# Oracle Fusion Cloud Human Resources

## Using Wellness

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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

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.

## 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*.

Thanks for helping us improve our user assistance!

# 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.

*Related Topics*

- Types of Wellness Goals
- Wellness Competitions
- Wellness Profile

# 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.

*Related Topics*

- Overview of the My Wellness Work Area

# Participate in Corporate Goals

1. Click **Navigator** > **Me** > **Wellness**.
2. Click the **Wellness Goals** tile.
3. Review the goals listed in the Recommended Corporate Goals section. Click **Add Goal** to participate in a goal. You can view all the goals you're participating in from the My Goals section. Click on the goal to view additional details.

# 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, alongside your rank and the total number of participants for each competition.

You can also view the remaining days and time for each competition. Use Oracle Social Network to view the conversations about a competition and invite your colleagues to enroll in competitions. You can also see the details of your progress on the leaderboard and review your past competitions.

*Related Topics*

- Overview of the My Wellness Work Area

# Participate in Tasks

1. Click **Navigator** > **Me** > **Wellness**.
2. Click the **Tasks** tile.
3. Click the task you want to participate in.
4. Review the details to make sure that you complete all task requirements.
5. Click **Complete** to mark a task as being completed.

# 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.

*Related Topics*

- Overview of the My Wellness Work Area

# Connect Activity Data From Your Device to Wellness

You can record delivered activities by importing activity data from your tracking device and syncing with Wellness. Here's how you do it:

1. Click **Wellness** under the **Me** tab.
2. Click **My Profile**.
3. The Activity Tracking Service section lists all the devices you can connect with Wellness
4. Click **Connect** on the device of your choice.

# 2 Setting Up Wellness

## Overview of the My Wellness Work Area

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

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- Competitions
- Teams

### My Activities

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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.
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- 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.

*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.

*Related Topics*

- How You Award Your Employees

# Create a Corporate Goal

Here's how you create a corporate goal:

1. Click **Navigator** > **Benefits Administration** > **Employee Wellness**.
2. Click the **Corporate Goals** tab.
3. Click **Add**.
4. Enter the details of the corporate goal, such as name, type, daily target, goal start and end date, etc.
5. Set an **Achievement Rate**.
6. You can also select an award for the successful completion of the goal.
7. Click **Save and Close**.

# 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. You also have the option to 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.

*Related Topics*

- How You Award Your Employees

# Create a Wellness Task

Here's how you create a Wellness task:

1. Click **Navigator** > **Benefits Administration** > **Employee Wellness**.
2. Click **Feature Settings** tab.
3. Click **Add** in the Wellness Tasks section.
4. Enter the details of the task, such as title, task start and end date, award type, and other such additional details.
5. Select the publish start and end dates. This is the duration for which the employees can view the task.
6. Click **Submit**.

# 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.

*Related Topics*

- Wellness Goals and Awards
- Wellness Competitions and Awards

# 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.

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

# Add a New Connector Between Third Party Apps and Wellness

Data connectors enable you to sync data between third party applications and Wellness. To create and manage data connectors, click the **Data Integration** button in the **Tracking Services** tab of the Employee Wellness page. In the Data Integrator page, you can edit an existing connector, or add a new connector. This tool simplifies the connector configuration process.

Here's how you can add a new connector:

1. Click **Add** in the Data Integrator page
2. Enter a connector name.
3. You can choose to either manually configure the connector or select a pre-defined connector.
4. Upload a connector logo.
5. Click **Save**.

# Edit an Existing Connector Between Third Party Apps and Wellness

Here’s how you edit an existing connector:

1. Click **Edit Connector** on an existing connector in the Data Integrator page.
2. Select the Open API source file for the connector and click **Continue**.
3. Select the Open API operations used by the connector and click **Continue**.

4. Map API data to HCM data. Click **Add**. Enter name and descriptions, and then click **Create Mapping**. Repeat this step to create additional mappings.
5. Confirm the data mappings. Click **Continue**
6. 6. Create a data flow. Click Add. Enter name and description, and then click **Create Flow**. Repeat this step to create additional data flows.
7. Confirm the data flows. Click **Continue**.
8. Enter the appropriate authorization details.
9. Click **Submit**.

# 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.

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

| Application | What the Process Does |
|---|---|
| Personal Brand | • Analyzes employee and organizational surveys and displays the results.<br>• Analyzes meeting survey results if it's available and sends line managers a notification.<br>• Sends organizational surveys to the whole organization.<br>• Sends organizational surveys to eligibility profile users.<br>• Sends meeting surveys to meeting participants.<br>• Sends a notification to all members in the organization if an organizational survey is deleted by the survey owner.<br>**Note:**<br>The notifications for organizational surveys are sent only after you run the connector job in Personal Brand Administration. |
| Volunteering | • Updates status of a project based on the approval status, start and end dates.<br>• Determines inactive user accounts or changes and sends notifications.<br>• Deletes volunteering invitations based on the status of the project.<br>• Posts absence hours.<br>• Validates EIN.<br>• Sends reminder notifications to the administrator and project creator on projects and organizations that are pending approval or have been returned for information. |
| Wellness | • Notifies employees about a new corporate wellness task, goal, or competition that's available.<br>• Notifies employees about the start of wellness goals and competitions. |

| Application | What the Process Does |
| --- | --- |
| | • Notifies participants about completion of a wellness competition.<br>• Notifies employees about achievement of corporate and personal wellness goals.<br>• Notifies the employee who challenged and the employee who was challenged about achievement of a personal wellness goal.<br>• Notifies employees when they win a competition or a corporate goal. |