![stratustime logo]

powered by nettime solutions

Integration Instructions

(Also see video instructions for a recorded demonstration for integration)

Setting Up Connection

Access Configuration from the User Menu by clicking the gear icon, or press Shift + C on your keyboard.
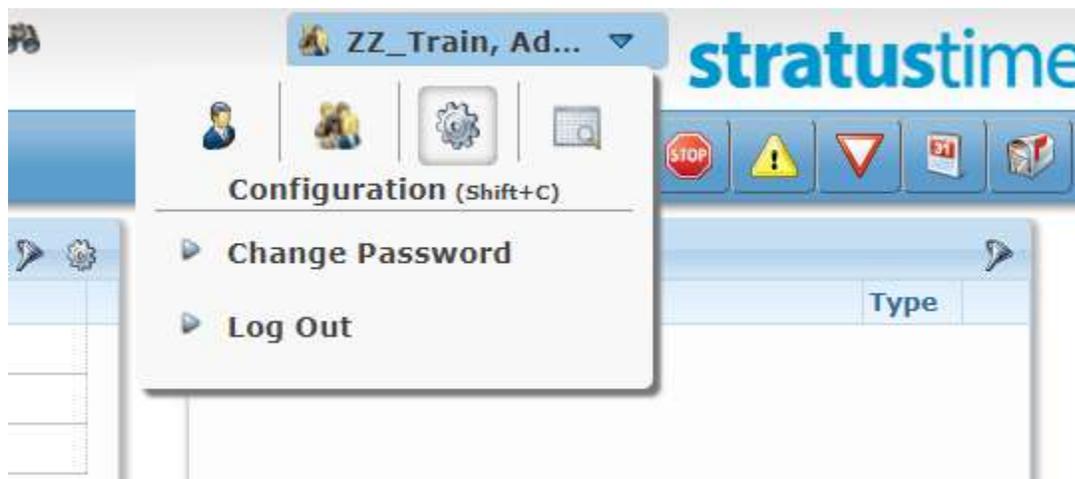
Within the General section of the Configuration Accordion, select Authorization Apps

powered by nettime solutions

nettime solutions

▾ **General**

Ge
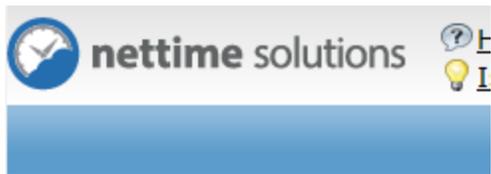
- General Configuration
- Actions Icon
- Custom Fields
- Manage Filters
- Preferences
- Tags
- Time Card Notes
- Points Tracking Notes
- Web Services
- Welcome Messages
- Jobs
- Email Templates
- Webhooks
- Punch Prompts
- Authorization Apps

▸ **Hardware**

Play help video

Punch Prompts

Authorization Apps

Click the BambooHR Authorization App entry, then click the Authorize button above the grid.

stratustime®
powered by nettime solutions
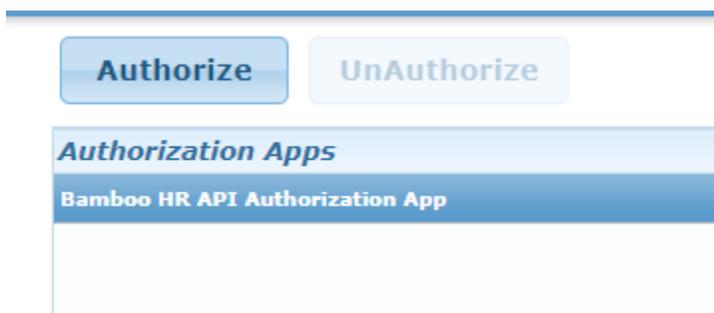
If this entry is not listed, please contact your Implementation Coordinator or a Support Advisor.

A dialog will display to collect your BambooHR Subdomain. This is the portion of the URL before the bamboohr.com. For example, if your URL is https://nettimesandbox.bamboohr.com, the subdomain would be "nettimesandbox".
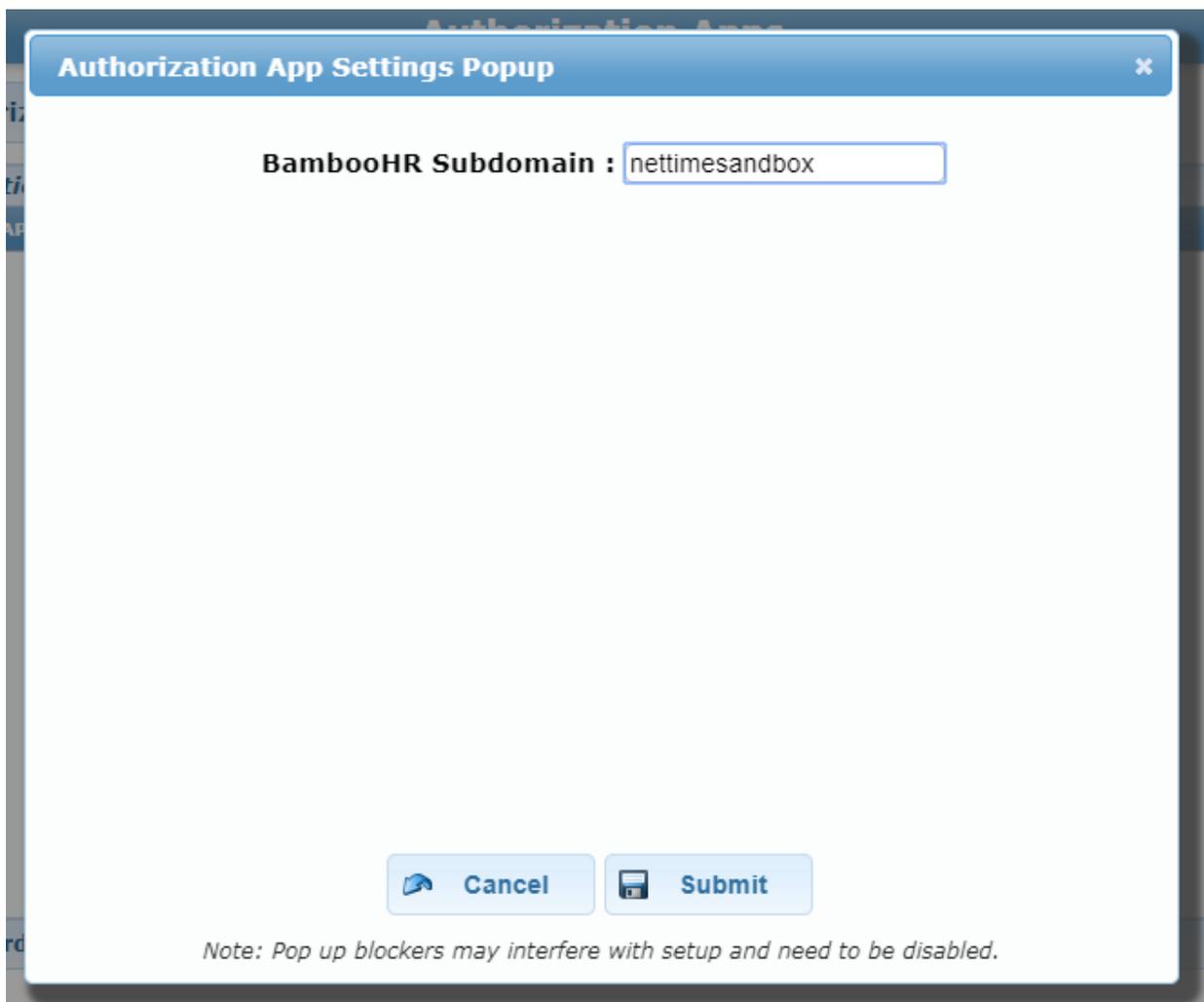
Click submit. A new window will open to allow you to log in to BambooHR. If you are already logged in, this step will be automatically skipped.

Note: For security reasons, it is suggested to create a separate, non-employee user which **stratus**time will use to authenticate with BambooHR. If you need assistance with creating this user, please contact your BambooHR representative.
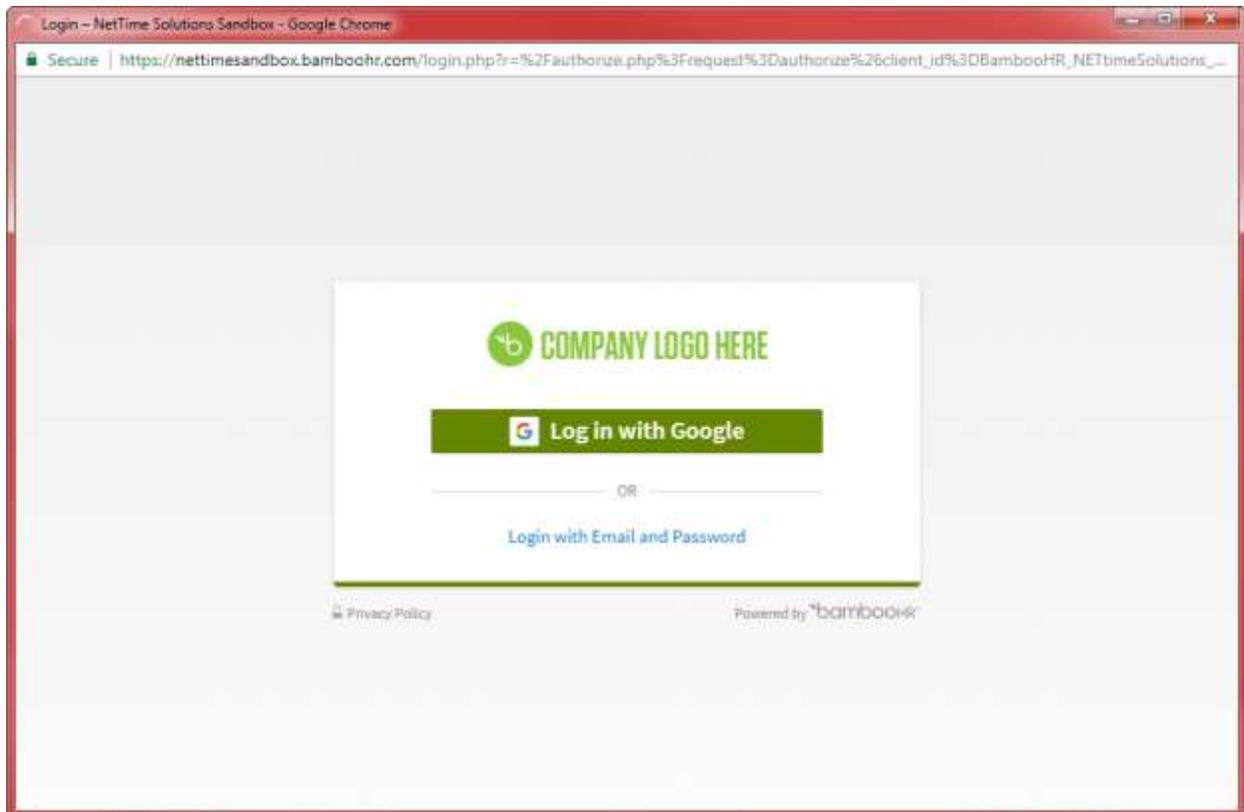
Once you have successfully logged in, a message will be displayed asking you to close the window.

Returning to the Authorization Apps list, click the Refresh button in the lower right-hand corner of the grid. A green checkmark will be displayed to the right to indicate the connection was successful.
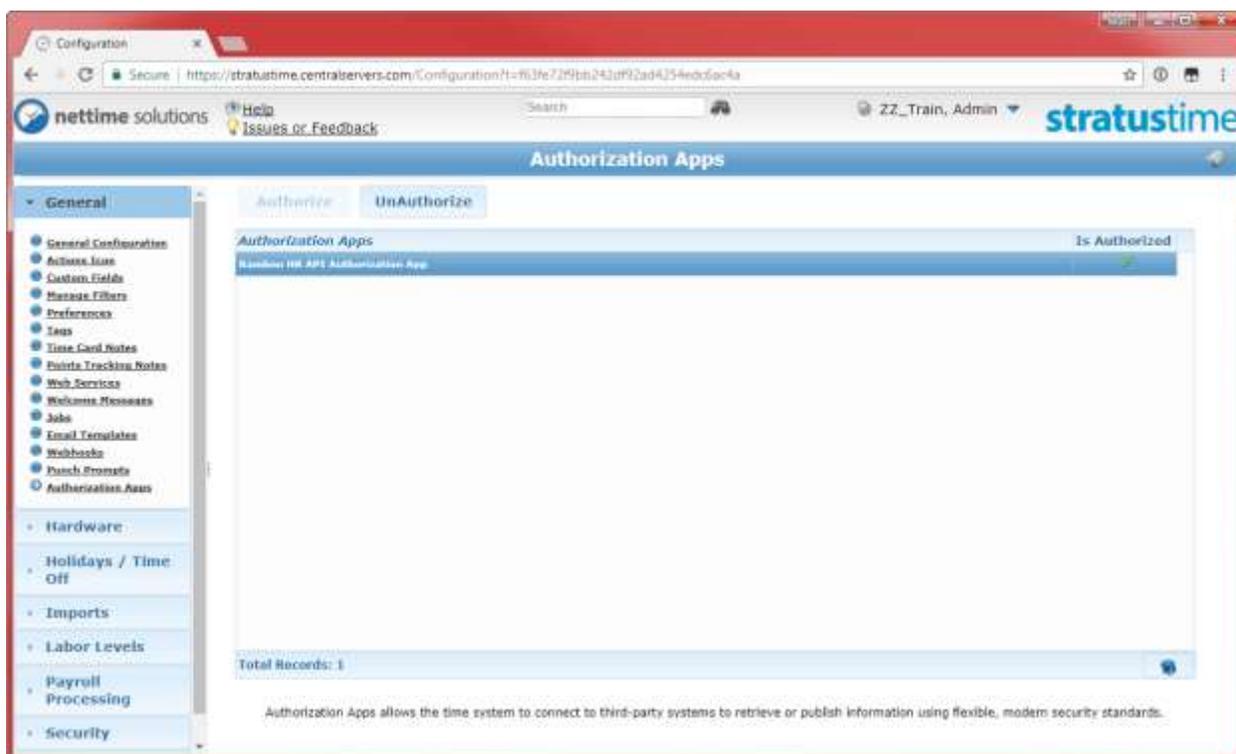
If the connection was not successful, you may try again by selecting the Authorize button again, or by contacting your Implementation Coordinator or a Support Advisor.

Importing Employees

Access Configuration from the User Menu by clicking the gear icon, or press Shift + C on your keyboard.
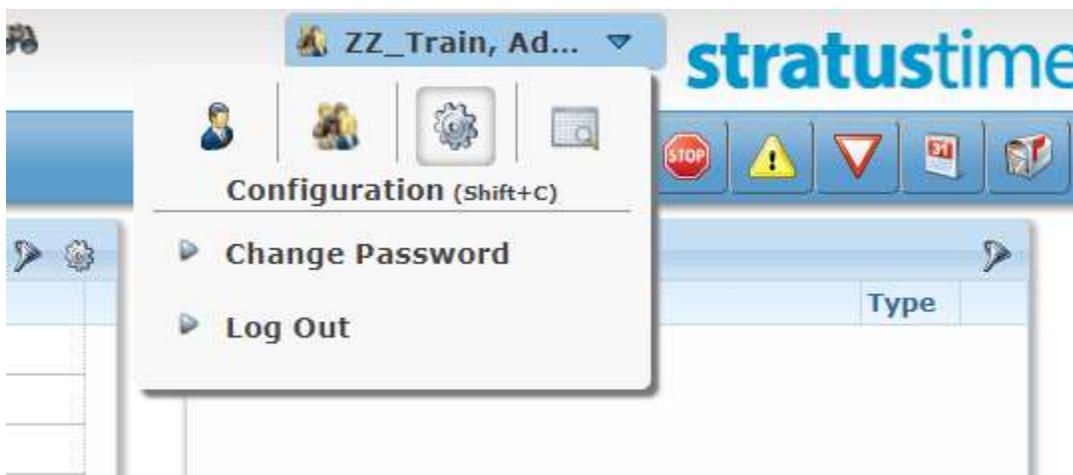
Within the Imports section of the Configuration Accordion, select Imports.

The gear to the left of the BambooHR Employee Import will allow you to configure the settings. The Begin Import button on the right will begin a manual synchronization.
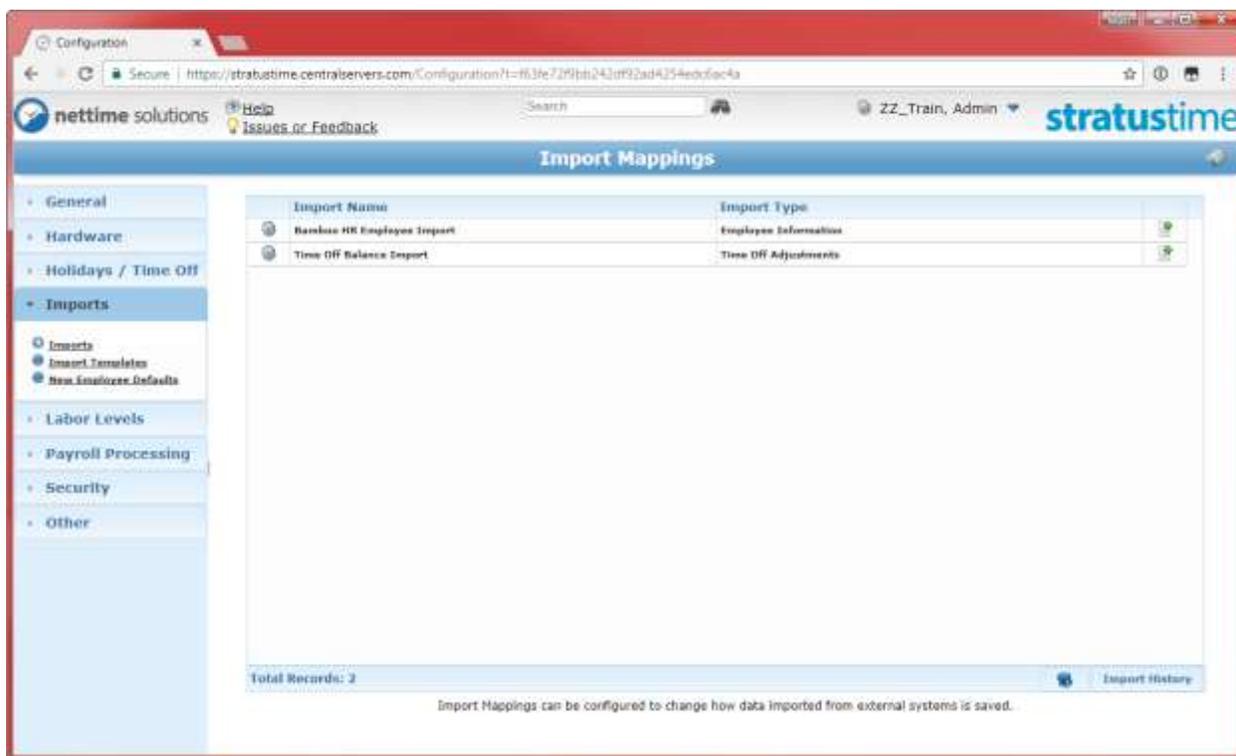
The Import Settings allow you to customize the field mapping between the two systems to meet you specific needs. By default, only the Employee ID, Last Name, and First Name are required, as New Employee Defaults will be used to populate any unmapped data.

Additionally, you can opt to receive an email with the import log each time the import completes.

At the bottom of the window, a schedule can be configured to automate the import and ensure that **stratus**time stays in sync with Bamboo HR. It is recommended to be scheduled no more than twice per day.
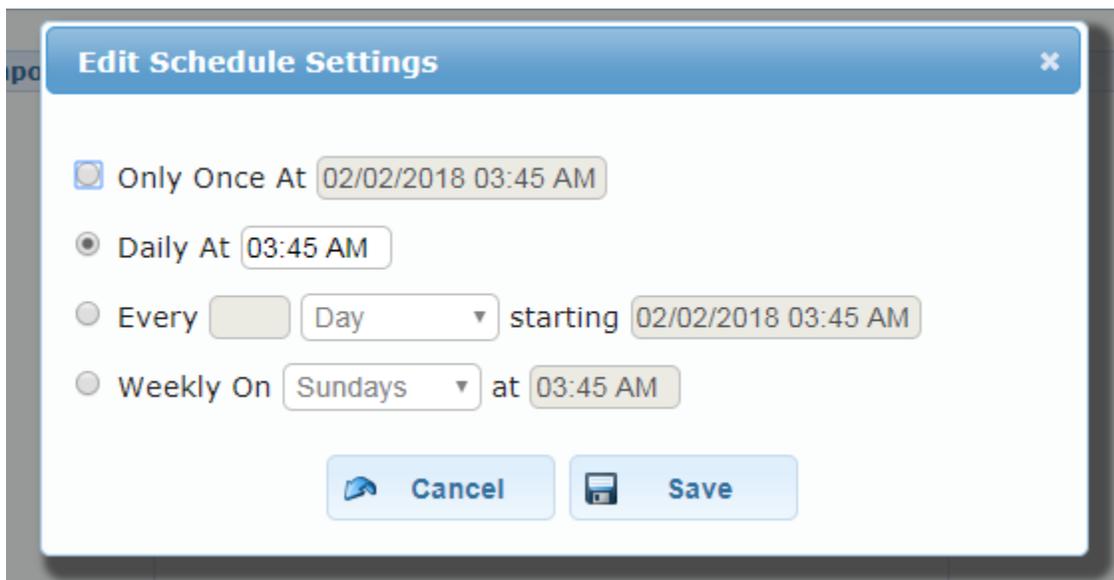
The Import History button at the bottom-right allows you to review the status of past imports.
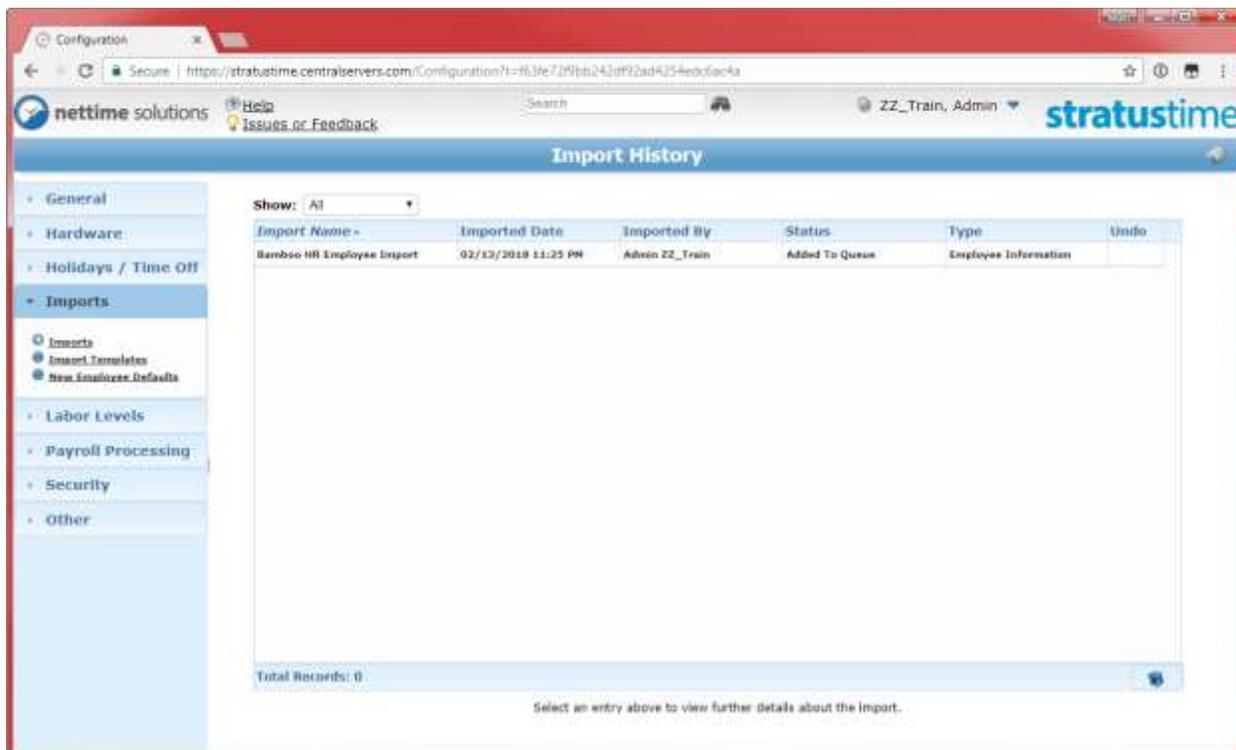
Hovering over a row will reveal a magnifying glass icon to the left. Clicking this icon or double-clicking the row, will show the detailed information about that record.
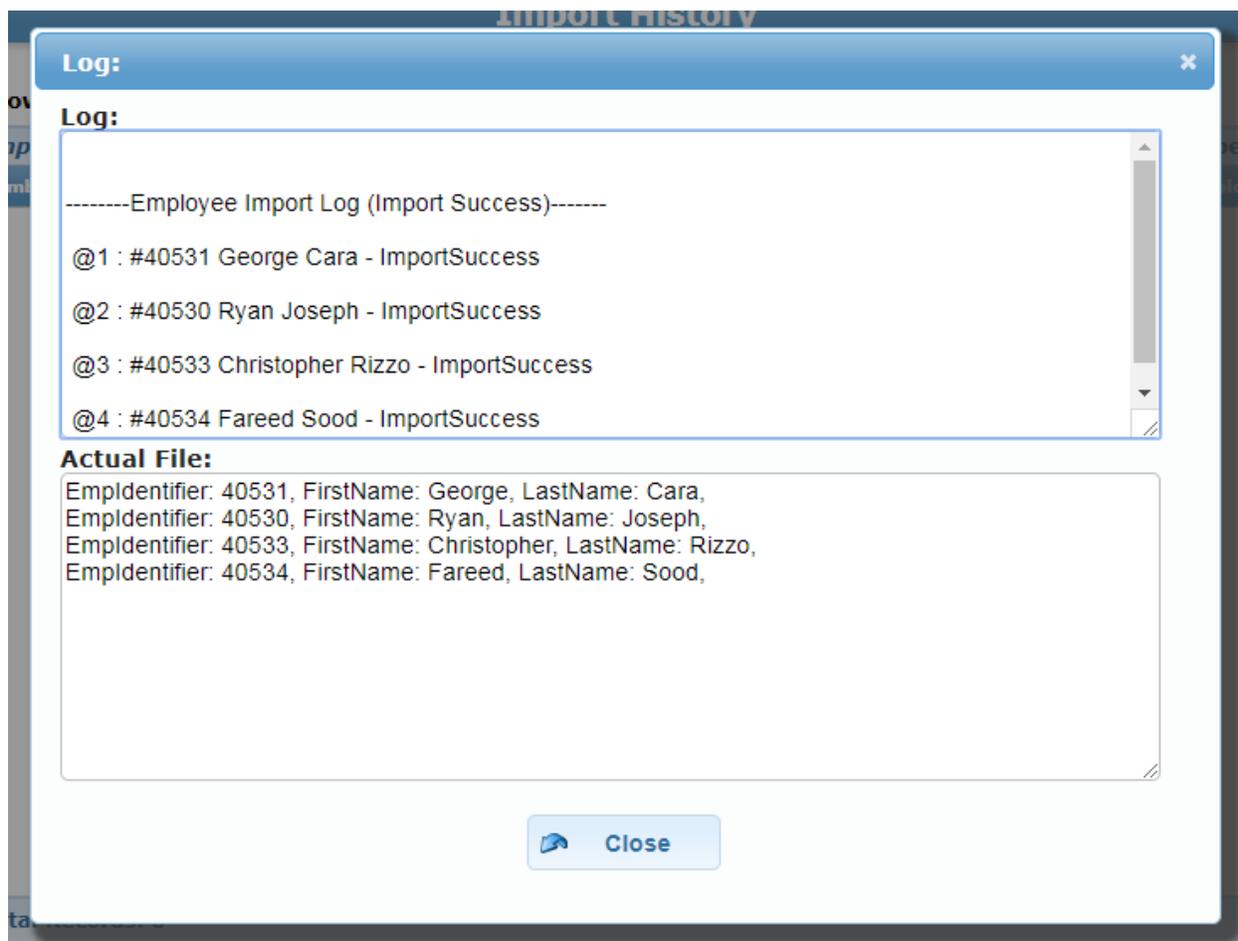
Exporting Time Sheets

Timesheets are exported at the end of a pay period by an administrator to pass the worked hours to the BambooHR Payroll solution.

Begin by accessing Manager Dashboard from the User Menu, or press Shift + M.
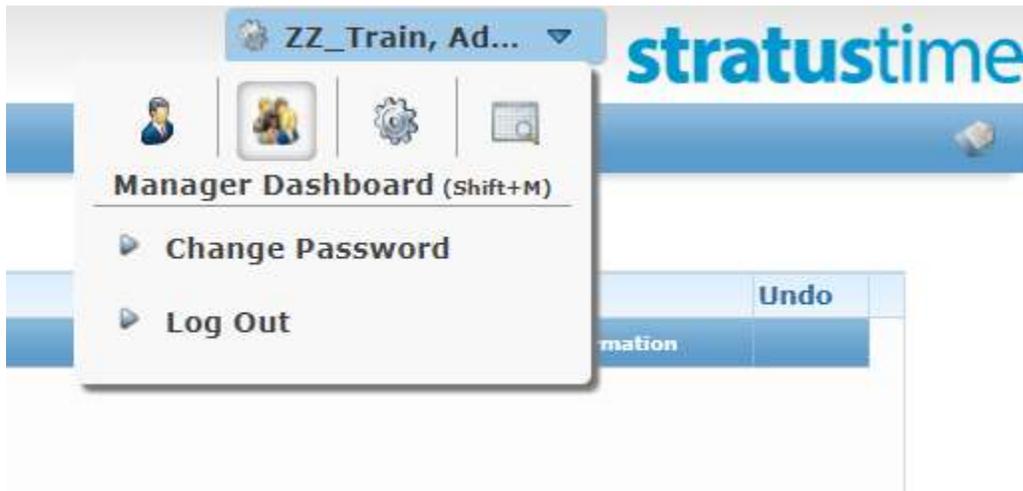
Select the Reports tab, and the Exports sub-tab.
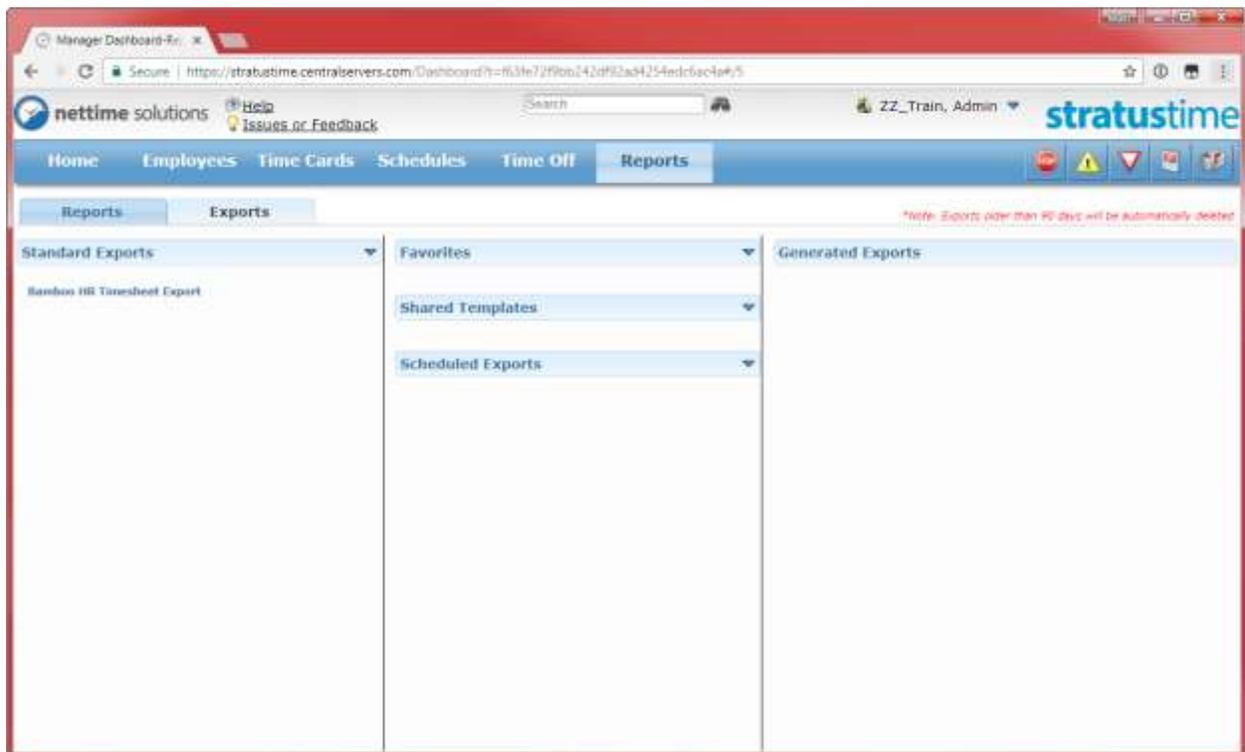
Click the BambooHR Timesheet Export to display the Export Settings dialog.

Bamboo HR Timesheet Export ✖
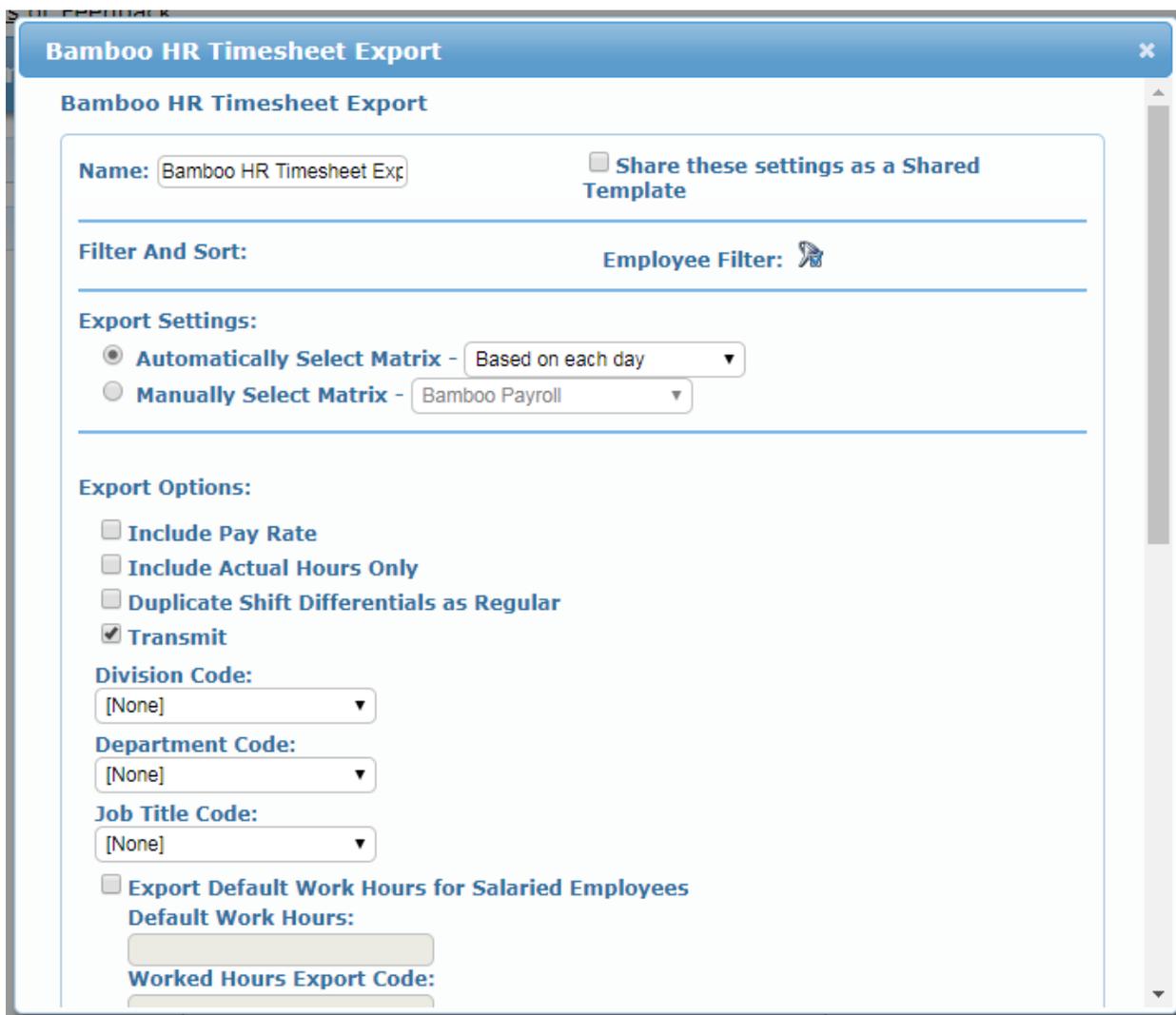
Bamboo HR Timesheet Export

Name: [Bamboo HR Timesheet Exp]   ☐ **Share these settings as a Shared Template**

Filter And Sort: **Employee Filter:** 🔑

Export Settings:
- ◉ **Automatically Select Matrix** – [Based on each day ▼]
- ○ **Manually Select Matrix** – [Bamboo Payroll ▼]

Export Options:
- ☐ **Include Pay Rate**
- ☐ **Include Actual Hours Only**
- ☐ **Duplicate Shift Differentials as Regular**
- ☑ **Transmit**

Division Code:
[None ▼]

Department Code:
[None ▼]

Job Title Code:
[None ▼]

☐ **Export Default Work Hours for Salaried Employees**
  Default Work Hours:
  [   ]

  Worked Hours Export Code:

Within the export settings, you can configure how the data will be formatted during the export. Options include:

- Include Pay Rate: When checked, the export will send Pay Rate information, if available. If unchecked, Pay Rate information will be omitted, allowing Payroll to populate this information.
- Include Actual Hours Only: If forecasting is in use and this box is checked, this will exclude any and all Forecasted time from the export. When unchecked, the system will export Forecasted time in place of Actual time for any day which the employee has both. Otherwise, actual time is exported.
- Duplicate Shift Differentials as Regular: This option will add an additional line to the export data for each shift with a Shift Differential, resulting in one line marked as the differential pay amount, and the other as Regular time, or Overtime, as applicable.
- Export Default Worked Houts for Salaried Employees: If salaried employees need to be included in the file regardless of the number of hours or if they were tracked, this setting can be enabled. Sub-settings for the number of work hours and the export code to use are also included.

The export can be run without transmitting for review purposes, or transmitted directly to BambooHR by selecting the Transmit box.

Once the export is complete, the receipt is avaialble for download by selecting the entry in the right-hand column. Any errors which were encountered will be listed in this file
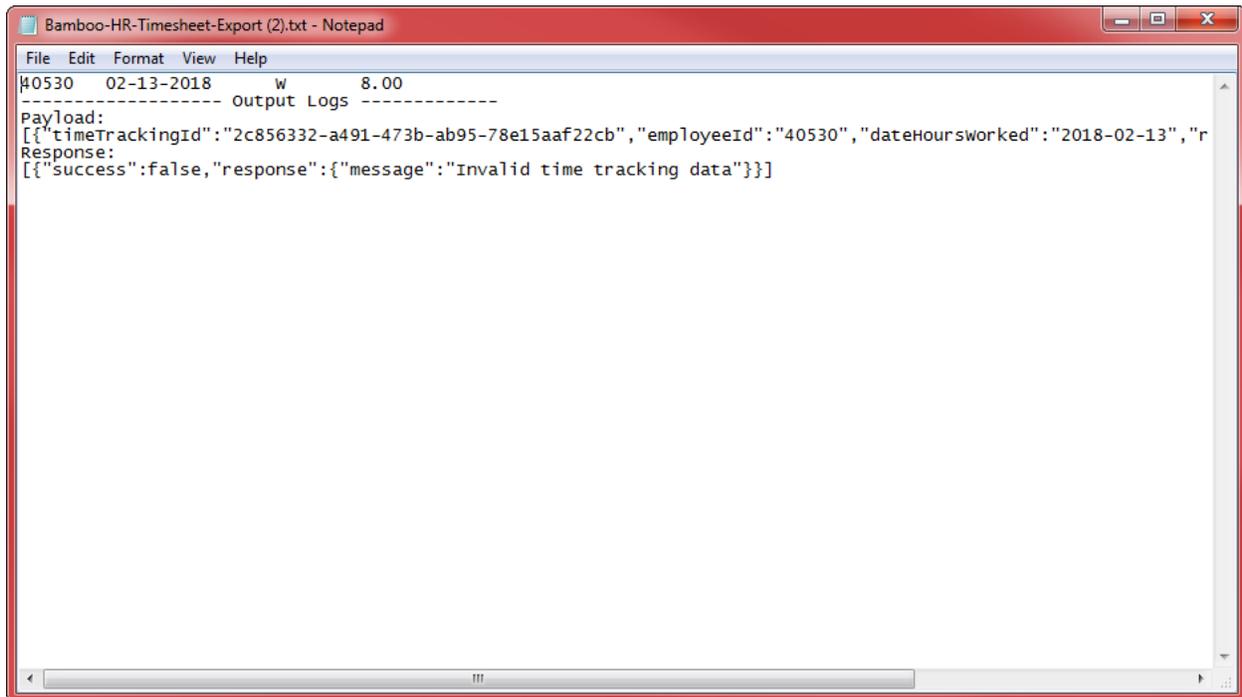
```
Bamboo-HR-Timesheet-Export (2).txt - Notepad

File  Edit  Format  View  Help

40530    02-13-2018       W        8.00
------------------ Output Logs -------------
Payload:
[{"timeTrackingId":"2c856332-a491-473b-ab95-78e15aaf22cb","employeeId":"40530","dateHoursWorked":"2018-02-13","r
Response:
[{"success":false,"response":{"message":"Invalid time tracking data"}}]
```

Getting Support

If you need assistance with configuration, or any of these components are missing, please reach out to your Implementation Coordinator or our expert team of Support Advisors at (480) 296-0374 or support@nettimesolutions.com.