



BambooHR Connector (API): Product Documentation

Refreshing your Data
(updated 4.1.2019)

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How to Refresh Your Insight Lab Data – BambooHR Connector (API)

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Attributes that the Connector Updates

- All required Insight Lab fields have an asterisk (*).
- Please note that
 1. All required fields (*) *must* be filled out in BambooHR for the Connector to import your data into Insight Lab.
 2. The Effective Date field for each BambooHR table on the BambooHR Job page must be filled out for your data to import into Insight Lab. The BambooHR Job page tables are pictured on Page 4.

Employee Attributes that the Connector Updates

- Employee ID
- First Name
- Last Name
- Full Name
- Job Code*
- Job Pricing Location (Job Code Key)*
- Annual or Hourly*
- Base Salary*
- Hourly Rate*
- Currency of Employee Pay*
- Country Code
- Salary Effective Date
- Division
- Department
- Full/Part Time
- FLSA Status (person)
- Employee Location
- Gender
- Ethnicity
- Date of Hire
- Manager Name
- Manager Employee ID
- Employee Email

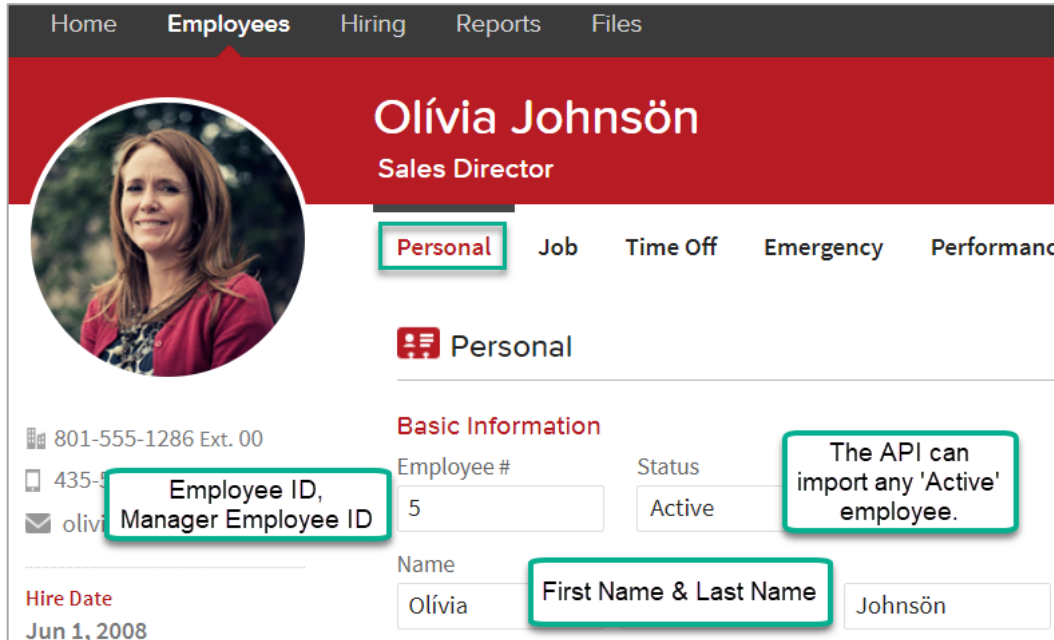
List of Job Attributes that the Connector Updates

- Job Code*
- Job Pricing Location*
- Job Title*
- Job Currency*

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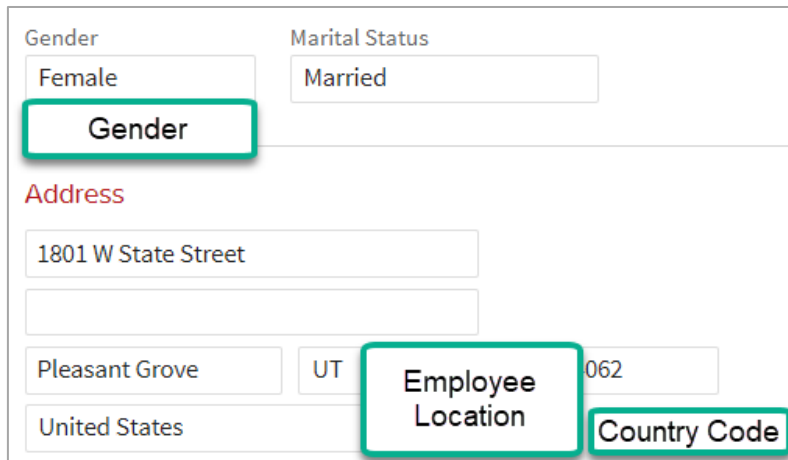
Visual Guide – Attributes That the Connector Updates

BambooHR Personal Page



The screenshot shows the BambooHR interface for an employee's personal page. The navigation bar includes Home, Employees, Hiring, Reports, and Files. The employee's name, Olívia Johnson, and title, Sales Director, are displayed prominently. Below this, there are tabs for Personal, Job, Time Off, Emergency, and Performance. The Personal tab is active, showing a list of personal information fields. A callout box highlights the 'Employee ID, Manager Employee ID' field, which contains the value '5'. Another callout box highlights the 'Status' field, which contains the value 'Active', with a note stating 'The API can import any 'Active' employee.' A third callout box highlights the 'Name' field, which contains 'Olívia Johnson', with a note stating 'First Name & Last Name'. The 'Hire Date' is listed as Jun 1, 2008.

Field	Value
Employee ID, Manager Employee ID	5
Status	Active
Name	Olívia Johnson
Hire Date	Jun 1, 2008



The screenshot shows the 'Gender' and 'Address' sections of the BambooHR personal page. The 'Gender' field is set to 'Female' and is highlighted with a callout box labeled 'Gender'. The 'Marital Status' field is set to 'Married'. The 'Address' section includes a street address field with '1801 W State Street', a city field with 'Pleasant Grove', a state field with 'UT', and a zip code field with '062'. The 'Country' field is set to 'United States'. A callout box labeled 'Employee Location' points to the city and state fields, and another callout box labeled 'Country Code' points to the country field.

Field	Value
Gender	Female
Marital Status	Married
Address	1801 W State Street
City	Pleasant Grove
State	UT
Zip Code	062
Country	United States

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Contact

Phone

415-555-1246

415-555-9987

415-555-3210

Email

quentin@efficientoffice.com **Employee Email**

BambooHR Job Page

Personal **Job** Time Off Emergency Performance Documents Notes Benefits

More ▾

Job

Hire Date

06/01/2008 **Date of Hire**

Employment Status

Effective Date	Employment Status	Comment
• 12/17/2018	Contractor Full/Part Time	

Compensation How to format the Bamboo Compensation table record for Salaried and Hourly Employees in Insight Lab.

Effective Date	Pay Rate	Pay Type	Pay Schedule	Change Reason	Comr
11/16/2018	\$120,000.00 / Base Salary Amt	Salary	Annual or Hourly	Format for Salaried Employees	
08/09/2017	\$40.00 / Hour Hourly Rate	Hourly	Annual or Hourly	Format for Hourly Employees	

There are two types of pay types that Insight Lab can support from BambooHR: “Hourly” and “Salary.” In the BambooHR Compensation table, shown above, please format employees with a “Salary” Pay Type as shown in Row 1. Please format employees with an “Hourly” Pay Type as shown in Row 2.

Compensation

Effective Date *
 Salary Effective Date

Pay Rate
 Currency of Employee Pay, Job Currency

Job Information + Update Job Information

Effective Date	Location	Division	Department	Job Title	Reports To
• 12/21/2018	New York, New York	Eastern States	Sales	Sales Director	Chang Yu
10/03/2018	Job Pricing Location	Division	Department & Job Family	Job Code, Job Title	Manager Name

Equal Employment Opportunity

Ethnicity
 Ethnicity

EEO Job Category

FLSA Code
 FLSA Status (Person)

Attributes that the Connector Does Not Update

- All required fields listed below have an asterisk (*).
- For required fields that the API does not update, send these values to PayScale using an Account Refresh Report, which is described below.

Employee Attributes that the Connector Does Not Update

- Standard Hours Worked Per Week* (This is required for Hourly employees.)
- Overtime Eligible (Y or N)
- Performance Rating
- Date in Position
- Last Increase Amount
- Commissions Paid Amount
- Bonus Eligible (Y or N)
- Last Paid Bonus
- Bonus Target
- STI Bonus Target as % of Base
- Last Paid Variable Pay
- Variable Pay Target
- LTI Stock Eligible (Y or N)
- Last Paid Annual Stock Amount

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- Planned Stock \$ (Total LTI Value/Annual Stock)
- Planned Stock Options (Units)
- Planned Stock Options Date
- User Defined Field Numeric 1
- User Defined Field Numeric 2
- User Defined Field Numeric 3
- User Defined Field Numeric 4
- User Defined Field Numeric 5
- User Defined Field Text 1
- User Defined Field Text 2
- User Defined Field Text 3
- User Defined Field Text 4
- User Defined Field Text 5
- User Defined Field Date 1
- User Defined Field Date 2
- User Defined Field Date 3
- User Defined Date Field 4
- User Defined Date Field 5

Job Attributes that the Connector Does Not Update

- Structure *
- Grade*
- EEO Job Category
- Career Level
- Job Family*
- FLSA Status (Job)
- EEO Job Group
- User Defined Field Numeric 1
- User Defined Field Numeric 2
- User Defined Field Numeric 3
- User Defined Field Numeric 4
- User Defined Field Numeric 5
- User Defined Field Text 1
- User Defined Field Text 2
- User Defined Field Text 3
- User Defined Field Text 4
- User Defined Field Text 5
- User Defined Field Date 1
- User Defined Field Date 2
- User Defined Field Date 3
- User Defined Field Date 4

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- User Defined Field Date 5

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Update Processes

How does the Connector update attributes that it pulls from my BambooHR site?

The Connector will check BambooHR for any changes made to attributes that the Connector updates once every 24 hours. If job attributes have changed since the last check, the Connector will update job attributes. If employee attributes have changed since the last check, the Connector will update employee attributes. You will see the days passed since the last employee update on the Insight Lab dashboard under “Days Since Last Refresh.”

- *Shown here is the status bar on Insight Lab’s dashboard:*

Market Outliers Below 10th Above 90th	Tenure Employee Avg	Employee Refresh Time Since Last
9 42	2 years	5 days

How do I price new jobs in Insight Lab, as a Connector user?

As a Connector user, all job records to which your employees are attached come from BambooHR. This means that if you manually create and price a new job in Insight Lab, your employees from BambooHR will **not** attach to the job.

When a new job is imported from BambooHR into Insight Lab, it will not be priced with salary data, and one or more BambooHR employees will be attached. The next step is to price the new job imported from BambooHR in Insight Lab. You can do this on the Jobs Page in Insight Lab. Or, you may submit a job pricing request to cs@payscale.com to have the PayScale team price the new job, depending on your Insight Lab Service Level.

How do I update attributes that the Connector does not update?

To enter values for attributes that the Connector does not update, download the Account Refresh Reports from your Insight Lab Report Library. Access the Report Library by clicking “Analytics” in the white menu bar at the top of your screen.

From the Report Library page (below), please click on the “Report Name,” click the “Download to Excel” button, then update the downloaded file with the values for the fields that you want to update.

Lastly, submit the Account Refresh Report as an Excel file, using the Upload Button.

- *Shown here are the Account Refresh Reports and Upload Button:*

Report Name	Report Type	Group By	Created By	Last Modified
Account Refresh - Employee Data	HRIS Employees		MarketPay	2018-11-08 12:39...
Account Refresh - Jobs Data	HRIS Jobs		MarketPay	2018-11-19 06:30...
Account Refresh - Structure Data	Salary Range		MarketPay	2018-04-23 12:40...

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Is it possible to import BambooHR attributes that the Connector does not update?

It may be possible for the Connector to pull these attributes from BambooHR, depending on how you have stored the values in BambooHR. Please let your Client Success Manager or cs@payscale.com know if you would like to try to pull some of the attributes that the Connector does not update by default.

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