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.

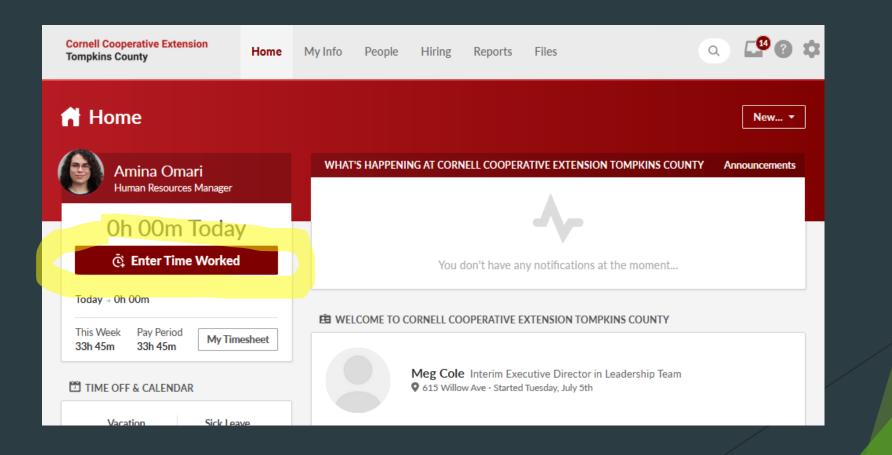
 How to enter your
 Effort Certification in Bamboo

How to log in to Bamboo

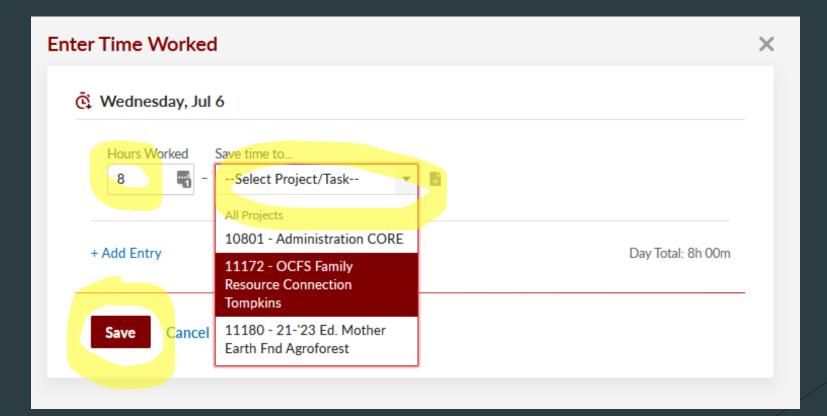
Look for an email from BambooHR with login information

- Follow instructions to set up your password
- Bookmark login URL: <u>https://ccetompkins.bamboohr.com/</u>

From the Home screen, click Enter Time Worked button.



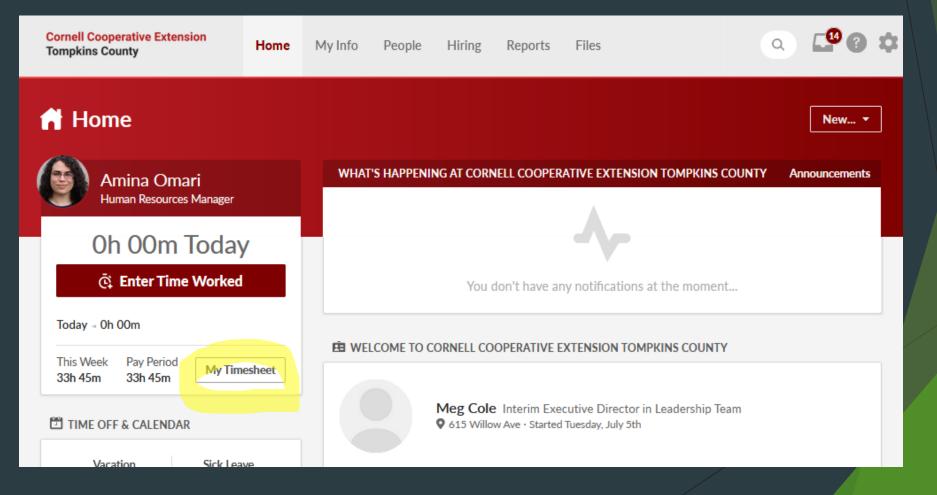
Input your hours, choose a project from the drop-down menu, and click Save.



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

	•
Day Total: 8h 00m	~
	Day Total: 8h 00m

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



- 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.

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yy - 7m - 5d # 1044957-ao33 T Regular a Leadership Team A Exempt 9 615 Willow Ave Manager Sharon Anderson Interim Executive Dir Direct Reports	Thu Jun 30	8h 00m	(PAY PERIOD BEGINS)) This Week
	Fri Jul 1	8h 00m + Add Time Entry		Jun 30 – Jul 6
	Sat Jul 2	0h 00m		• 33h 45m
	Sun Jul 3	0h 00m		This Pay Period Jul 1 - 15 (9 days left)
Sherrhonda Daniels		0h 00m		() 33h 45m

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 (tompkinshr@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

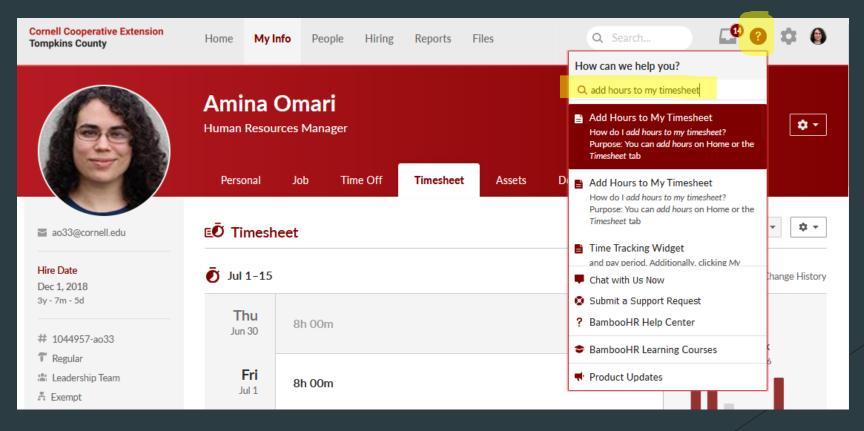
- Non-exempt hourly employees start 6/30/22
- Exempt salaried employees start 7/1/22
- New hires start on their first day

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.



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 <u>http://ccetompkins.org/about-us/for-staff</u>
- Finally, you can email <u>Tompkins-HR@cornell.edu</u> 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 <u>Tompkins-HR@cornell.edu</u> with your feedback. Thank you!