Welcome to Bamboo!Non-Exempt TimeOff Tracking

April 4, 2022 | CCE Tompkins HR

What Is Bamboo?

- New 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: time off tracking
- ▶ Soon: effort certification, onboarding checklists, & more!

Important caveat

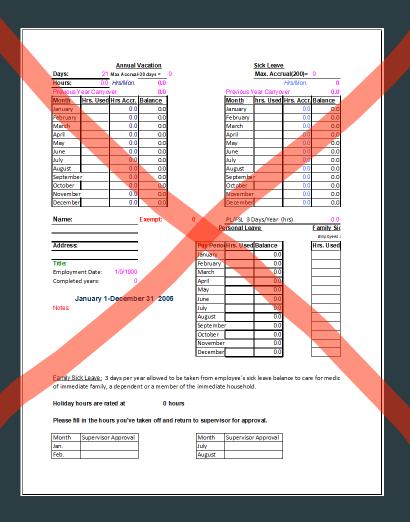
- ► These instructions are <u>only</u> for Non-Exempt (hourly) employees
- Exempt (salaried) staff will track their time off completely in Bamboo, not using Workday.

The old way vs.the new way

Non-Exempt time off...the old way

How do I know if they have enough How do I know time available? how much time I have available? Step 2: Supervisor approves Step 1: or denies request Submit time off request in Workday Step 3: HR manually transcribes your time off into accrual Step 4: Every 3-6 months, spreadsheets HR shares your accrual spreadsheet with you so you can I wish I'd had So slow & see your balances. inefficient! this earlier!

Non-exempt time off ... the old way



Non-Exempt time off tracking ...the new way

Step 1: Request your time off in Workday

> Step 2: Supervisor approves or denies request

That was a lot easier!

Step 3:

HR imports your Workday time off into Bamboo, which automatically calculates balances. It's visible to you, your supervisor, HR, and Finance with little delay.

How to view

non-exempt
time off balances

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/

How to Request Time Off

► Same as before: request in Workday!

How to View Time Off Balances

- See Bamboo Help article:
 - ► https://help.bamboohr.com/hc/en-us/articles/216832207-View-Time-Off-Balances
 - ▶ You need to be logged in to Bamboo to access this link

How to Calculate Future Time Off Balances

- See Bamboo Help article:
 - https://help.bamboohr.com/hc/en-us/articles/227183547
 - ▶ You need to be logged in to Bamboo to access this link

Understanding time off types

Understanding Time Off Types

Personal Days

世24

HOURS AVAILABLE

Sick Leave

û 22.7

HOURS AVAILABLE

Vacation

~46.0

HOURS AVAILABLE

COVID-19 Time Not Worked



0 HOURS USED (YTD)

Other / Non-Accrued

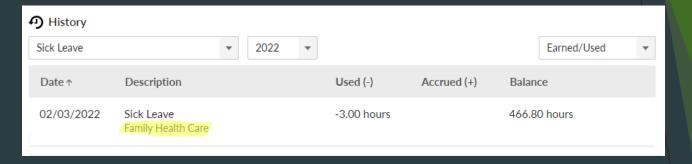


0 HOURS USED (YTD)

Find leave policies at http://ccetompkins.org/hr-policy-manual

Where to find Family Health Leave





- Per policy 604, eligible employees may use 3 days of sick leave per year for family health care.
- ➤ You'll find your Family Health Leave under Sick Leave, with a note specifying it.

Where to find Other/Non-Accrued



- Funeral Leave
- Jury Duty
- Court Appearance
- Voting Leave
- Blood Donation Leave
- Cancer Screening Leave
- You'll find all these types of leaves listed under Other / Non-Accrued.
- For long-term leaves (medical, military, etc.) please contact HR.

Non-Exempt Holidays

- Not tracked in Bamboo
- Continue to track holidays through your Workday Timecard

Next tasks for you

Tasks for Non-Exempt employees

- Continue making time off requests in Workday
- ► Log into Bamboo
- View your time off balances in Bamboo as needed
- If you receive requests to approve your Exempt employees' time off, review and approve or deny

How can I get help?

- First, check Bamboo's Help Center
 - https://help.bamboohr.com/hc/en-us/categories/203924448-BambooHR-For-Employees
 - ▶ You must be logged in to Bamboo to access this link
- Bamboo Office Hours with Amina
 - ► Tuesdays 10-11am until the end of April 2022
 - Zoom link in separate email
- ► Or email <u>Tompkins-HR@cornell.edu</u>

I hope Bamboo makes your work life easier!

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

Thank you!