

# Oracle Fusion Cloud Human Resources

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**How do I set up a cash award  
program in Oracle Celebrate?**



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# Get Help

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# 1 Summary

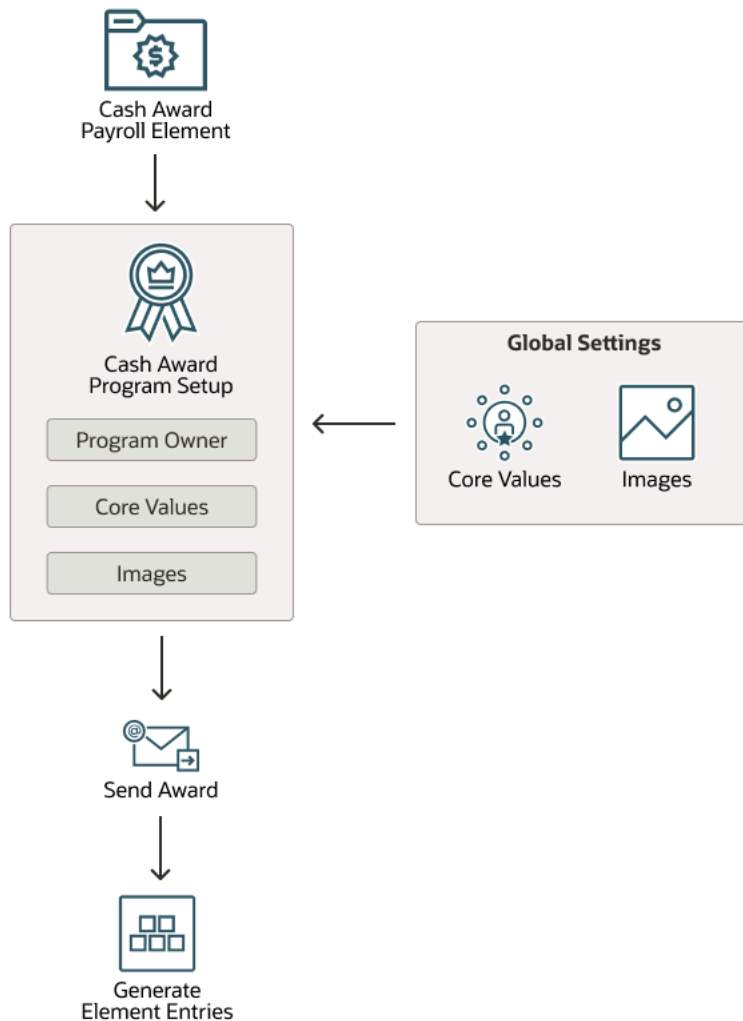
## Scenario

Use this playbook to set up a cash award program, send an award, and test the overall setup.

As part of the efforts to personalize recognition programs for different segments of the organization, Vision Corporation plans to introduce a spot award program for its employees in the United States. The core values that this award program recognizes are integrity, teamwork, and innovation. The company also wants to define program owners to manage the program. The award details should be sent to payroll.

## Setup Approach

At a high level, here's a diagram that shows you the main components involved in setting up the cash award program.



Here are the key steps to accomplish the scenario:

1. Use the Elements task in Payroll to create a cash award element. You use payroll elements to send the award money for payroll processing.
2. In the Configure Global Settings page, set up the core values to recognize fundamental principles that the employees exhibit. In this example, you want the award program to recognize people for their integrity, teamwork, and innovation. You can also select or upload the images that you can send to the employees. When you set up core values and images here, they're available to all programs you create.
3. In the Recognitions and Award Programs page, create an award program. Define the cash award, program owner, core values, and images. Because cash awards are paid through element entries, you need to select a payroll element or add one.
4. In the Employees page, send the award to the employee. Select the core values you want to recognize them for, and an appropriate image to convey the essence of the award. You can write a suitable headline and a congratulatory message to appreciate the good work.
5. In the Generate Award Element Entries page, you can transfer the cash award into payroll elements through a scheduled process.



6. You can monitor the status of the scheduled process. The successfully processed element entries are used in payroll calculations and the award money will be paid to the employee based on the payroll configuration.



## 2 Set Up Cash Award

### Security Considerations

The tasks that you can do in this playbook depend on your roles, duties, and privileges.

To set up Oracle Celebrate programs, you need to have the Workforce Recognition and Award Program Administrator predefined HCM job role at a minimum.

For the Payroll tasks in this playbook, you need to have the Payroll Administrator role.

### Create Element for Cash Award

In the scenario, you need to create payroll elements so you can send the award money for payroll processing.

1. Depending on your access privileges, start the **Elements** task from the **My Client Groups** quick actions or from the **Setup and Maintenance** work area.
2. Click **Create** and complete these fields:

Field	Value
Legislative Data Group	Select your legislative data group.
Primary Classification	Select the primary classification that enables you to define elements for award deductions. This value defines the main purpose of the element.
Secondary Classification	Select the secondary classification that enables you to define elements for award deductions. This value further refines the element categorization.
Category	Standard

3. Enter a name and other basic details, then respond to the questions as shown in this table. Accept the default values for other questions.

Field	Value
Should every person eligible for the element automatically receive it?	No. You want Celebrate to make the element entry, not any other application.

Field	Value
What is the earliest entry date for this element?	First standard earning date
What is the latest entry date for this element?	Last standard earning date
At which employment level should this element be attached?	Assignment Level
Can a person have more than one entry of this element in a payroll period?	Yes
Process and pay element separately or with other earnings elements?	Process and pay with other earnings.  You can select the option based on the requirement of your payroll department.

4. Click **Next** and in the Additional Details page, complete this questionnaire. Accept the default values for other questions.

Field	Value
What is the default periodicity of this element?	Provide a value based on how you want to manage the element in Payroll. In this scenario, the company wants to send the awards
Periodicity Conversion Rule	Provide a value based on how you want to manage the element in Payroll.

5. Review the details and click **Submit**.

## Configure Global Settings

In the Configure Global Settings page, set up the images and the core values to recognize fundamental principles that the employees exhibit.

You need to do these global settings:

1. Click **Navigator > My Client Groups > Show More > Configure Global Settings**.
2. Click **Add Payroll Element** and select the element you created for cash awards, select **Pay Value** from the Input Value drop-down list, select the legal employer, and click **Create**.
3. Select the payroll element that you added.
4. Click **Add Core Value** in the Core Values section and add these core values:
  - Integrity
  - Teamwork

- Innovation
- 5. Click **Add Program Images** in the Images section and add the required images.
- 6. Click **Save**.

## 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. Click **Navigator > 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.



## 3 Send and Verify the Award

### Send the Award

After the award programs are created, you can send awards to appreciate the achievements of your employees. Here's how you send the awards to an employee:

1. **Navigator > My Team > Show More > Team Overview.**
2. Click the **Send Award** button and follow the prompts. You can also navigate to the Employees page from the Overview page to send awards.

### Generate Element Entries

The Generate Award Element Entries process allows you to create element entries for the cash awards related to a particular program. Here's how generate element entries through the process:

1. Click **Navigator > My Client Groups > Show More > Generate Award Element Entries**. You can find the page in the Celebrate section.
2. Select a cash award program. The element details appear.
3. Select the element details and click **Run** to submit the process to generate element entries.
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.

### Verify the Award

In this example, you use the Team Overview page to test your setup as a manager who owns the spot award program.

Here's how you verify that the award is listed correctly for the employee:

1. Click **Navigator > My Team > Show More > Team Overview**.
2. Navigate to the Employees page from the Overview page.
3. Search for the awardee and verify.

You can also navigate to the Celebrate work area to verify that the award is listed there.

You can also verify that the element entry related to the award is successfully processed so that it will be used in payroll calculations. To verify the element entry, click **Navigator > My Client Groups > Show More > Generate Award Element Entries**.

