

Bamboo Effort

- ▶ Certification Staff Training

June 6, 2022 | CCE Tompkins HR

What Is Bamboo?

▶ HR Information System

- ▶ Manages HR tasks more quickly & effectively
- ▶ Automates many HR tasks
- ▶ Shares real-time information with employees, supervisors, HR, and Finance
- ▶ Makes your work life easier!

▶ Today: effort certification



▶ Effort Certification 101

Why do we do Effort Certification?

- ▶ Employees at CCE Tompkins work on many projects and are funded by many different grants and funders.
- ▶ To bill our funders correctly and maintain auditable records, we must track which staff hours are worked on which project.
- ▶ All staff must attest to their hours worked per project, and supervisors must approve those hours.
- ▶ This is called Effort Certification.

How do we do Effort Certification?

- ▶ Every project or funding source is assigned a five-digit County Project Code (CPC).
- ▶ Your supervisor assigns you to one or more CPCs.
- ▶ You log your hours in Bamboo by CPC each pay period, and your supervisor reviews and approves them.
- ▶ The Finance Team uses this information to divide up payroll costs, bill funders, and maintain auditable records.



How to enter your

- ▶ Effort Certification
in Bamboo

How to log in to Bamboo

- ▶ Look for an email from BambooHR with login information
- ▶ Follow instructions to set up your password
- ▶ Bookmark login URL: <https://ccetompkins.bamboohr.com/>

Entering Effort Certification

- ▶ From the Home screen, click Enter Time Worked button.

The screenshot shows the user interface for the Cornell Cooperative Extension Tompkins County. At the top, there is a navigation bar with the organization's name, a 'Home' button, and links for 'My Info', 'People', 'Hiring', 'Reports', and 'Files'. A search icon, a notification bell with '14' alerts, a help icon, and a settings gear are also present. Below the navigation bar, the 'Home' section features a user profile for Amina Omari, Human Resources Manager, and a 'New...' dropdown menu. A prominent yellow highlight is placed over the '0h 00m Today' status and the 'Enter Time Worked' button. To the right, an 'Announcements' section displays a message: 'WHAT'S HAPPENING AT CORNELL COOPERATIVE EXTENSION TOMPKINS COUNTY' with a sub-header 'Announcements' and a placeholder for a notification. Below this, a 'WELCOME TO CORNELL COOPERATIVE EXTENSION TOMPKINS COUNTY' section features a profile for Meg Cole, Interim Executive Director in Leadership Team, with contact information and start date. At the bottom left, a 'TIME OFF & CALENDAR' section shows 'This Week' and 'Pay Period' both at 33h 45m, with a 'My Timesheet' button. The bottom of the screen shows 'Vacation' and 'Sick Leave' options.

Entering Effort Certification

- ▶ Input your hours, choose a project from the drop-down menu, and click Save.

Enter Time Worked [Close]

🕒 Wednesday, Jul 6

Hours Worked: [Add]

Save time to...: **--Select Project/Task--** [Add]

All Projects

- 10801 - Administration CORE
- 11172 - OCFS Family Resource Connection Tompkins**
- 11180 - 21-'23 Ed. Mother Earth Fnd Agroforest

+ Add Entry

Day Total: 8h 00m

Save Cancel

Entering Effort Certification

- ▶ To log work on multiple projects, click Add Entry.
- ▶ To make a note for yourself or your supervisor, click the Note icon.

Enter Time Worked [X]

📅 Wednesday, Jul 6

Hours Worked: 6 - Save time to...: 11172 - OCFS Family ... [X] [Note Icon]

Hours Worked: 2 - Save time to...: 10801 - Administratio... [X] [Note Icon]

This is a note

+ Add Entry

Day Total: 8h 00m

Save Cancel

Entering Effort Certification

- ▶ To enter time for multiple days, click *My Timesheet* from the Home Screen.

The screenshot shows the user interface of the Cornell Cooperative Extension Tompkins County system. At the top, the navigation bar includes the organization name, a 'Home' button, and links for 'My Info', 'People', 'Hiring', 'Reports', and 'Files'. On the right side of the navigation bar, there are icons for search, notifications (with a '14' badge), help, and settings.

The main content area is divided into several sections:

- Home Header:** A red bar with a home icon, the word 'Home', and a 'New...' dropdown menu.
- User Profile:** A red bar containing a profile picture of Amina Omari, her name, and title 'Human Resources Manager'.
- Time Summary:** A white box showing '0h 00m Today' and a red button labeled 'Enter Time Worked'. Below this, it shows 'Today → 0h 00m' and a table for 'This Week' and 'Pay Period' both showing '33h 45m'. A yellow highlight is placed over the 'My Timesheet' button in this section.
- Announcements:** A section titled 'WHAT'S HAPPENING AT CORNELL COOPERATIVE EXTENSION TOMPKINS COUNTY' with a sub-header 'Announcements'. It contains a placeholder for a notification and the text 'You don't have any notifications at the moment...'. Below this is a 'WELCOME TO CORNELL COOPERATIVE EXTENSION TOMPKINS COUNTY' section featuring a profile picture and details for Meg Cole, Interim Executive Director in Leadership Team, located at 615 Willow Ave, who started on Tuesday, July 5th.
- TIME OFF & CALENDAR:** A section at the bottom with a calendar icon and the text 'TIME OFF & CALENDAR'. Below this, there are buttons for 'Vacation' and 'Sick Leave'.

Entering Effort Certification

- ▶ Hover over any day in your timesheet and click Add Time Entry.
- ▶ You can also access this page by clicking My Info, then Timesheet tab.

The screenshot displays the HR system interface for Amina Omari, Human Resources Manager. The top navigation bar includes 'Home', 'My Info', 'People', 'Hiring', 'Reports', and 'Files'. The 'My Info' tab is active, and the 'Timesheet' sub-tab is highlighted. The user's profile information is visible on the left, including their email (ao33@cornell.edu), hire date (Dec 1, 2018), and manager (Sharon Anderson). The main content area shows the 'Timesheet' for the period 'Jul 1-15'. A table lists days from Thursday (Jun 30) to Sunday (Jul 3), with time entries of 8h 00m for Thursday and Friday, and 0h 00m for Saturday and Sunday. A yellow highlight is on the Friday entry, which has a '+ Add Time Entry' button. A 'PAY PERIOD BEGINS' banner is visible above the Friday entry. On the right, a 'This Week' summary shows a bar chart for the days T, F, S, S, M, T, W, with a total of 33h 45m. Below this, the 'This Pay Period' summary shows 33h 45m for Jul 1 - 15 (9 days left).

Day	Time
Thu Jun 30	8h 00m
Fri Jul 1	8h 00m + Add Time Entry
Sat Jul 2	0h 00m
Sun Jul 3	0h 00m

It's that easy!



▶ Important notes

Summer Camp employees don't use Bamboo for Effort Certification

- ▶ If you are a summer camp employee, contact your supervisor for instructions on how to do effort certification.

Deadlines

- ▶ Enter your Bamboo time tracking no later than the last day of your pay period.
 - ▶ Non-exempt hourly deadline: biweekly on Wednesday
 - ▶ Exempt salaried deadline: 15th & last day of each month.

Note for Non-Exempt Hourly Staff

- ▶ If you are non-exempt hourly, you must double-enter your hours.
- ▶ Hourly staff must enter their time in both Workday (to be paid) and Bamboo (to track effort certification).
- ▶ Hourly staff hours entered in Bamboo must exactly match your hours entered in Workday.
- ▶ *Exempt salaried staff only enter their hours in Bamboo, not in Workday.*

Do Not Enter Time Off in Your Effort Certification Timesheet

- ▶ Do not enter time off in your timesheet - it is being tracked separately in the Time Off tab and will automatically be imported into your Effort Certification Timesheet.
- ▶ Follow normal time off procedures to enter your time off.
 - ▶ Non-exempt hourly staff: enter in Workday. HR will import it into Bamboo for you after the end of each pay period.
 - ▶ Exempt salaried staff: enter in Bamboo in the Time Off tab.

How to Correct Effort Certification After the Pay Period Ends

- ▶ **If it is fewer than 5 days after the end of the pay period...**
 - ▶ let your supervisor know right away and make the change in your Bamboo Timesheet.
- ▶ **If it is 5 or more days after the end of the pay period or if your supervisor has already approved your hours...**
 - ▶ HR will need to enter it for you. Contact HR (tompkins-hr@cornell.edu), Finance (tompkins-expenses@cornell.edu) and cc your supervisor.

Other Frequently Asked Questions

- ▶ The project names listed for me in Bamboo have different names than I usually use. Are they wrong?
 - ▶ The CPC and project names exactly match what is in Acumatica (our accounting system), so they may look a little different than you're used to. If you have a question about a CPC or project code, ask your supervisor.
- ▶ What if I need to record hours for a project not listed for me in Bamboo?
 - ▶ Contact your supervisor. They can request that Finance and HR add a new project for you. Please note that HR cannot add a project until it has been added in Acumatica (our accounting system).

Other Frequently Asked Questions

- ▶ My funder requires me to track specific tasks within my project.
 - ▶ Contact HR - we can set you up with subtasks.
- ▶ I'd like to designate certain time off hours to be billed to a specific project.
 - ▶ Please contact your supervisor and Finance to make special arrangements. Bamboo cannot mark vacation as belonging to a specific project. Do not enter the vacation on your Effort Certification timesheet, as it will cause duplicate hours.



▶ Next tasks for you

Tasks for all employees

- ▶ Log into Bamboo
- ▶ Enter your Effort Certification hours
 - ▶ Non-exempt hourly employees start 6/30/22
 - ▶ Exempt salaried employees start 7/1/22
 - ▶ New hires start on their first day
- ▶ Continue entering Effort Certification hours in future



▶ How to get help

How can I get help?

- ▶ First, try the Bamboo Help Center. Log into Bamboo and click the question mark icon in the top right corner. From here, you can search for help guides on any topic.

The screenshot displays the BambooHR user interface for Amina Omari, Human Resources Manager. The top navigation bar includes 'Home', 'My Info', 'People', 'Hiring', 'Reports', and 'Files'. A search bar is located in the top right corner. A dropdown menu is open, showing search results for 'add hours to my timesheet'. The menu items include 'Add Hours to My Timesheet' (with a purpose description), 'Time Tracking Widget', 'Chat with Us Now', 'Submit a Support Request', 'BambooHR Help Center', 'BambooHR Learning Courses', and 'Product Updates'. The background shows the user's profile, contact information, and a timesheet for the period of July 1-15.

Cornell Cooperative Extension Tompkins County

Home **My Info** People Hiring Reports Files

Search...

14 ?

How can we help you?

Q add hours to my timesheet

Add Hours to My Timesheet
How do I add hours to my timesheet?
Purpose: You can add hours on Home or the Timesheet tab

Add Hours to My Timesheet
How do I add hours to my timesheet?
Purpose: You can add hours on Home or the Timesheet tab

Time Tracking Widget
and pay period. Additionally, clicking My

Chat with Us Now

Submit a Support Request

BambooHR Help Center

BambooHR Learning Courses

Product Updates

Amina Omari
Human Resources Manager

Personal Job Time Off **Timesheet** Assets

ao33@cornell.edu

Hire Date
Dec 1, 2018
3y - 7m - 5d

1044957-ao33
Regular
Leadership Team
Exempt

Timesheet

Jul 1-15

Thu Jun 30	8h 00m
Fri Jul 1	8h 00m

How can I get help?

- ▶ Second, try asking your supervisor.
- ▶ Third, visit HR office hours. You can find the link to HR office hours on <http://ccetompkins.org/about-us/for-staff>
- ▶ Finally, you can email Tompkins-HR@cornell.edu with any questions that you can't solve with the help center, your supervisor, or office hours.

I hope Bamboo makes your
work life easier!

Please email Tompkins-HR@cornell.edu with your feedback.

Thank you!