

# Oracle Fusion Cloud Human Resources

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**Celebrate Questions And Answers**



Oracle Fusion Cloud Human Resources  
Celebrate Questions And Answers

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# Get Help

There are a number of ways to learn more about your product and interact with Oracle and other users.

## Get Help in the Applications

Some application pages have help icons  to give you access to contextual help. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons. If the page has contextual help, help icons will appear.

## Get Support

You can get support at [My Oracle Support](#). For accessible support, visit [Oracle Accessibility Learning and Support](#).

## Get Training

Increase your knowledge of Oracle Cloud by taking courses at [Oracle University](#).

## Join Our Community

Use [Cloud Customer Connect](#) to get information from industry experts at Oracle and in the partner community. You can join forums to connect with other customers, post questions, suggest *ideas* for product enhancements, and watch events.

## Learn About Accessibility

For information about Oracle's commitment to accessibility, visit the [Oracle Accessibility Program](#). Videos included in this guide are provided as a media alternative for text-based topics also available in this guide.

## Share Your Feedback

We welcome your feedback about Oracle Applications user assistance. If you need clarification, find an error, or just want to tell us what you found helpful, we'd like to hear from you.

You can email your feedback to [oracle\\_fusion\\_applications\\_help\\_ww\\_grp@oracle.com](mailto:oracle_fusion_applications_help_ww_grp@oracle.com).

Thanks for helping us improve our user assistance!



# 1 Celebrate Questions and Answers

## How do I convert reward points to cash?

Here's how:

1. **Me > Show More > Celebrate.**
2. Click **Points** from the navigation menu.
3. Click **Convert Points to Cash.**
4. Enter the points to convert.
5. Click **Submit.**

## How do I generate element entries for cash awards?

You pay cash awards using payroll element entries.

The Generate Award Element Entries process lets you create element entries for the cash awards related to a particular program. You need to then transfer the cash awards to payroll elements through a scheduled process.

Here's how:

1. **My Client Groups > Show More > Generate Award Element Entries.**
2. Select a cash award program. The element details appear.
3. Select the element details and click **Run.**
4. To monitor the process, navigate to the action tab and click **View Results.** You will be redirected to the home page of the process for logs inspection. If you want to preview the results first, you can run the process in trial mode.

## How do I send recognition to a person?

You can use the Oracle Celebrate work area to appreciate someone you worked with.

You can also view and respond to the recognitions happening in your organization. You can edit or remove your own recognitions and comments. Here's how you recognize others:

1. **Me > Show More > Celebrate.**
2. Click the **Recognize** button and follow the prompts. If you wish to use a preconfigured template, click the image near the Quick recognize section. You can use AI Assist to help you in writing the message for a recognition. The AI tool considers the name of the person that you are recognizing, the core values you have selected, and the draft message you have entered to provide a revised version of the headline and congratulatory message.

## How do I set up a nomination award program?

1. **My Client Groups > Show More > Configure Global Settings.** Ensure that the **Allow nominations** option is selected. If this option isn't selected, administrators can set up the nomination programs for future use, but employees can't use those programs for nominating others.
2. **My Client Groups > Show More > Configure Programs >.**
3. Click **Add Program, Award.**
4. Select **Nominations** as the Award Type and fill in the basic details such as name, and validity dates.
5. Use the Winner Selection Committee tab to set up a committee to review the nominations and to select winners. You can define when the nominations and winner selection should complete. When you add committee members, you can assign some of them as winner selectors.
6. Save your changes.

## How do I nominate someone for an award?

1. **Me > Show More > Celebrate.**
2. Click **Nominate** and follow the prompts.

## How do committee members review the nominations?

1. **Me > Show More > Celebrate.**
2. Click **Nominations** from the navigation menu.
3. Select the Committee Approval tab.
4. Select the nomination program that you want to review. As a winner selector, can edit the details only after the nomination phase.
5. Select the winner and click **Send Award to Winners.**

You can review the list of winners in the Selected Winners section.

## Create the Cash Award Program

To send the award, you need to create an award program. Here you define the cash award program by selecting the program owner, core values, images, and payroll elements.

Here's how you create the cash award program:

1. **My Client Groups > Show More > Configure Programs >.**
2. Click **Add Program, Award.**

3. In the General details section, complete these fields, and click **Save**:

Field	Value
Category	Spot Award.
Program Name	Give a suitable name for your award program.
Start and End dates	Provide appropriate values.
Who can see this?	Everyone.
Award Type	Cash
Payroll Element	Select the payroll element that you created for cash award program.
Program Owner	Add the program owner so that the program applies to everyone in the owner's organization.
Core values	<ul style="list-style-type: none"> <li>○ Integrity</li> <li>○ Teamwork</li> <li>○ Innovation</li> </ul>
Images	Select the required images.

## How do I enable AI assistance in Celebrate?

1. Ensure that you've opened the page from where you can send awards or recognition.
2. On the Settings and Actions menu in the global area, click **Edit Page in Visual Builder Studio**. Ensure that you've appropriate access to the VB Studio configuration to see this option.
3. Create a project or select an existing one. Then, select the **Express** option.
4. In the Page Properties, search for **SHOW\_AI\_ASSIST** and set its value to **true**.
5. Publish your changes.

## How do I enable questionnaire for nomination awards?

1. For more information on how to create questions, see [How You Create Questions](#). Ensure that you select Celebrate Nomination Programs as the subscriber and the questionnaire is in active status.
2. For more information on how to add questions to a questionnaire template, see [How You Configure Questionnaire Templates](#). Ensure that you select Celebrate Nomination Programs as the subscriber and the questionnaire template is in active status.
3. Once your questionnaire template is ready, you need to link it to a nomination program. You can select the questionnaire and its version number fields in the program setup page. For more information on setting up nomination awards, see [How do I set up a nomination award program?](#)
4. When someone nominates, they get to see the questionnaire and fill it with their responses. For more information, see [How do I nominate someone for an award?](#)
5. When the committee members review the nominations, they get to see the responses. For more information, see [How do committee members review the nominations?](#)