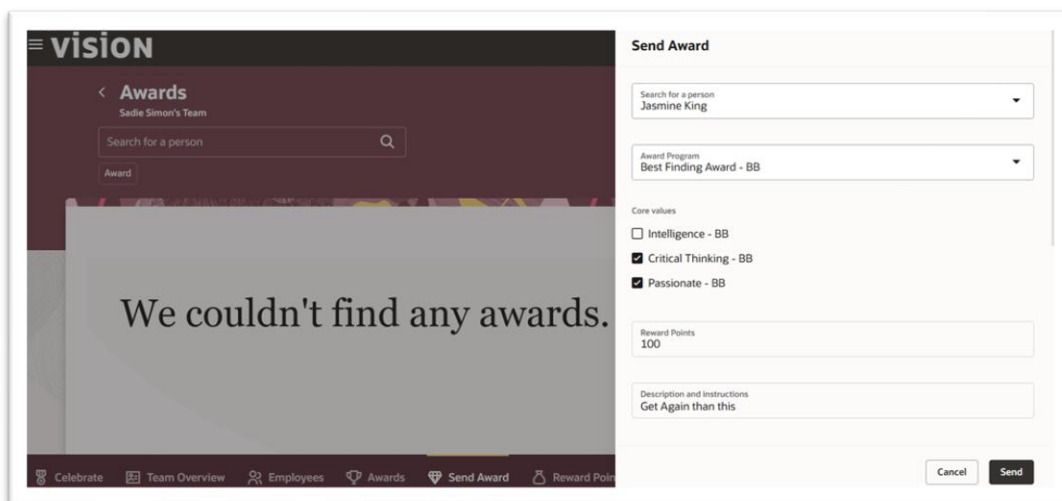
Switch Team

Search for a person

Sort By | My Team | Direct Reports

Name	Role	Recognitions Received	Awards Received
Jasmine King	Recruiting Supervisor	1	1
Ellen Watson	Professional	0	0
Wendy Flynn	Manager	0	0
Amber Tran	Manager	0	0

Celebrate | Team Overview | Employees | Awards | Recognition sent



VISION

Awards
Sadie Simon's Team

Search for a person

Award

We couldn't find any awards.

Send Award

Search for a person: Jasmine King

Award Program: Best Finding Award - BB

Core values:

- Intelligence - BB
- Critical Thinking - BB
- Passionate - BB

Reward Points: 100

Description and Instructions: Get Again than this

Cancel | Send

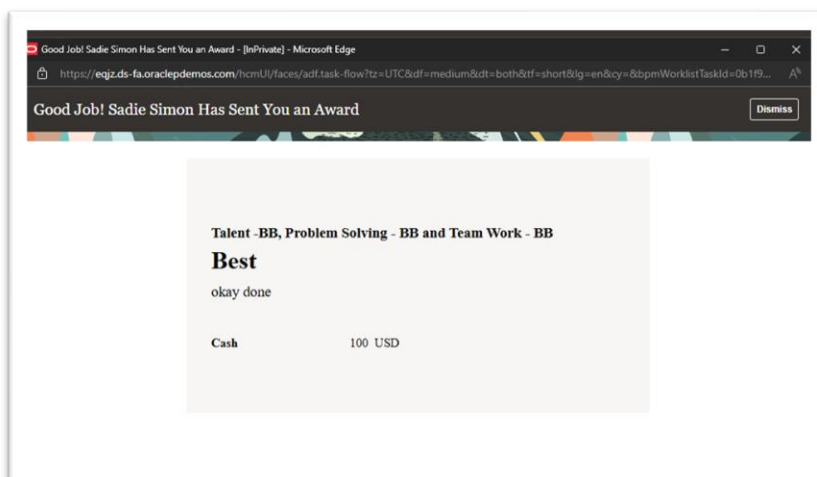
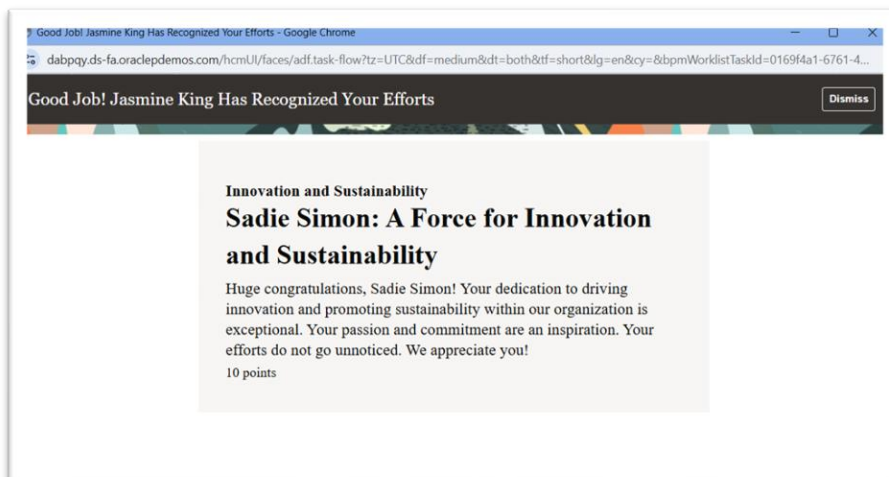
Celebrate | Team Overview | Employees | Awards | Send Award | Reward Points

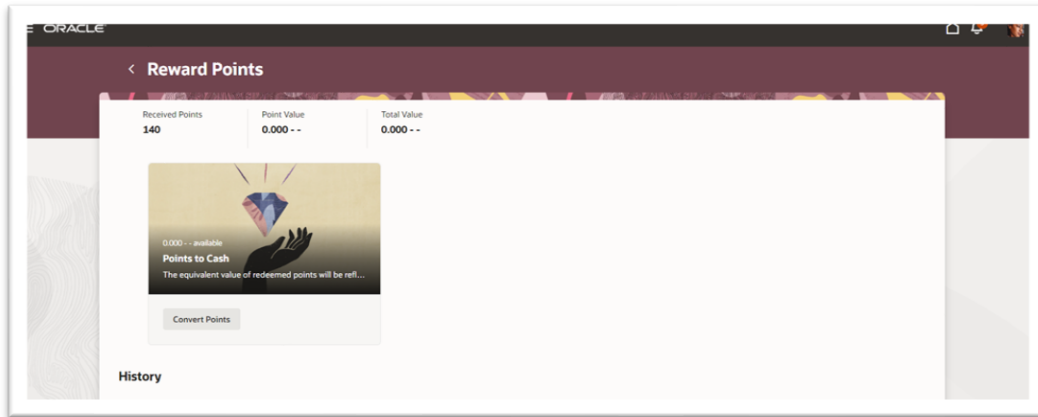
7. Converting Reward Points to Cash

Employees can convert accumulated reward points into monetary compensation.

Steps to Convert Points:

1. Navigate to Navigator > Me > Show More > Celebrate.
2. Select Points from the menu.
3. Click Convert Points to Cash.
4. Enter the number of points for conversion and submit.



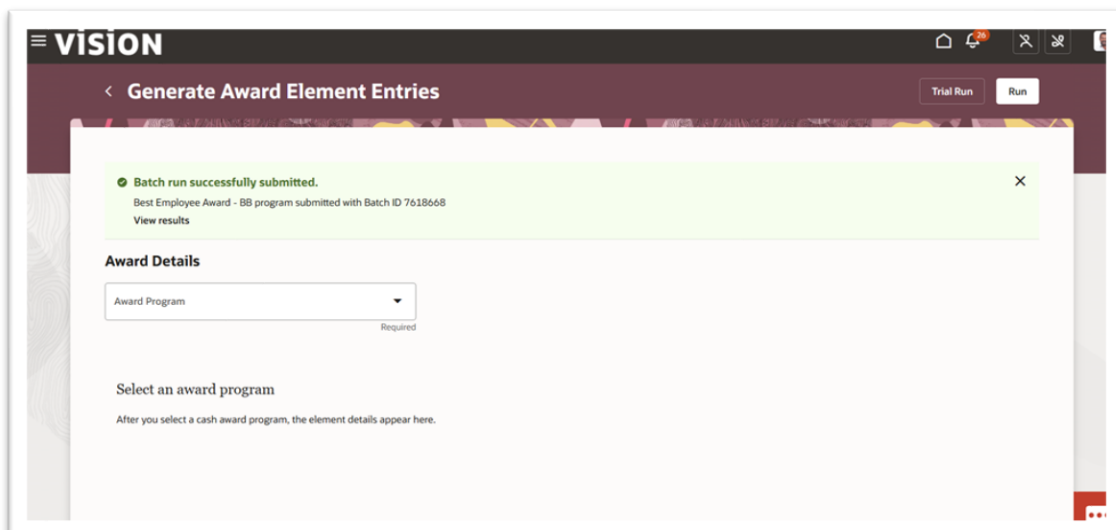
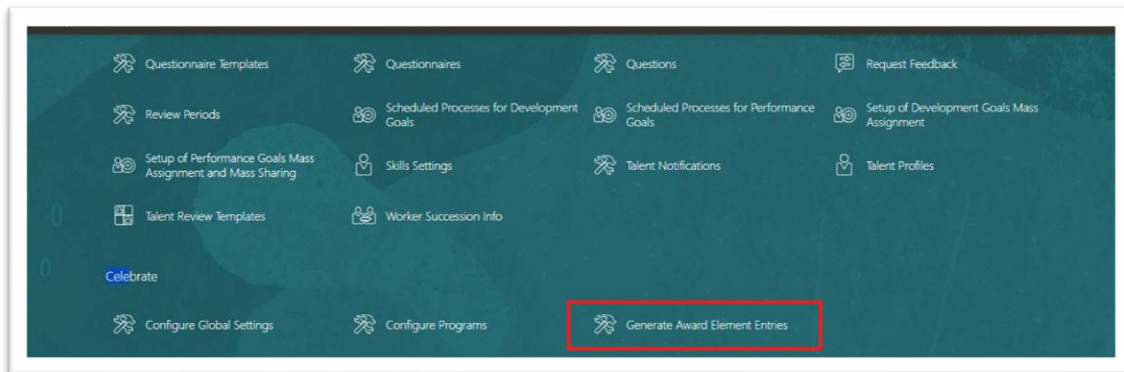
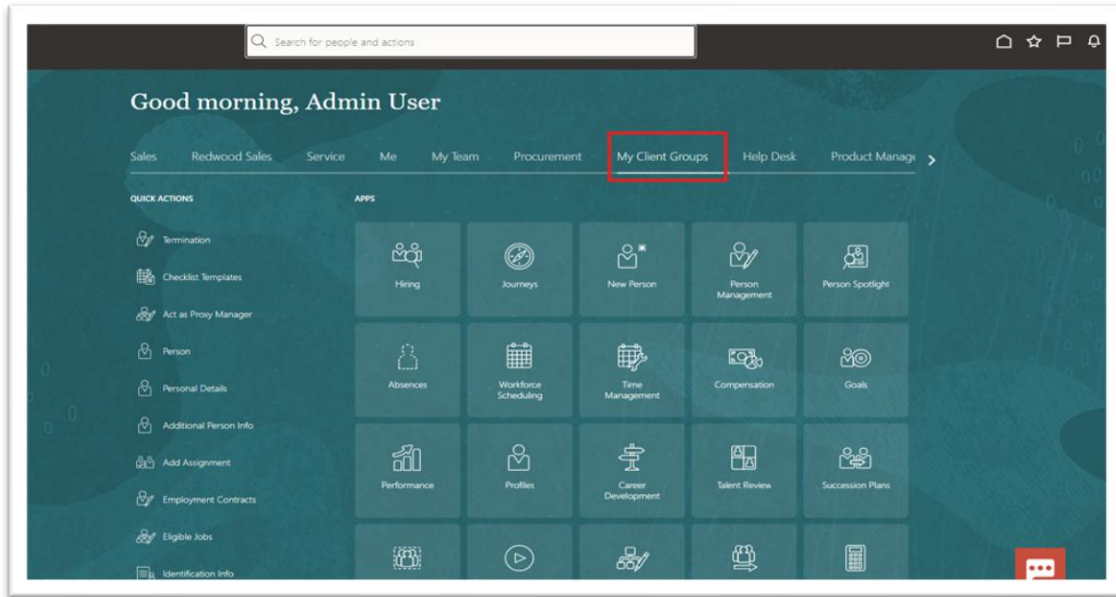


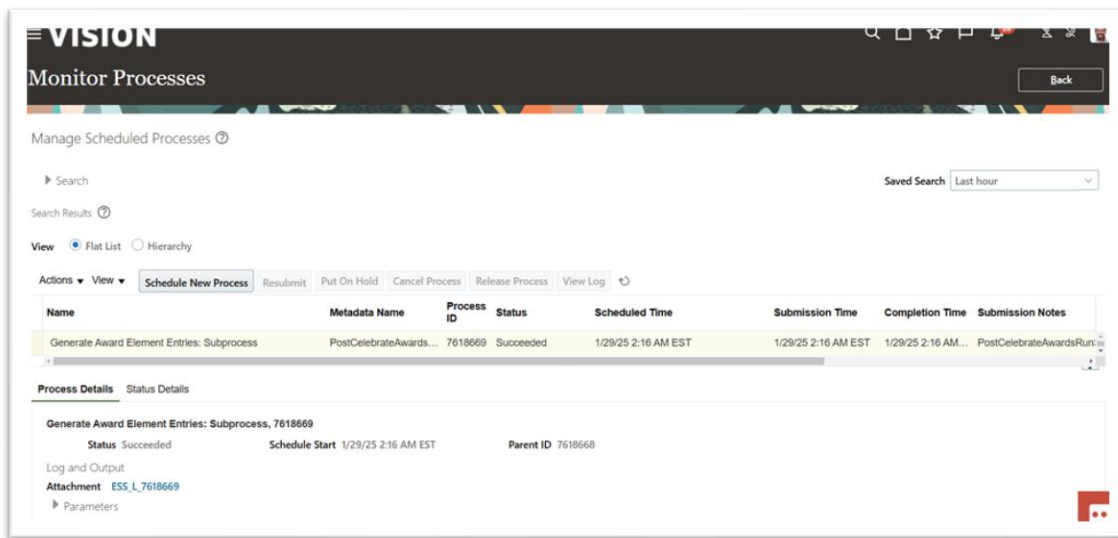
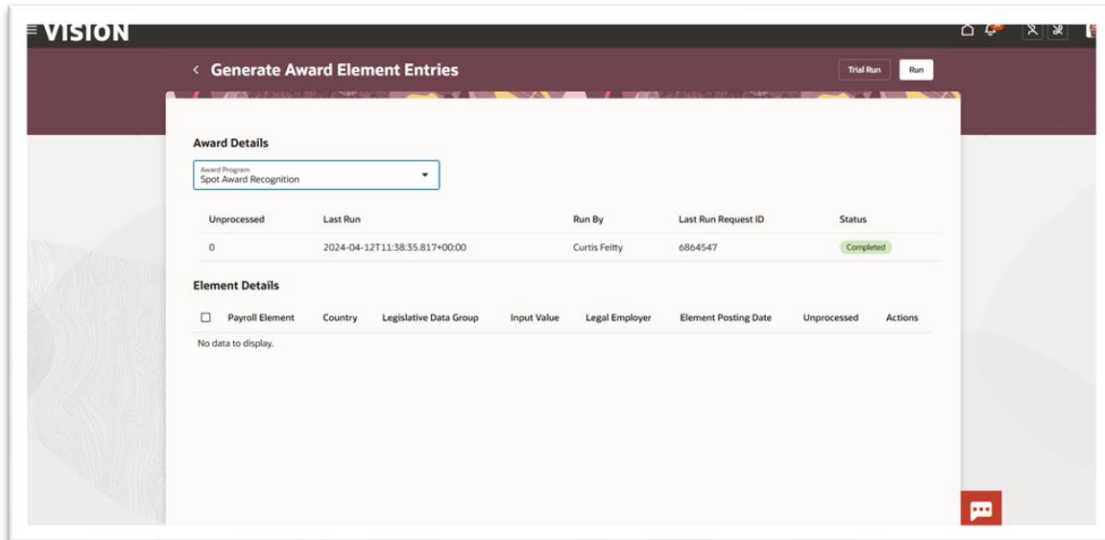
8. Generating Element Entries for Cash Awards

Cash awards are processed via payroll using a scheduled process to generate element entries.

Steps to Generate Element Entries:

1. Navigate to Navigator > My Client Groups > Show More > Generate Award Element Entries.
2. Select the desired cash award program.
3. Review and confirm the element details.
4. Click Run to generate element entries.
5. To monitor the process, go to the Action Tab > View Results for logs and status updates.
6. Use trial mode if you want to preview results before finalizing.





9. Understanding Team Usage of Oracle Celebrate

Oracle Celebrate provides insightful dashboards that help track, analyse, and improve the recognition and rewards culture within your organization. These dashboards offer visibility into the activities of teams and individuals, enabling managers to encourage engagement and appreciation effectively.

Key Dashboards:

- **Overview:** Summary of team recognition and award activities.
- **Employees:** Detailed employee-specific recognition and awards data.

- **Awards:** Overview of all awards given and received within the team.
-

9.1 Oracle Celebrate Dashboard Pages

9.1.1 Overview Dashboard

The **Overview** page serves as the central hub for analysing recognition and award activities within your team. It provides visual and statistical insights into how recognitions align with organizational values and engagement trends.

Features of the Overview Dashboard:

- **Recognition Summary:**
Displays the total number of recognitions given and received by the team.
Managers can send awards directly from this page.
- **Trends and Graphs:**
Offers visual representation of recognition and award trends over the past 12 months. This helps managers identify seasonal engagement patterns and adjust strategies accordingly.
- **Core Values Highlights:**
Lists the most frequently used core values associated with recognitions. This data helps managers understand which organizational values resonate the most with the team.
- **Leaderboard:**
Showcases employees who received the highest number of recognitions. Encourages friendly competition and motivates team members to engage in peer recognition.
- **Awards Section:**
Tracks the count of awards given and received by team members. Provides award trends over the past 12 months to assess participation and effectiveness.

- **Team Insights:**
Managers can toggle between their main team and sub-teams using the **Switch Team** button to gain insights into specific groups.

Navigation Path:

Navigator > My Team > Show More > Team Overview.

9.1.2 Employees Dashboard

The **Employees** page provides a comprehensive list of team members with various filters and sorting options. It enables managers to recognize individual contributions and monitor participation in recognition programs.

Features of the Employees Dashboard:

- **Employee List:**
View team members along with their recognition and award history.
- **Recognitions and Awards:**
Recognize employees or send awards directly from this page.
- **Individual Insights:**
Drill down into individual employee profiles to see detailed recognition and award summaries.

Navigation Path:

1. Go to **Navigator > My Team > Show More > Team Overview.**
 2. Navigate to the **Employees** page from the Overview page.
-

9.1.3 Awards Dashboard

The **Awards** page provides a detailed overview of all awards received by team members. Managers can analyse this data to ensure equitable recognition and to evaluate program effectiveness.

Features of the Awards Dashboard:

- **Award List:**
Displays awards received by team members with filtering and sorting options.
- **Analysis Tools:**
Review trends in award distribution to assess program engagement.

Navigation Path:

1. Go to **Navigator > My Team > Show More > Team Overview.**
2. Navigate to the **Awards** page from the Overview page.