PayScale

BambooHR Connector

How-To Guide – BambooHR Connector Setup

(updated 4.10.2019)

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This guide shows you how to set up your data connection with PayScale, by sharing a BambooHR API Key and the name of your BambooHR site. It should take about five minutes. To set up regular syncs with your API connection, you will also complete the BambooHR Connector set-up checklist with the PayScale team.

1. Log in to Insight Lab from this link: lab.payscale.com

2. Navigate to the Manage Site page b

   Admin > Manage Site

   Image 2a: Admin

   Image 2b: Manage Site

3. Scroll down to the Data Management section.

4. Click the "Connect to HRIS" link.
   a. You must be an Admin user in your Insight Lab account to see the "Connect to HRIS" link.

Image 4. Connect to HRIS
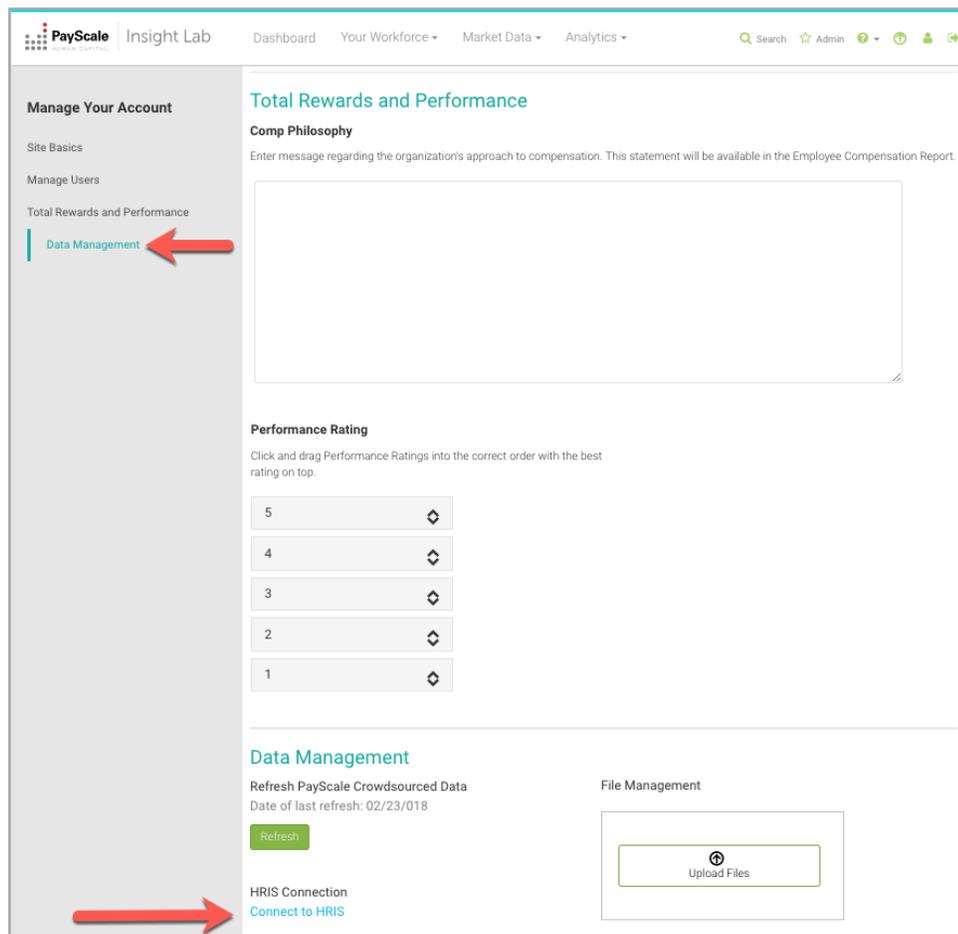
5. Enter your organization's domain. You can find your domain by looking at the URL you visit when you log into your BambooHR account.

Image 5a. Enter your Domain
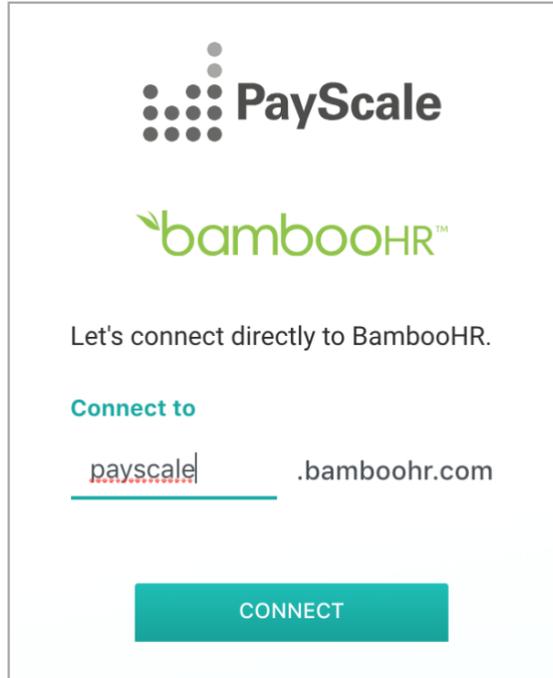
6. Enter your BambooHR login credentials. (You must be an Admin user in your BambooHR account.)

Image 6: BambooHR login credentials
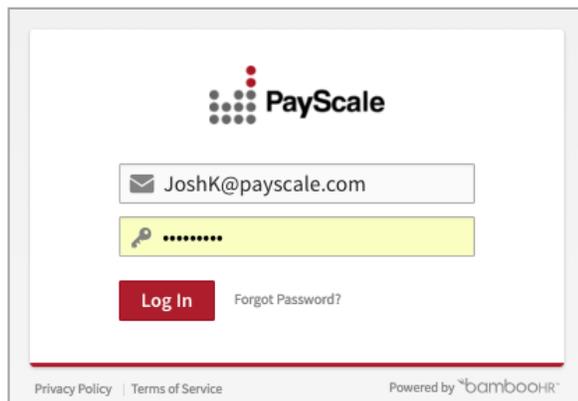
7. Once you see a success message, you're all set! PayScale's Customer Support has received your API credentials and will finish configuring the BambooHR Connector. They will reach out by email once the connection is ready to go.

Image 7a: Success Message
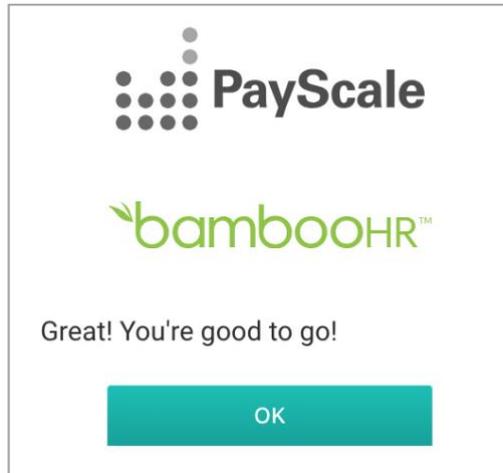
If you get an error message, please email cs@payscale.com and PayScale will help finalize your BambooHR connection.

Image 7b: Error Message

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