

Employee Access Manual

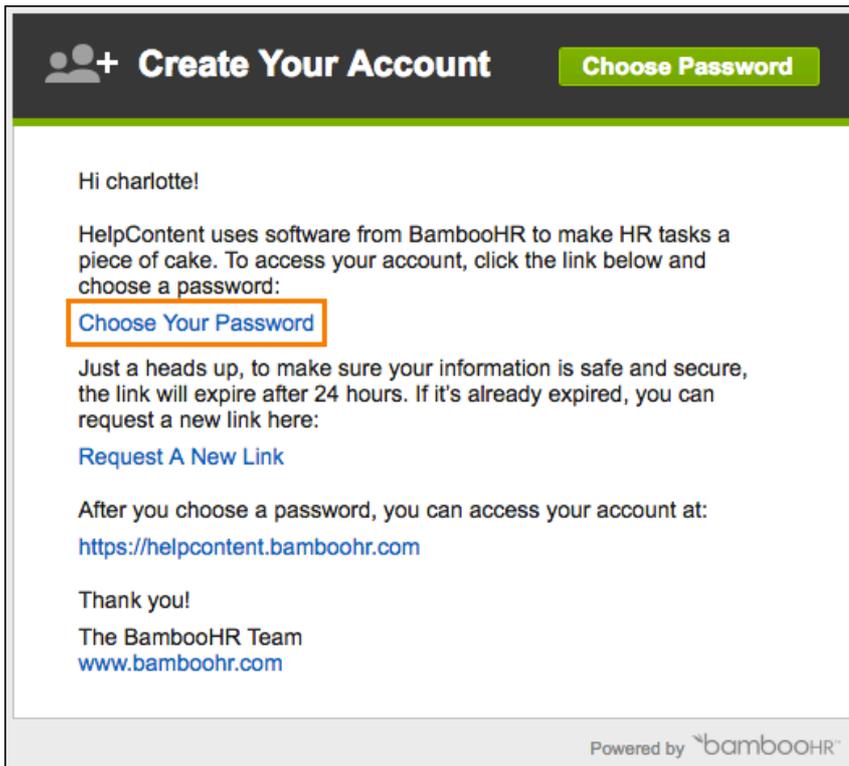
Is there a Help Manual for Employee Self-Service Users?



Welcome to BambooHR! We are excited that you will be using BambooHR to keep track of and manage your employee information. Depending on the customized settings your company has selected, you can view your information, and in some cases edit information based on the access granted by your Administrator. Additionally, you will have access to your time off history, as well as be able to request time off right within the system.

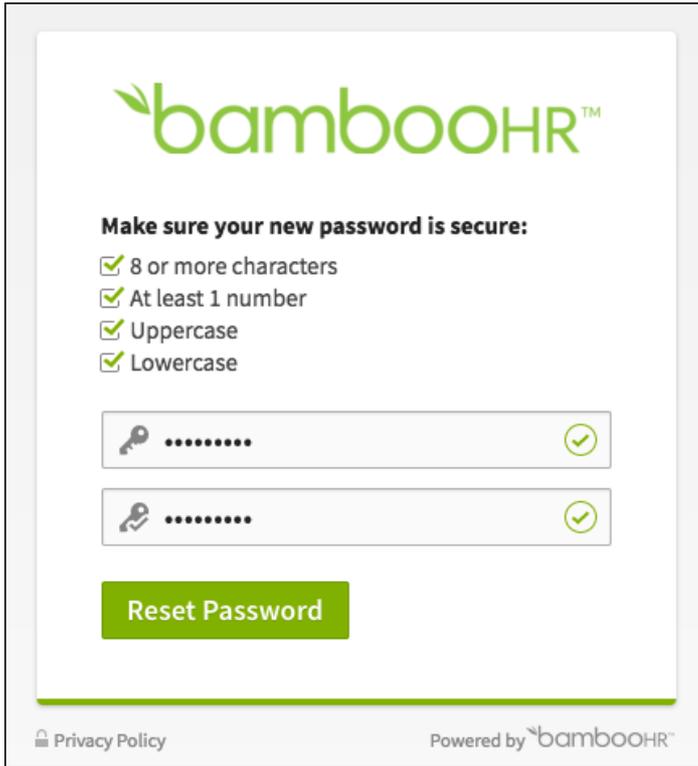
This manual is designed to walk you through the BambooHR experience. If you have any further questions, please reach out to your Manager or HR Administrator.

Welcome Email



When your access to BambooHR has been enabled, you will receive an email notification. Click on the link to "Choose your password."

Set Your Password



bamboohr™

Make sure your new password is secure:

- 8 or more characters
- At least 1 number
- Uppercase
- Lowercase

Key icon ✓

Key icon ✓

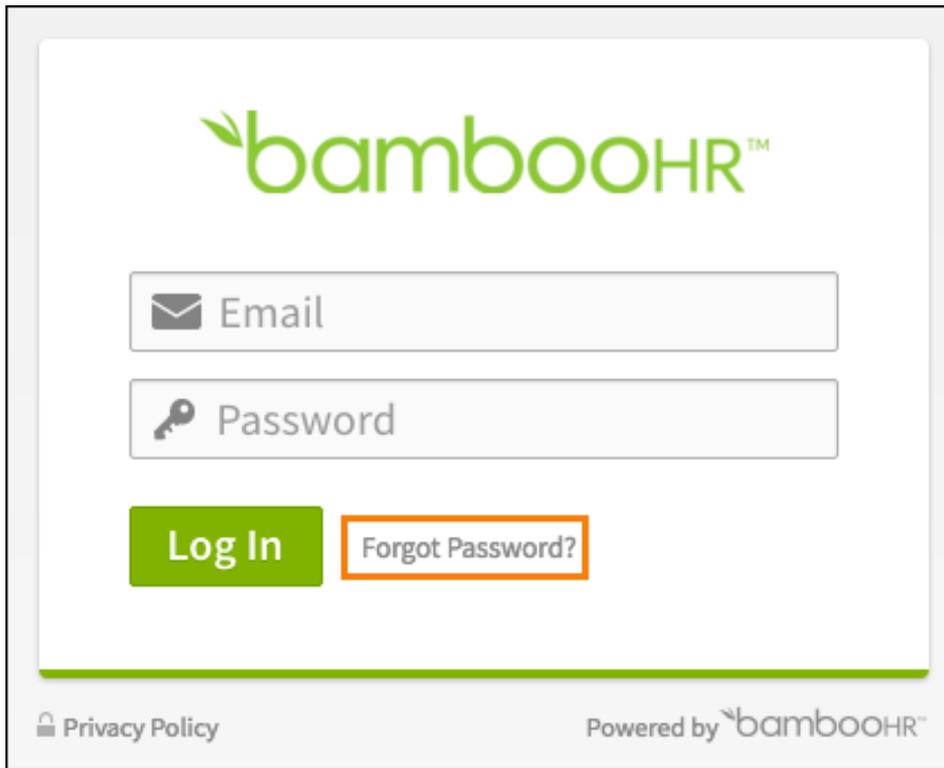
Reset Password

[Privacy Policy](#) Powered by **bamboohr**

On the next screen, enter the password you would like to use and confirm it in the second box. Click the "Reset Password" button. Once your password is saved, you will automatically be logged into BambooHR.

What do I do if I Forgot my Password?

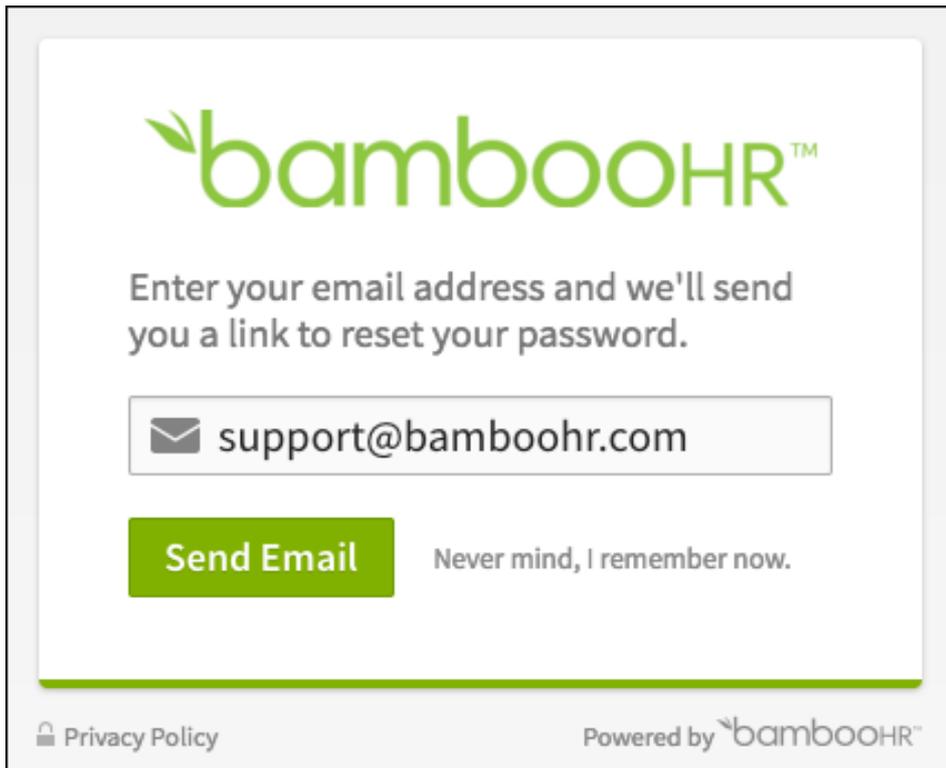
Navigate to your Login Screen



The image shows the BambooHR login interface. At the top is the green BambooHR logo. Below it are two text input fields: the first is labeled 'Email' with an envelope icon, and the second is labeled 'Password' with a key icon. Below these fields are two buttons: a green 'Log In' button and a white 'Forgot Password?' button with an orange border. At the bottom left is a 'Privacy Policy' link with a lock icon, and at the bottom right is the text 'Powered by bambooHR™'.

If you have forgotten your password, please go to your BambooHR URL and click the "Forgot password?" link.

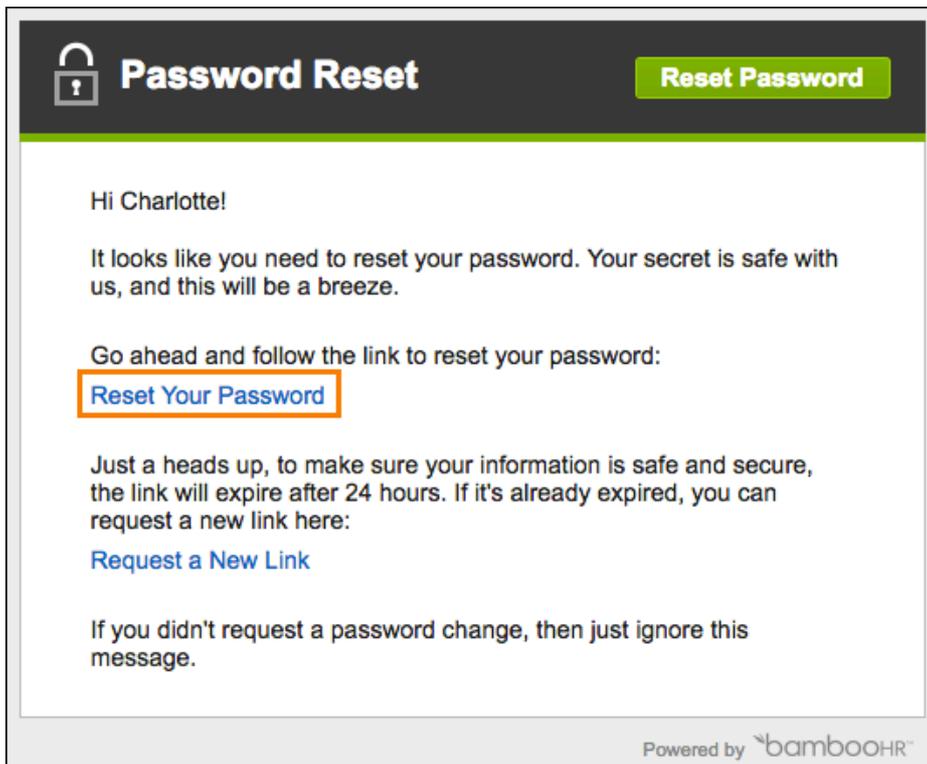
Enter your email address



The image shows a web form for entering an email address to reset a password. At the top is the BambooHR logo. Below it is the instruction: "Enter your email address and we'll send you a link to reset your password." There is a text input field containing the email address "support@bamboohr.com". Below the input field is a green "Send Email" button and a link that says "Never mind, I remember now." At the bottom left is a "Privacy Policy" link with a lock icon, and at the bottom right is the text "Powered by bambooHR™".

Enter your work email address, and click the "Send email" button. We'll send an email to that address with a password recovery link. Please note that this link will only be valid for 24 hours after it is sent.

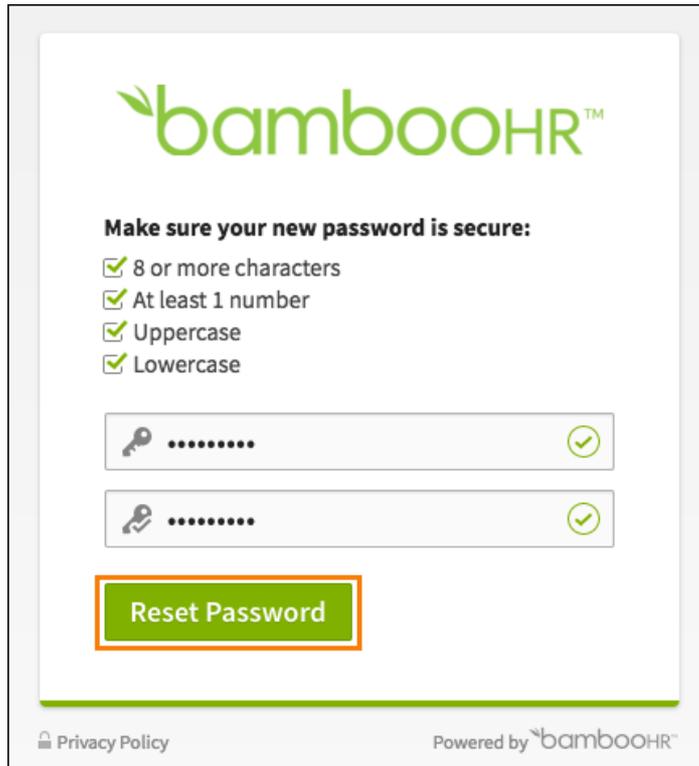
Reset Your Password



The image shows the content of a password reset email. At the top left is a lock icon and the text "Password Reset". At the top right is a green "Reset Password" button. The main body of the email starts with "Hi Charlotte!". It then says: "It looks like you need to reset your password. Your secret is safe with us, and this will be a breeze." Below that, it says: "Go ahead and follow the link to reset your password:" followed by a blue link "Reset Your Password" which is highlighted with an orange box. Then it says: "Just a heads up, to make sure your information is safe and secure, the link will expire after 24 hours. If it's already expired, you can request a new link here:" followed by a blue link "Request a New Link". At the bottom, it says: "If you didn't request a password change, then just ignore this message." At the bottom right is the text "Powered by bambooHR™".

Click on the "Reset Your Password" link in the email message.

Create a New Password

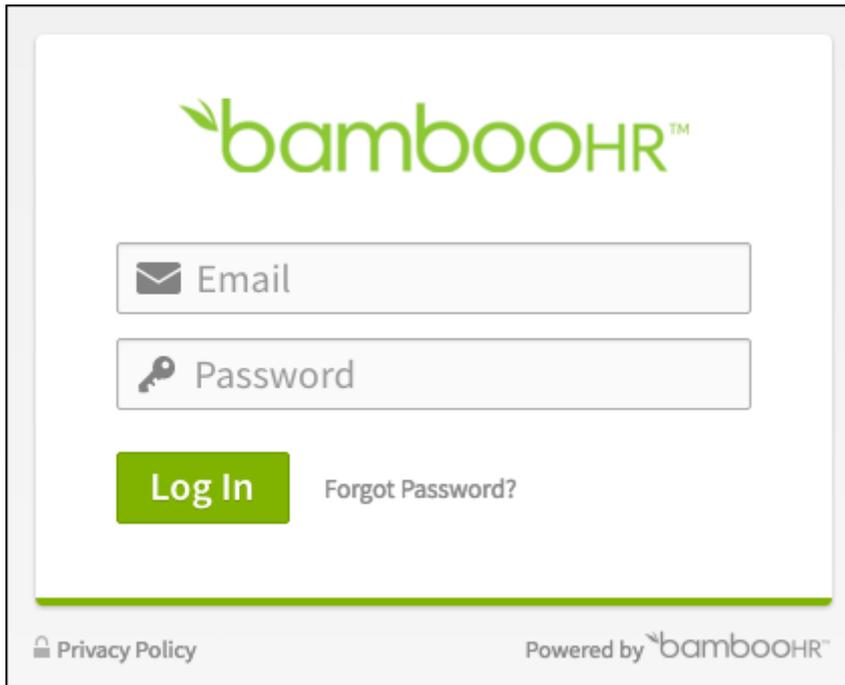


The screenshot shows the bambooHR password reset interface. At the top is the bambooHR logo. Below it, the text "Make sure your new password is secure:" is followed by four checked requirements: "8 or more characters", "At least 1 number", "Uppercase", and "Lowercase". There are two password input fields, each with a key icon and a green checkmark. A green "Reset Password" button is highlighted with an orange border. At the bottom left is a "Privacy Policy" link and at the bottom right is the text "Powered by bambooHR".

You will now be taken to a new page where you can choose a new password. Enter your new password in the first box, and then re-enter it once more into the second box to confirm. Click the "Reset Password" button, and your new password will be saved.

You can now log into your account using your email address and new password.

Log in

The image shows the BambooHR login interface. At the top is the BambooHR logo in green. Below it are two input fields: the first is labeled 'Email' with an envelope icon, and the second is labeled 'Password' with a key icon. Below the password field is a green 'Log In' button and a link for 'Forgot Password?'. At the bottom left is a 'Privacy Policy' link with a padlock icon, and at the bottom right is the text 'Powered by bambooHR™'.

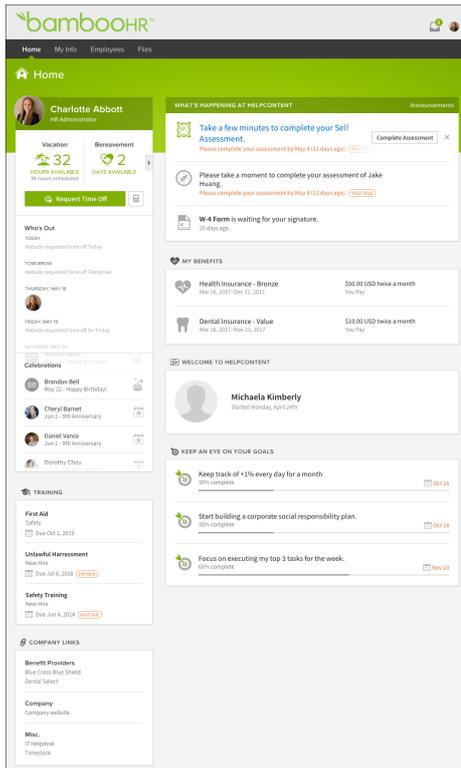
For future logins, use your email address and your new password that was just created to log into your BambooHR account.

💡 If you are having trouble, [check out our tips for logging in](#). If that doesn't solve the issue for you, please contact your HR administrator.

BambooHR Tabs

As an Employee Self-Service user, you have access to view Home, My Info, Employees, and the Files tabs. Employees will only be able to view personal information for themselves in BambooHR.

Bamboo Home



Home shows company-wide, as well as personal information widgets, that include information relating only to the individual employee. The available company-wide widgets are: Welcome to Company, Celebrations, Company Links, and Who's Out. Personal widgets include: My Benefits, What's Happening, My Info, Goals, and My Training. The widgets displayed on Home are determined by the Administrator of your BambooHR account.

My Info



Charlotte Danielle Abbott

HR Administrator

- Personal
- Job
- Emergency
- Time Off
- Documents
- Training
- Benefits
- More

Personal Click each tab for additional information

Basic Information

Name:

SSN:

Address

Gender: Marital Status:

Contact

Phone:

415-555-1237 Ext. 1273
415-555-8965
charlotte@efficientoff..

Hire Date
Apr 20, 2014
3y - 26d

Full Time
HR
Lindon, Utah

Manager
Jennifer Caldwell

Direct Reports
Catherine Jones
Jake Huang

BambooHR allows you to view, and in some instances, edit your detailed information. Access to fields and editing capability is granted by the Administrator for your account. To view your details, you will want to click on "My Info" when logged into BambooHR.

Employees

Directory (131)

Quick access to the directory

Search Employees...

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A Company Directory Org Chart



Charlotte Abbott
HR Administrator
HR - Lindon, Utah



Ashley Adams
HR Administrator
HR - London, UK

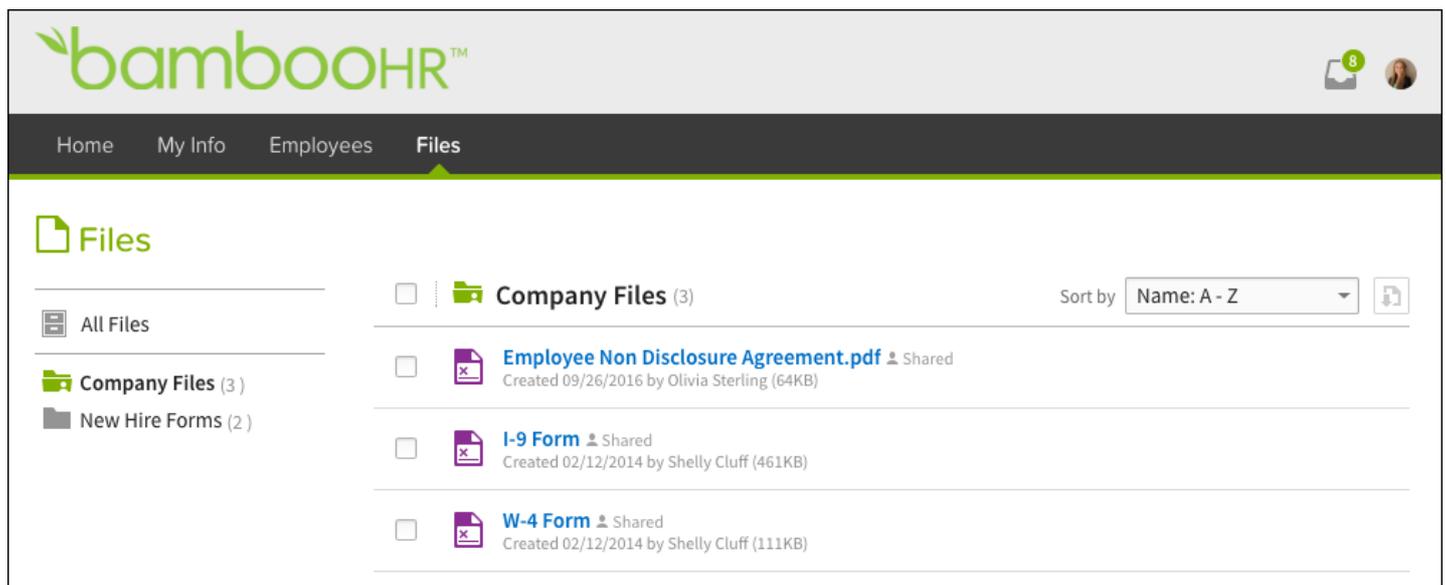


Christina Agluinda
HR Administrator
HR - Sydney, Australia

The Employees tab has two viewing options: Company Directory and Organization Chart. The Company Directory shows contact information for all employees in the company. Click on your own name in the directory to be taken to your My Info tab. The Org Chart shows the reporting structure of your company. Both views need to be enabled by an administrator in order for it to be accessible to all employees.

💡 If you are using Chrome, check out [BambooHR's Chrome extension!](#)

Files



The screenshot shows the BambooHR interface for the 'Files' tab. At the top, the 'bambooHR' logo is on the left, and a notification icon with the number '8' and a user profile picture are on the right. Below the logo is a navigation bar with 'Home', 'My Info', 'Employees', and 'Files' (which is highlighted with a green arrow). The main content area is titled 'Files' and features a sidebar on the left with 'All Files', 'Company Files (3)', and 'New Hire Forms (2)'. The main area displays a list of files under the heading 'Company Files (3)'. The files are: 'Employee Non Disclosure Agreement.pdf' (64KB, created 09/26/2016 by Olivia Sterling), 'I-9 Form' (461KB, created 02/12/2014 by Shelly Cluff), and 'W-4 Form' (111KB, created 02/12/2014 by Shelly Cluff). Each file has a checkbox and a 'Shared' status icon. A 'Sort by' dropdown menu is set to 'Name: A - Z'.

The Files tab shows any Company files that have been shared with you. The administrator will need to share at least one file with you in order for the Files tab to show.

How do I Update my Information?

If a field is available for you to update, you will be able to click into the field and enter new information, select a new option from a drop-down list, etc. After updating the information within the field, click the "Save" button.

Depending on the type of access you have, the change will be saved immediately or it will go through the approval process. Read below to learn about each type of change.

Updating Information without Approval

Depending on the individual field settings in Employee Access Levels, you may have the option to update field information without needing approval for the changes to become effective.

Charlotte Danielle Abbott
HR Administrator

Personal Job Emergency Time Off Documents Training Benefits More ▾

Personal

Basic Information

Name
Charlotte Danielle Abbott Preferred Name
Charlie

SSN *
555-64-8712

Address

3245 ABC stree
San Francisco CA 84079
United States

Gender * Female Marital Status * Single

Contact

Phone
415-555-1237 1273
415-555-8968
415-555-9631

Email
emilioscharlotte@bamboohr.com

Save Changes Cancel

Privacy Policy | Powered by bamboohr

To make a change to a field that does not require approval, click into the field and enter the changes and then click the "Save Changes" button. The changes will be effective immediately and the old information will be overwritten. Please note that because this particular access does not require approval, a notification email is not sent out, and the information is immediately updated and saved.

Updating Information with Approval

Depending on the individual field settings in Employee Access Levels, you may have the option to update field information but it will require approval before the change becomes effective.

Charlotte Danielle Abbott
HR Administrator

Personal Job Emergency Time Off Documents Training Benefits More ▾

Personal

Basic Information

Name
Charlotte Danielle Abbott

SSN
XXX-XX-8712

Address

555 Market Street
San Francisco CA
United States

Pending Approval
The latest change to this field is waiting for approval. Click to go to the original request.

Gender: Female Marital Status: Single

Contact

Phone
415-555-1237 1273
415-555-8965
415-555-9631

Left Sidebar:
 415-555-1237 Ext. 1273
 415-555-8965
 charlotte@efficientoff..
 Hire Date: Apr 20, 2014 (3y - 26d)
 Full Time
 HR
 London, Utah
 Manager: Jennifer Caldwell
 Direct Reports: Catherine Jones, Jake Huang

To make a change to a field that does require approval, click into the field and enter the changes and then click the "Save Changes" button. Once you save your changes, the request will be submitted and an email will be sent to the approver(s). Once the change is approved, you will be notified via email and you will see the changes on your profile.

If a field has pending changes, you will see the message above and you will not be able to make changes until action has been taken on the current request. If you would like to cancel the request, you can click the icon above to be taken to the sent requests section of your inbox in order to comment on the request or cancel it.

i Each time the "Save" button on a tab is clicked, a request will be submitted. So, if you changed the City and clicked Save, then changed the Country and clicked Save, two separate requests would be generated (one for each field change). If multiple changes on one tab need to be made, it is best to make all field changes, and then click the Save button once. Each field change will then be included in one single change request.

Information Update Request



Charlotte Abbott

Information Update Request

[View Request](#)

Hi Jennifer!

Charlotte Abbott is requesting an update to the following information.

EDITED	OLD
City xxxxxx	City x0000x
State xxxxxx	State x0000x
Zip Code xxxxxx	Zip Code x0000x

[Review this request in BambooHR](#) Powered by 

When a change to a field that requires approval is made, an email will be sent to the appropriate individual notifying them that they have a request that needs to be reviewed. This email notification will include the names of the fields that were updated, and depending on the field, it will show the new information. The approver can click "View Request" to see the entire update request.

Inbox

8 

Home My Info Employees Files

Requests

Item Status -- Select --

 Inbox (8)

 Completed

 **Sent Requests**

-  Approvals
- Time Off Requests
- Information Updates



Charlotte Abbott - May 5, 2017
You requested 8 hours of Vacation for May 17, 2017. ✕ Cancelled

You can view your sent requests by going to your Inbox in the top right corner of the page when you are logged into BambooHR. Click on "Sent Requests" to see all sent requests including Information Updates and Time Off Requests. You can change the Item Status in the top right corner to view all types of requests: Approved, Denied, Pending, and Cancelled.

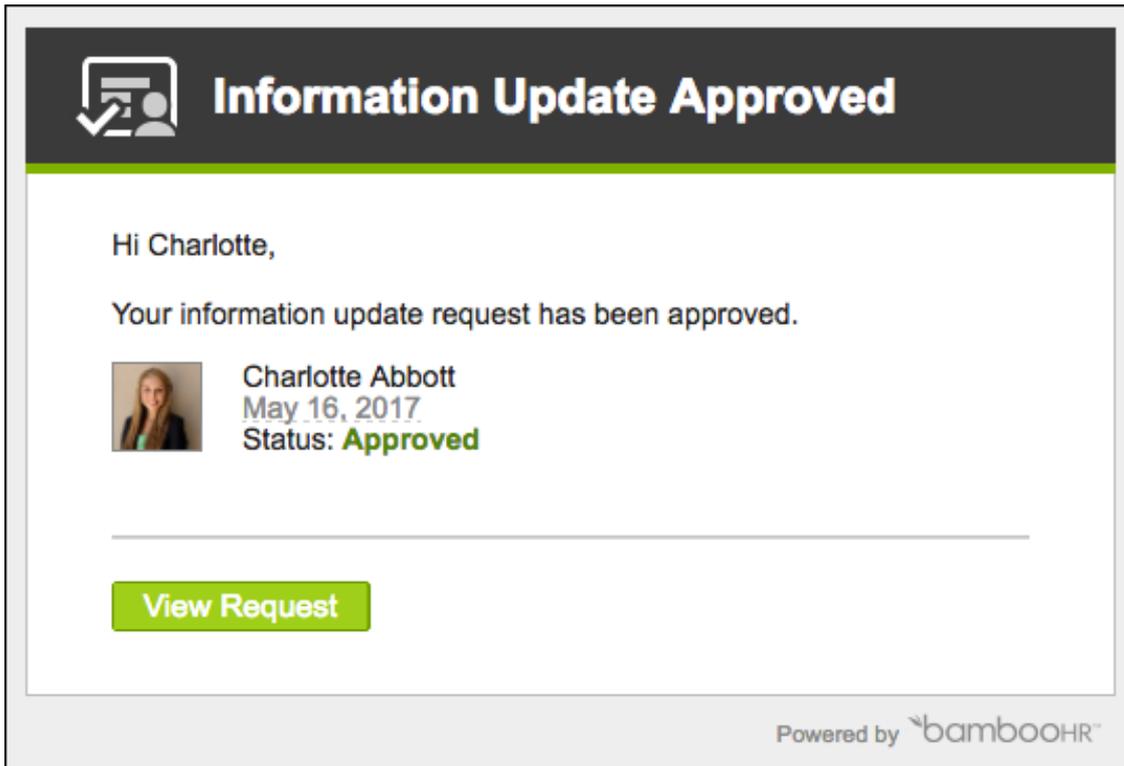
Request Details

The screenshot shows the 'Request Details' page in BambooHR. On the left is a navigation sidebar with 'Requests' selected, showing 'Inbox (8)', 'Completed', and 'Sent Requests' (with sub-items for Approvals, Time Off Requests, and Information Updates). The main content area shows a request for 'Charlotte Abbott' dated 'Dec 20, 2016' with the message 'You requested an update to your personal information.' and a 'Cancel' button. Below this is a 'Change in Information Request' card for Charlotte Abbott, hired on Apr 20, 2014, in HR at Lindon, Utah. The card compares 'EDITED' and 'OLD' mobile phone numbers (415-555-8968 and 415-555-8965). At the bottom is a comment box with the text 'Add a comment...' and a paperclip icon for attachments. A status box indicates 'Awaiting Approval' with '1 pending approval' and a user profile picture.

Click on the request to view the specific details. The previous information will be shown on the left, and the new information will display on the right. If it is new information, then it will show as "added." If the request is still pending, you will see the option to cancel it in the top right corner.

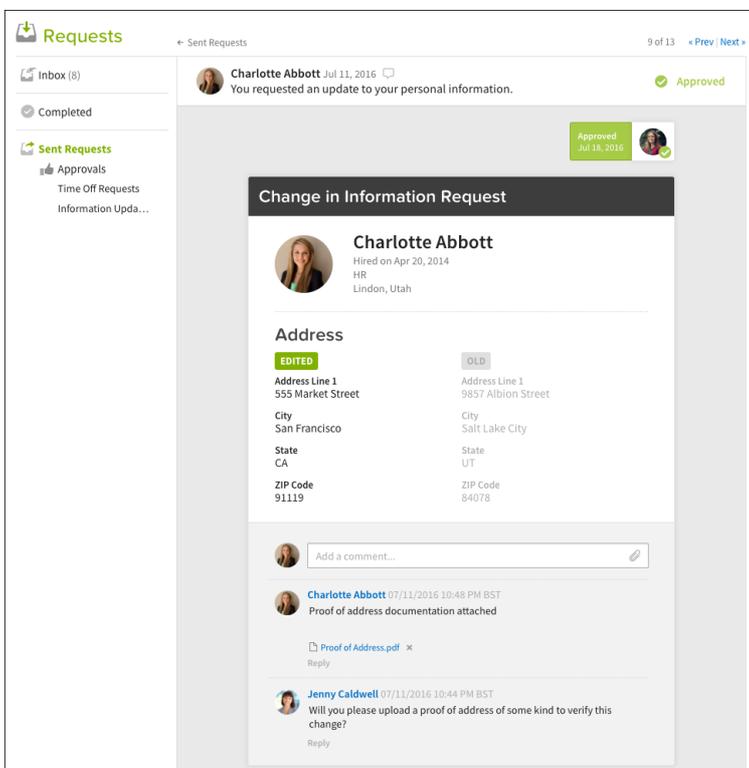
Comments can be added about the request in the Comments box. To do this, click into the box and type the comment, and then click "Post." The approver will be notified of any comments made on the request. All comments are saved with the request even after it is approved, denied, or canceled. Additionally, a file can be attached to the request by clicking the paper clip icon in the comment box. If a file is attached, it will automatically be uploaded to your "Workflow Attachments" folder on the Documents tab.

Approval/Denial Notification



The image shows a notification email with a dark header containing a checkmark icon and the text "Information Update Approved". The main body of the email is white and contains the following text: "Hi Charlotte," followed by "Your information update request has been approved." Below this is a profile picture of Charlotte Abbott, her name, the date "May 16, 2017", and the status "Status: Approved" in green. At the bottom of the email is a green button labeled "View Request". The footer of the email says "Powered by bambooHR".

When a request has been approved or denied, you will receive an email notification. If a comment was made at the time of the approval/denial, it will show in the notification. Click the "View Request" button to see the request details in your inbox.



The image is a screenshot of a web application's "Requests" inbox. The left sidebar shows navigation options: "Inbox (8)", "Completed", "Sent Requests", "Approvals", "Time Off Requests", and "Information Upda...". The main content area shows a list of requests. The top request is from Charlotte Abbott, dated Jul 11, 2016, with the subject "You requested an update to your personal information." and a green "Approved" status. Below this is a detailed view of the "Change in Information Request". It shows Charlotte Abbott's profile (Hired on Apr 20, 2014, HR, Lindon, Utah) and a comparison of her address. The "EDITED" address is 555 Market Street, San Francisco, CA 94119. The "OLD" address is 9857 Albion Street, Salt Lake City, UT 84078. Below the address comparison is a comment section with a text input field "Add a comment...". There are two comments: one from Charlotte Abbott on 07/11/2016 at 10:48 PM BST stating "Proof of address documentation attached" with a PDF attachment "Proof of Address.pdf", and another from Jenny Caldwell on 07/11/2016 at 10:44 PM BST asking "Will you please upload a proof of address of some kind to verify this change?".

How do I Request Time Off and what is the Approval Process?

This section will show you how to request time off and what will happen through the approval process when you submit your request.

Submit Request

Request Time Off

From * 05/19/2017 - To * 05/22/2017

Time off type * Vacation

Amount *

Fri, May 19	8	hours
Sat, May 20	0	hours
Sun, May 21	0	hours
Mon, May 22	8	hours

Total: 16.00 hours

Note
Family Vacation to Disneyland!

Send Request Cancel

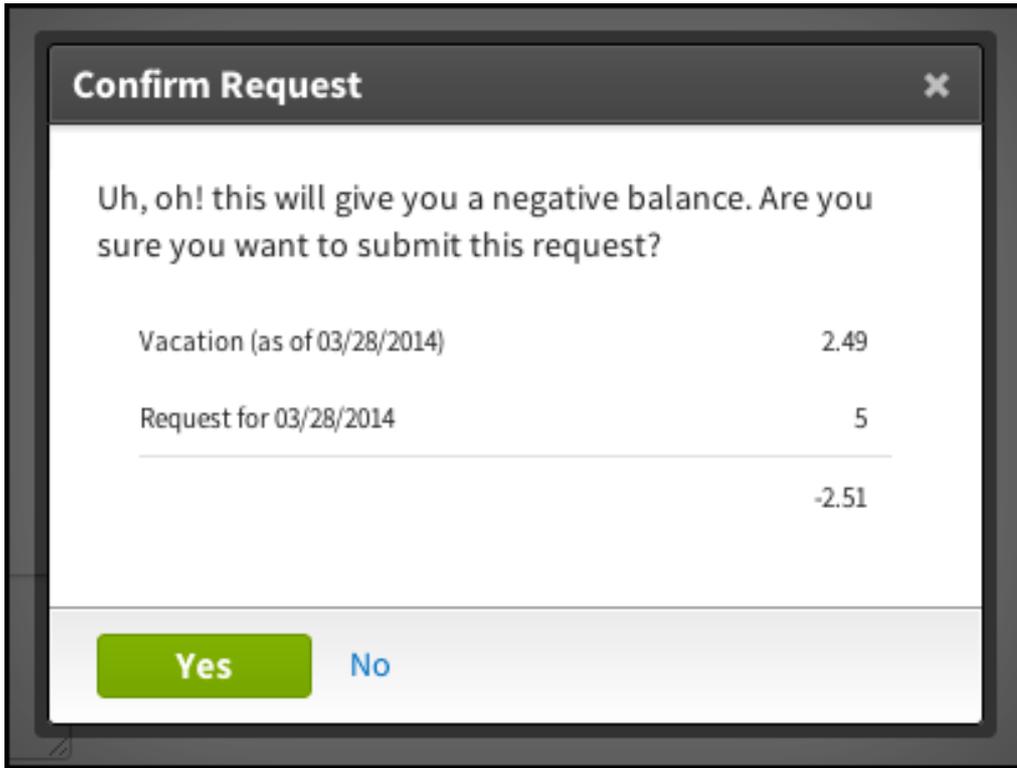
BambooHR allows you to request time off directly from Home. To do so, click on the "Request Time Off" button in the My Info widget. Fill out the information required regarding the date(s), amount of time requested, and the Time Off Type that the request is associated with. By clicking "Send Request" the request will be submitted. Notes are a great way to describe more specifically what the time off is being used for, and we encourage you to use the note field with each request.

Once you click "Send Request," your request will be submitted and sent to the appropriate individual(s) for review. Once the request has been approved, you will be able to view it by going to your Time Off Tab (located under My Info) and reviewing under the "Upcoming Time Off" Table or by selecting the appropriate time off type in the history table, then click "Requests."

 Access to time off information is determined by the Administrator for your BambooHR account.

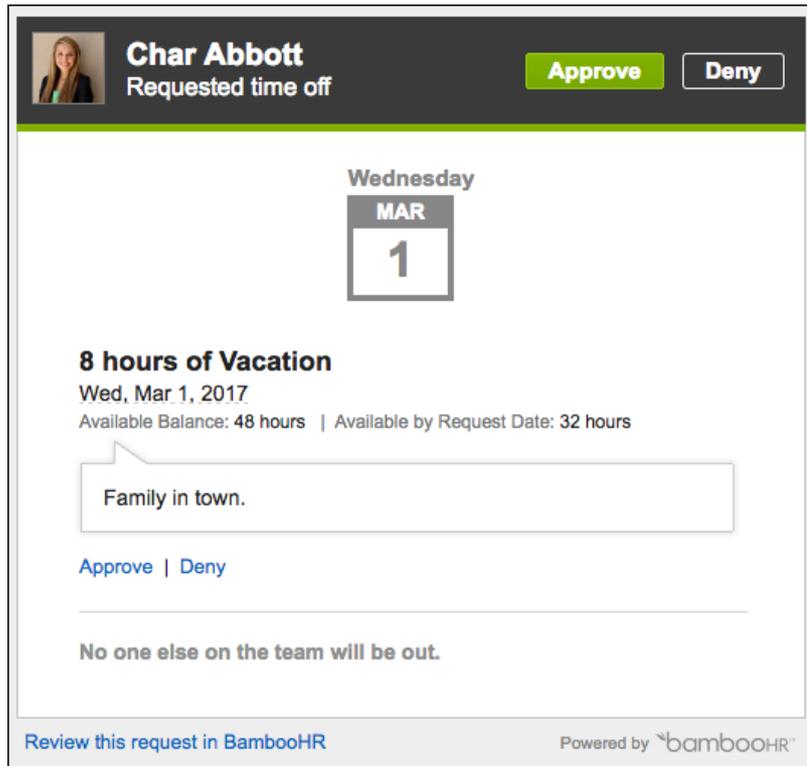
Will I be Notified if I have a Negative Time Off Balance?

Negative Balance



When you request time off that will result in a negative balance, a warning will be displayed. This warning will let you know what your available balance will be on the date that you requested time off, as well as the negative balance that will result if you continue with the request. You can then choose whether or not to continue with the request submission.

Email Notification



The screenshot shows an email notification interface. At the top left, there is a profile picture of Char Abbott and the text "Char Abbott Requested time off". To the right are two buttons: "Approve" (green) and "Deny" (white with a grey border). Below this is a calendar view for Wednesday, March 1st, 2017. The main content area displays "8 hours of Vacation" for "Wed, Mar 1, 2017", with "Available Balance: 48 hours" and "Available by Request Date: 32 hours". A text box contains the reason "Family in town." Below the text box are "Approve" and "Deny" links. At the bottom of the main area, it states "No one else on the team will be out." The footer includes a link to "Review this request in BambooHR" and the text "Powered by bambooHR".

After a Time Off request has been submitted, you will see a confirmation message in BambooHR. The email notification of the Time Off Request will be sent through the approval process. If there are multiple approvers set up in the workflow for your company, it will need to be approved by all before the request will officially be approved in BambooHR.

Time Off Request Approval

Requests ← Time Off Requests 1 of 1 « Prev | Next »

Inbox (10)
Approvals (3)
Time Off Requests (1)
Information Updates (2)
Onboarding (5)
Peer Feedback (2)

Completed
Sent Requests

Char Abbott – Feb 2, 2017
I'm requesting 8 hours of Vacation for Mar 1, 2017.

Awaiting Approval
2 pending approvals

Time Off Request **Approve** **Deny**

Char Abbott
MAR 1
8 Hours
Vacation
8.00 Hours Remaining
[View in Calendar](#)

Family in town.

March 2017
No one else on the team will be out.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Add a comment...

Once a Time Off request has been submitted, the approver will be able to click “Review this request in BambooHR” in the email notification and will be taken directly to the pending time off request. He or she can approve or deny directly through the email. Additionally, the approver can go to the Inbox in the top right corner of the screen when logged into BambooHR in order to take action on the request.

Requests can be approved or denied, and when either action is taken, an email notification is sent back to the requester to notify them of the decision.

Approved Request Email Notification



Your time off has been approved!

Charlotte Abbott,

Your time off request for 8 hours of Vacation on Mar 1st has been approved by Jennifer Caldwell.



Vacation
8 hours
Status: **Approved**

[Log in to BambooHR](#) Powered by 

Denied Request Email Notification



Time Off Denied

Jennifer Caldwell denied a time off request for Charlotte Abbott.

Charlotte, your time off request has been denied



8 hours - Vacation
Status: **Denied**



Jenny Caldwell – May 16, 2017.
Sorry, we have too many people out this day.

[Log in to BambooHR](#) Powered by 

Time Off Request History

 History

Vacation ▾ 2017 ▾ Show: Earned/Used | **Requests**

Date ▾	Description	Submitted	Status	(-)
06/02/2017 - 06/02/2017	Vacation See Comments (0)	05/05/2017	Approved (Olivia Sterling 05/09/2017)	-8.00
05/19/2017 - 05/19/2017	Vacation See Comments (0)	05/05/2017	Denied (Jennifer Caldwell 05/05/2017)	-8.00

When a request is approved, the requested amount will show as "Scheduled" under the available balance for that time off type. However, the Earned/Used history for that Time Off Type will not reflect the change until the time off has been taken.

To see a detailed reflection of Time Off requests that have not yet occurred, click on the "Requests" link in the History table on your Time Off tab.

How do I Cancel or Update my Time Off Request?

A Time Off request can be canceled or edited provided the time off is still pending, or the date for the request is still in the future. Requests for time frames that have already passed or requests that have already been denied cannot be canceled.

Cancel or Update a Time Off Request

The screenshot shows a user interface for an HR Administrator named Charlotte Abbott. At the top left is a circular profile picture. To its right, the name "Charlotte Abbott" and title "HR Administrator" are displayed. Below this, there are two main sections: "Vacation" and "Bereavement". The "Vacation" section shows a palm tree icon, the number "32" in large green font, and the text "HOURS AVAILABLE" and "16 hours scheduled". The "Bereavement" section shows a heart icon, the number "2" in large green font, and the text "DAYS AVAILABLE". At the bottom, there is a green button labeled "Request Time Off" with a circular arrow icon, and a small calculator icon to its right.

Click on the time off balances in the My Info widget on Home. Or, click on the "My Info" tab and then navigate to the "Time Off" tab.

The screenshot shows a "History" table with a "Vacation" dropdown menu and a "2017" year selector. The table has columns for "Date", "Description", "Submitted", "Status", and "Requests". The "Requests" column has a "Show: Earned/Used" dropdown and a "Requests" button. The table contains two rows of data. The first row is for a vacation request from 06/02/2017 to 06/02/2017, submitted on 05/05/2017, with a status of "Approved" and a value of -8.00. The second row is for a vacation request from 05/19/2017 to 05/19/2017, submitted on 05/05/2017, with a status of "Denied" and a value of -8.00. The "Approved" status in the first row is highlighted with a red box.

Date	Description	Submitted	Status	Requests
06/02/2017 - 06/02/2017	Vacation See Comments (0)	05/05/2017	Approved	-8.00
05/19/2017 - 05/19/2017	Vacation See Comments (0)	05/05/2017	Denied (Jennifer Caldwell 05/05/2017)	-8.00

Select the desired Time Off Type in the top left corner of the History table, then select to show "Requests." Click on the status link for the request you would like to update.

 If you would like to see requests for a specific year, you can change "2017" to the desired year in the top left corner of the table.

Vacation Request Details [X]

From* 06/02/2017 [Calendar] - To* 06/02/2017 [Calendar]

Time off type*
 Vacation [X]

Amount*
 8 hours

Note
 [Text Area]

Save Cancel Request Cancel

The pop-up will show the details of the request. Simply cancel the request or make changes to the request and save it. If changes are made to the time off request, it will go through the approval process again.

How do I View my Time Off Balances?

Home

Charlotte Abbott
 HR Administrator

Vacation	Bereavement
 32 HOURS AVAILABLE 16 hours scheduled	 2 DAYS AVAILABLE

[Request Time Off](#) [Calendar]

You can review current time off balances in the My Info widget on Home. The My Info widget gives a general view of the current balances for each time off type and will show if there are any days/hours scheduled. To view your time off balances in more detail, click on one of the balances.

Time Off History

Charlotte Danielle Abbott
HR Administrator

Personal Job Emergency **Time Off** Documents Training Benefits More ▾

Time Off

Vacation
32 HOURS AVAILABLE
16 hours scheduled

Bereavement
2 DAYS AVAILABLE

Flexible PTO
0 DAYS USED (YTD)

Upcoming Time Off

- May 18
8 hours of Vaca..
- May 29
Memorial Day
- Jun 2
8 hours of Vaca..

History

Vacation 2017 Show: Earned/Used | Requests

Date	Description	Submitted	Status	(-)
06/02/2017 - 06/02/2017	Vacation See Comments (0)	05/05/2017	Approved (Olivia Sterling 05/09/2017)	-8.00
05/19/2017 - 05/19/2017	Vacation See Comments (0)	05/05/2017	Denied (Jennifer Caldwell 05/05/2017)	-8.00
05/18/2017 - 05/18/2017	Vacation See Comments (0)	05/05/2017	Approved (Olivia Sterling 05/08/2017)	-8.00

The top of the Time Off tab shows each of the Time Off Types as well as the balances associated with that type. The Available balance is the net amount of time you have including any future approved time off requests that have not yet occurred, which show as scheduled.

The History table gives you the option to select a Time Off Type, and show the Earned/Used or Request history for that type. The Earned/Used history will show any past time off requests, accruals or balance adjustments. The Request history will show all requests for that specific type, this includes approved, denied, and canceled requests.

The Upcoming Time Off table will show all upcoming approved time off and company holidays.

Can I Calculate my Future Balances?

Calculate Balance

Charlotte Danielle Abbott
HR Administrator

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

Time Off

Calculate Balance

Vacation
32 HOURS AVAILABLE
16 hours scheduled
Vacation Full Time

Bereavement
2 DAYS AVAILABLE

Flexible PTO
0 DAYS USED (YTD)

Sick
10 HOURS AVAILABLE
Sick Policy

415-555-1237 Ext. 1273
415-555-8968
smiller+charlotte@ba...
Hire Date
Apr 20, 2014
3y - 26d

Navigate to your time off tab and click the "Calculate Balance" button that appears when hovering over the time off type.

Estimate Time Off

Time Off Type: Vacation As of Date: 05/16/2017

32.00 hours

Accrual Details

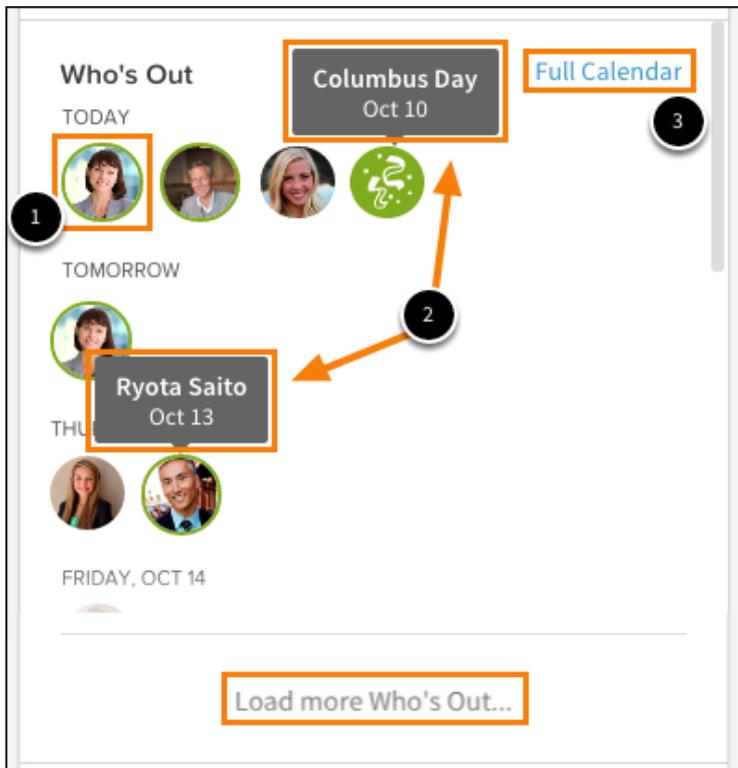
Date	Action	Amount	Balance
05/01/2017	Accrual for 05/01/2017 to 05/31/2017	8.00 hours	32.00 hours
05/01/2017	Used	-8.00 hours	24.00 hours
04/01/2017	Accrual for 04/01/2017 to 04/30/2017	8.00 hours	32.00 hours
03/01/2017	Accrual for 03/01/2017 to 03/31/2017	8.00 hours	24.00 hours
02/01/2017	Accrual for 02/01/2017 to 02/28/2017	8.00 hours	16.00 hours
01/01/2017	Accrual for 01/01/2017 to 01/31/2017	8.00 hours	8.00 hours
01/01/2017	Enrolled in policy "Vacation Full Time"	0.00 hours	0.00 hours

Close

Select the Time Off Type and future date to see what the balances will be at that point in time. The Accrual Details will show any future approved time off requests as well as any accruals that will happen before the future date.

Where can I View the Who's Out Calendar?

Home



When logged into BambooHR, go to the "Who's Out" widget on Home. In this widget you can:

1. View your direct reports at a quick glance by the brand colored border around their avatar in the widget display.
2. Hover over an employee's avatar to show the full date range the employee will be out for. Additionally, hover over a holiday to show the holiday name and date range.
3. Click the "Full Calendar" link to see the Who's Out information in a calendar view. Additionally, a link to the [iCal feed](#) is available within the Full Calendar. Keep in mind that iCal access is determined by your administrator.

Who's Out Calendar

The screenshot displays the BambooHR 'Who's Out' calendar for May 2017. The calendar is set to a weekly view. The days of the week are labeled at the top: Sunday, Monday, Tuesday, Wednesday, Thursday, and Friday. The dates are listed in the left column. Various employee absence events are shown as colored bars with names: Charlotte Abbott (orange), Cathy Jones (grey), Trent Walsh (grey), Jenny Caldwell (grey), and Memorial Day (holiday icon). A legend at the bottom identifies the colors: orange for Vacation, purple for Bereavement, red for Flexible PTO, and green for Sick. The right sidebar contains a 'Filter...' dropdown, a 'Month' selector, and a 'Show on Calendar' panel with checkboxes for Holidays, Birthdays, Anniversaries, and Weekends. A 'Powered by bambooHR' logo is at the bottom right.

1. Change the view of the calendar to show by week, 2 weeks or month.
2. Scroll through the future months to see upcoming, approved Time Off Requests and Company Holidays.
3. Filter options allow you to filter the calendar to only show employees from a specific Department, Location, Division, Job title, Employment Status or your Circle (Peers, Direct Reports, and your Manager). If you have not set a filter, the calendar will automatically show all employees.
4. Select what you'd like to show on the calendar: Holidays, Birthdays, Anniversaries and Weekends. If your company is using the "iCal" feature, you can [set up an iCalendar feed](#) with your google, mac or outlook calendar. This way the selected events will show up in your calendar program instead of having to log into BambooHR to see them.

 Did you know BambooHR has a [mobile app](#)? Be sure to download it so you can get quick access to [request time off](#), view the [Who's Out calendar](#), and [company directory](#)!

What's Next?

Do you need to update your [Emergency Contacts](#)?

Would you like to make sure that your [dependents](#) are up to date?

Do you need to [upload your photo](#) to personalize your BambooHR profile?