

Oracle Global Human Resources Cloud



Using Wellness

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Part Number F42604-01

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Author: Shine Mathew

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Preface


This preface introduces information sources that can help you use the application.

Using Oracle Applications

Help

Use help icons  to access help in the application. 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**. Not all pages have help icons.

If you don't see **Show Help Icons** in the Settings and Actions menu, you can access the [Oracle Help Center](#) to find guides and videos.

 **Watch:** This video tutorial shows you how to find and use help.

You can also [read about it](#) instead.

Additional Resources

- **Community:** Use [Oracle Cloud Customer Connect](#) to get information from experts at Oracle, the partner community, and other users.
- **Training:** Take courses on Oracle Cloud from [Oracle University](#).

Conventions

The following table explains the text conventions used in this guide.

Convention	Meaning
boldface	Boldface type indicates user interface elements, navigation paths, or values you enter or select.
monospace	Monospace type indicates file, folder, and directory names, code examples, commands, and URLs.
>	Greater than symbol separates elements in a navigation path.

Documentation Accessibility

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Videos included in this guide are provided as a media alternative for text-based help topics also available in this guide.

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Contacting Oracle

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Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit [My Oracle Support](#) or visit [Oracle Accessibility Learning and Support](#) if you are hearing impaired.

Comments and Suggestions

Please give us feedback about Oracle Applications Help and guides! You can send an e-mail to: oracle_fusion_applications_help_ww_grp@oracle.com.

1 Using Wellness

Overview of the My Wellness Work Area

Manage your personal wellness using the following tabs in the Wellness work area:

- My Activities
- Goals
- Competitions
- Teams

My Activities

Use the My Activities tab to record delivered or user-defined activities by entering them manually, timing them, or importing activity data from a supported fitness tracking device. The application uses this data to track your progress for your wellness goals and competitions.

Monitor the distance, time, and calories burned for your recent activities as well as a summary of the previous day's activities. View a detailed graphical representation of your past weekly or monthly activity summaries, and the daily averages from the past weeks or months.

Goals

Use the Goals tab to create and manage personal and corporate goals.

- **Personal Goals:** You can create personal goals or accept challenge invitations from your colleagues to meet personal goals. Create active time, steps, or distance goals and invite your colleagues to meet personal goals. View your active and upcoming goals, and your progress toward goal completion, which the application determines using your activity data.
- **Corporate Goals:** Complete the goals recommended by your employer or accept corporate goal challenge invitations from your colleagues to win wellness awards. View your active goals, measurements for the current and previous days, and the awards and success rates for each of your active goals.
- **Team Goals:** Work as a team with your colleagues to achieve goals. Create team goals, monitor the progress of your team, and challenge and accept challenge invitations from other teams to meet goals.

Competitions

Use the Competitions tab to enter competitions that motivate you to achieve your wellness goals. Monitor your rank in the competitions that you enter and invite your colleagues to compete with you.

Teams

Create and join wellness teams that motivate members to achieve their wellness goals. Communicate with your team on Oracle Social Network.

Types of Wellness Goals

Use the Goals tab to manage your personal fitness by achieving personal and corporate goals.

Personal Goals

Create your own personal goals or accept challenge invitations from your colleagues to complete personal goals. You can add active time, steps, or distance goals that start on a date from up to the past 10 days. Your goal must also end in a maximum of 30 days after the selected start date. View your active and upcoming goals, and your progress toward goal completion. Challenge your colleagues to a goal or copy a goal to create a new goal with the same values. You can also see a detailed graphical representation of your progress for each goal and review your past personal goals.

Corporate Goals

Complete the goals recommended by your employer or accept corporate goal challenge invitations from your colleagues to win wellness awards. View your active goals, measurements for the current and previous days, as well as the awards and success rates for each of your active goals. View the conversations about a goal on Oracle Social Network or invite your colleagues to a goal. You can also see a detailed graphical representation of your progress for each goal and review your past corporate goals.

Wellness Competitions

You can join competitions created by your employer or accept challenge invitations from your colleagues to win wellness awards. View your active competitions and award offerings, the remaining days and time for each competition, and your rank and the total number of participants for each competition. View the conversations about a competition on Oracle Social Network and invite your colleagues to enroll in competitions. You can also view the details of your progress on the leaderboard and review your past competitions.

Wellness Profile

Update your personal information and preferences to personalize how activity data is displayed. You can enter your height and weight in imperial or metric units and select your preferred measurement unit for your activity data. Select a supported fitness tracking device to record your activities, and connect or disconnect your chosen device from the application. Disconnecting your fitness tracking device doesn't affect previously stored data. You can also rate your well-being and take an ergonomic assessment to evaluate your wellness.

Ways to Record Wellness Activities

You can view, record, and delete delivered and user-defined wellness activities. Record activities using one or more of the following methods:

- Entering them manually
- Timing them
- Importing data from a fitness tracking device

You can enter activities manually for up to past 10 days or import activity data from a fitness tracking device for up to past 30 days. Use the My Activities task in the My Wellness work area to monitor the distance, time, and calories burned for your recent activities as well as a summary of the previous day's activities. View a detailed graphical representation of your past weekly or monthly activity summaries, and the daily averages from the past weeks or months.

The following are the types of activities you can create:

Delivered Activities

Activities for which the application can calculate the distance and calories burned, such as running, walking, swimming, and biking. You can record delivered activities by entering them manually, timing them, or importing them from a fitness tracking device. The application calculates the distance, steps, and calories values automatically based on the duration that you enter.

User-Defined Activities

Activities for which the application can't calculate the steps, distance, or calories burned, such as yoga and martial arts. You can record user-defined activities by entering them manually, timing them, or importing them from a fitness tracking device.

2 Setting Up Wellness

Overview of the My Wellness Work Area

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Related Topics

- [Types of Wellness Goals](#)

- Wellness Competitions
- Wellness Profile

Wellness Goals and Awards

You can create daily active time, distance, and step goals using the Corporate Goals infotile of the Employee Wellness work area. The start date of a goal must be the current date or within the 30 days following the current date. The end date must be within the 30 days following the selected start date.

You can monitor your employee participation rates within the Corporate Goals infotile. The following calculation is used to determine participation rates: Total Number of Unique and Current Participants / Total Number of Employees. For example, a participant who's participating in three on-going goals is counted only once.

You can also optionally include incentive awards, such as a bonus amount of 200 USD or 1 vacation day. After a goal ends, the application uses activity data recorded by the participants to automatically determine if a participant qualifies for the award, if any.

Wellness Competitions and Awards

You can create organizational wellness competitions of types active time, distance, and steps using the Competitions infotile of the Employee Wellness work area. Optionally, include incentive awards when creating competitions, such as the following bonus awards:

- 500 USD for first place
- 300 USD for second place
- 100 USD for third place

Click **Save** to notify all employees about a corporate competition.

You can monitor your overall employee participation rate, and the employee participation rate for a particular competition, within the Competitions infotile. The following calculation is used to determine participation rates: Total Number of Unique and Current Participants / Total Number of Employees. For example, a participant who's participating in three on-going competitions is counted only once.

After a competition ends, the application uses activity data recorded by the participants to automatically rank participants and determine who qualifies for which award, if any.

How You Award Your Employees

You can identify award recipients and update the statuses of incentive awards for the past corporate goals and competitions. Update the status of an award as **received** or **not received** after confirming whether the recipients have received the particular incentive award. If a participant has already been awarded, you must specify the date on which the award was received. You can optionally add comments while updating the status of an award.

How You Import Wellness Data From Fitness Tracking Services

You can create a recurring schedule to import data for employees who use supported fitness trackers. Use the Tracking Services Scheduling infotile of the Employee Wellness work area. The import collects only data for employees who configure their wellness profile to share their data. The application uses this data to:

- Determine employee progress for participating goals and competitions.
- Automatically award applicable bonus and vacation incentives.

How You Generate Notifications for Work Life Cloud Service Applications

Use the **Generate Notifications for Work Life Cloud Application** process to generate notifications for Work Life Cloud Service applications. The applications include Employee Wellness, Volunteering, and Personal Brand. By default, the process is scheduled to run every 2 hours but you can change this frequency. However, you can't specify a different frequency for each application.

Use the **Scheduled Processes** work area to schedule and run the process.

Application	What the Process Does
Personal Brand	<ul style="list-style-type: none"> • Analyzes employee and organizational surveys and displays the results. • Analyzes meeting survey results if it's available and sends line managers a notification. • Sends organizational surveys to the whole organization. • Sends organizational surveys to eligibility profile users. • Sends meeting surveys to meeting participants. • Sends a notification to all members in the organization if an organizational survey is deleted by the survey owner. <p>Note: The notifications for organizational surveys are sent only after you run the connector job in Personal Brand Administration.</p>
Volunteering	<ul style="list-style-type: none"> • Updates status of a project based on the approval status, start and end dates. • Determines inactive user accounts or changes and sends notifications. • Deletes volunteering invitations based on the status of the project. • Posts absence hours. • Validates EIN. • Sends reminder notifications to the administrator and project creator on projects and organizations that are pending approval or have been returned for information.

Application	What the Process Does
Wellness	<ul style="list-style-type: none"> • Notifies employees about a new corporate wellness task, goal, or competition that's available. • Notifies employees about the start of wellness goals and competitions. • Notifies participants about completion of a wellness competition. • Notifies employees about achievement of corporate and personal wellness goals. • Notifies the employee who challenged and the employee who was challenged about achievement of a personal wellness goal. • Notifies employees when they win a competition or a corporate goal.

Related Topics

- [Overview of Scheduled Processes](#)

Enable Oracle Social Network for Wellness

Here's how you enable Oracle Social Network so you can talk with your peers about wellness competitions and goals:

1. In the Setup and Maintenance work area, use the following:
 - o Offering: Workforce Deployment
 - o Functional Area: Application Extensions
 - o Task: Manage Oracle Social Network Objects
2. On the Manage Oracle Social Network Objects page, expand **Employee Wellness** and select **Competition**.
The business objects are arranged alphabetically.
3. In the Attributes section, click the **Add** icon.
4. On the select attributes dialog box, click **Enabled** to select and enable all of the attributes.
5. Click **OK**.
6. On the Manage Oracle Social Network Objects page, under Employee Wellness, select **Goal Data**.
7. Repeat steps 4 - 6 to enable the goal data attributes.
8. Click Save.
9. Click **Synchronize** to enable Oracle Social Network.

Now that you are done, let's verify the changes:

1. In the Wellness work area, create a personal goal.
2. On the **Action** menu, select **Discuss** to start a goal conversation