

## **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: <u>lab.payscale.com</u>
- 2. Navigate to the Manage Site page b

Admin > Manage Site

Image 2a: Admin



Image 2b: Manage Site

PayScale In NUKAS CANTAL Admin	sight Lab	Merlin Health	Download Files	Welcome back	: josh
	:	Compa Ratio by Job Family	•	Ţ	

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

PayScale Insight Lab	Dashboard Your Workforce 🗸 Market Data 🖌 Analytics 👻 🔍 Search 🏠 Admin 🛛 👻 🕚 🚢 Թ					
Manage Your Account Site Basics	Total Rewards and Performance Comp Philosophy Enter message regarding the organization's approach to compensation. This statement will be available in the Employee Compensation Report.					
Manage Users Total Rewards and Performance Data Management						
	Performance Rating Click and drag Performance Ratings into the correct order with the best rating on top.					
	3     ♦					
	2 <b>&gt;</b> 1 <b>&gt;</b>					
	Data Management Refresh PayScale Crowdsourced Data File Management Date of Last refresh: 02/23/018					
$\rightarrow$	Refresh HRIS Connection 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

PayScale					
*bamboohr"					
Let's connect directly to BambooHR.					
Connect to					
payscale .bamboohr.com					
CONNECT					

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

Image 6: BambooHR login credentials

PayScale	
JoshK@payscale.com	
<i>"</i> »	
Log In Forgot Password?	
Privacy Policy   Terms of Service	Powered by "bamboohr"

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 <u>cs@payscale.com</u> and PayScale will help finalize your BambooHR connection.

Image 7b: Error Message

