# Welcome to Bamboo!

- Exempt Time Off 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 only for Exempt (salaried) employees
- Non-exempt (hourly) staff will continue to track time off in Workday.
  - They can see balances in Bamboo, but they'll still need to enter time off in Workday to be paid.

- The old way vs. the new way

# Exempt time off tracking … the old way

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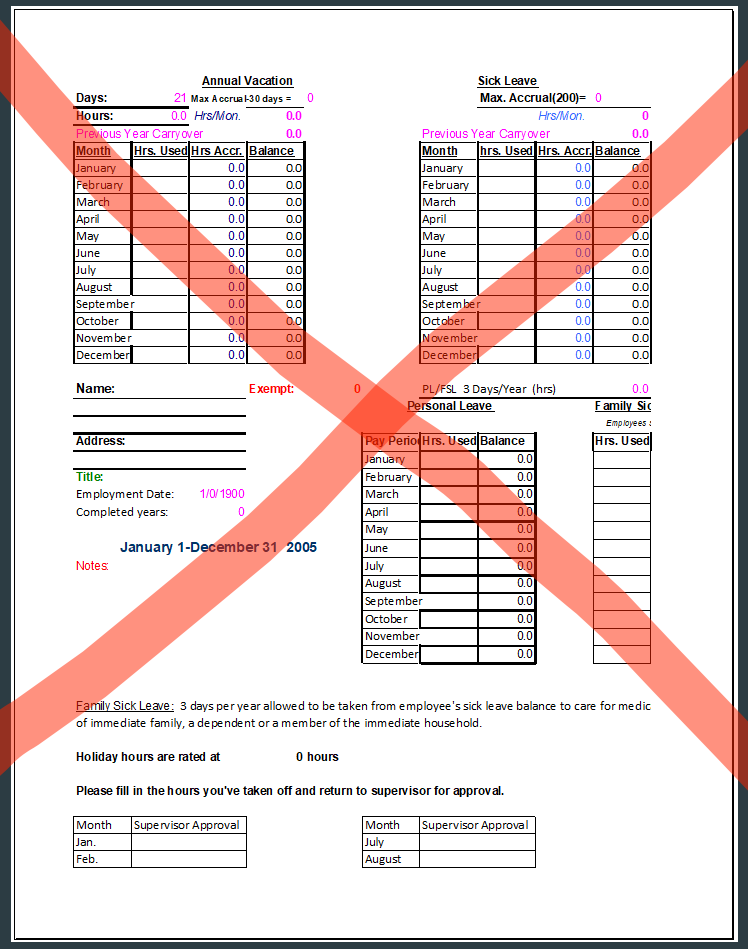

**Annual Vacation**

Days: 21 Max Accrual-30 days = 0

Hours: 0.0 *Hrs/Mon.* 0.0

Previous Year Carryover 0.0

| Month | Hrs. Used | Hrs Accr. | Balance |
|---|---|---|---|
| January | | 0.0 | 0.0 |
| February | | 0.0 | 0.0 |
| March | | 0.0 | 0.0 |
| April | | 0.0 | 0.0 |
| May | | 0.0 | 0.0 |
| June | | 0.0 | 0.0 |
| July | | 0.0 | 0.0 |
| August | | 0.0 | 0.0 |
| September | | 0.0 | 0.0 |
| October | | 0.0 | 0.0 |
| November | | 0.0 | 0.0 |
| December | | 0.0 | 0.0 |

**Sick Leave**

Max. Accrual(200)= 0

*Hrs/Mon.* 0

Previous Year Carryover 0.0

| Month | hrs. Used | Hrs. Accr. | Balance |
|---|---|---|---|
| January | | 0.0 | 0.0 |
| February | | 0.0 | 0.0 |
| March | | 0.0 | 0.0 |
| April | | 0.0 | 0.0 |
| May | | 0.0 | 0.0 |
| June | | 0.0 | 0.0 |
| July | | 0.0 | 0.0 |
| August | | 0.0 | 0.0 |
| September | | 0.0 | 0.0 |
| October | | 0.0 | 0.0 |
| November | | 0.0 | 0.0 |
| December | | 0.0 | 0.0 |

Name: Exempt: 0

Address:

Title:

Employment Date: 1/0/1900

Completed years: 0

PL/FSL 3 Days/Year (hrs) 0.0

**Personal Leave**

| Pay Perio | Hrs. Used | Balance |
|---|---|---|
| January | | 0.0 |
| February | | 0.0 |
| March | | 0.0 |
| April | | 0.0 |
| May | | 0.0 |
| June | | 0.0 |
| July | | 0.0 |
| August | | 0.0 |
| September | | 0.0 |
| October | | 0.0 |
| November | | 0.0 |
| December | | 0.0 |

**Family Sic**

*Employees s*

| Hrs. Used |
|---|
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**January 1-December 31 2005**

Notes:

Family Sick Leave: 3 days per year allowed to be taken from employee's sick leave balance to care for medic of immediate family, a dependent or a member of the immediate household.

**Holiday hours are rated at 0 hours**

**Please fill in the hours you've taken off and return to supervisor for approval.**

| Month | Supervisor Approval |
|---|---|
| Jan. | |
| Feb. | |

| Month | Supervisor Approval |
|---|---|
| July | |
| August | |

# Exempt time off tracking … the new way

Step 1:
Request your time off in Bamboo

Step 2:
Supervisor approves or denies request

Step 3:
Bamboo automatically tracks your time off balance. It's visible to you, your supervisor, HR, and Finance with no delay.

*That was a lot easier!*

- How to track exempt time off

# 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

- Bamboo Interactive Guide
  - https://ccetompkins.bamboohr.com/home?pendo=BBdYOlMgIS2JivV2Q3Fk8gugffo
- Bamboo Help Article:
  - https://help.bamboohr.com/hc/en-us/articles/227405847-Request-Time-Off
- You need to be logged in to Bamboo to access these links

# How to Update or Cancel a Pending Time Off Request

- To change a pending request, see Bamboo Help article:
  - https://help.bamboohr.com/hc/en-us/articles/218797678
  - You need to be logged in to Bamboo to access this link
- To make a retroactive change, contact Tompkins-HR@cornell.edu for help.

# How to View Current & Future Time Off Balances

- To see current balances, go to Profile → Time Off Tab
- To calculate future 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

# How to use time off types

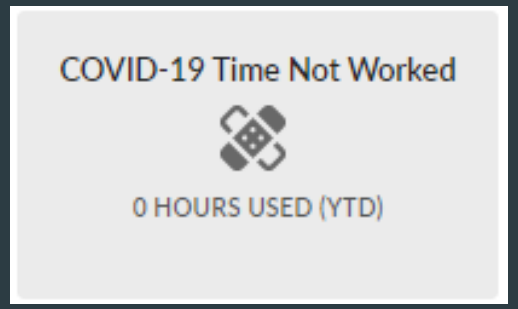
# Reviewing Time Off Types

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

# Recording Family Health Care Leave

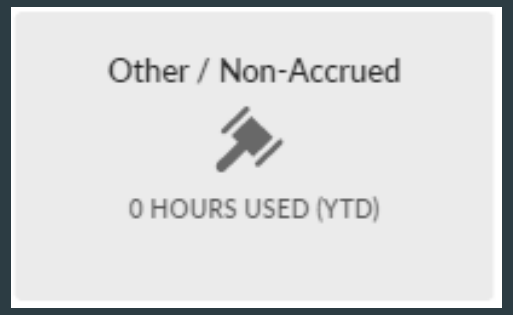
- Per policy 604, eligible employees may use 3 days of sick leave per year for family health care.
- Record it under Sick Leave, and use the “Notes” field to mark Family Health Care Leave.

# Recording COVID-19 Time Not Worked




- State-mandated leave for COVID-19 related reasons, like vaccinations and infections that leave you unable to work.
- Use Bamboo to track just like any other time off.
- You may also need to notify HR. Check COVID-19 procedures for details: http://ccetompkins.org/covid-procedures

# Recording Other/Non-Accrued Time Off




- Funeral Leave
- Jury Duty
- Court Appearance
- Voting Leave
- Blood Donation Leave
- Cancer Screening Leave

- Use Bamboo to track.
- Use the “Notes” field to note the time type (e.g., Jury Duty or Voting Leave)
- For long-term leaves (medical, military, etc.) please contact HR.

# Recording Exempt Holidays

- Use Bamboo to track.
- Use the “Notes” field to note floating holidays

- Next tasks for you

# Tasks for Exempt employees

- Log into Bamboo
- Enter the time off you've taken so far in 2022
  - Balances are currently accurate through 12/31/2021
  - Include your holidays
- Continue entering time off in future
- If you receive requests to approve your employees' time off request, 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
  - See Zoom link in separate email
- Or email Tompkins-HR@cornell.edu

# I hope Bamboo makes your work life easier!

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

Thank you!