Time Tracking

Training for BambooHR

How to access your Timesheet

1) Login to your Bamboo account at https://pinnaclestaffing.bamboohr.com

2) Click **My Info** at the top

3) Click the **Timesheet** tab

Enter Regular Time &
Leave gaps for Lunch Breaks

Enter Time Worked ✕

📅 Monday, Jan 8

Start Time		End Time		Save time to...	
8:00	AM ▾	– 12:00	PM ▾	--Select Project/Task-- ▾	4h 00m

All Projects

-Regular Time
Complete Guarantee 40 hrs
Holiday 8 hrs
Personal/Sick/Vaca Time *If Available*

+ Add Entry   Total: 4h 00m

Save Cancel

	8h 30m
Mon Apr 10	8:00 AM - 5:00 PM
	8:00 AM - 12:00 PM → 4h 00m on Regular Time
	12:30 PM - 5:00 PM → 4h 30m on Regular Time
	+ Add Time Entry

2 time entries

o Click **+ Add Time Entry**

o Enter hours to the **nearest quarter hour**

Ex. 12:07=12:00 and 12:08=12:15

o Select **Regular Time** when you are logging the hours you worked

o Enter **2 time entries** to show a gap when a lunch break was taken

Minimum 30 min lunch break

This gap shows a 30 min lunch break was taken

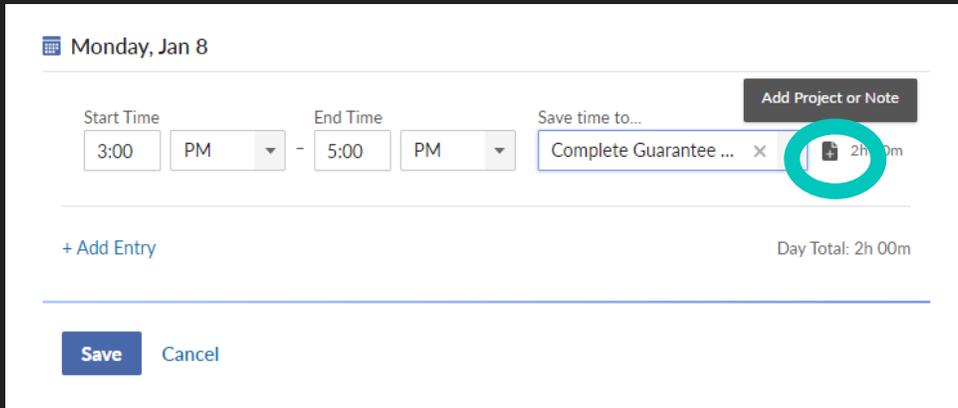# Guaranteed Hours

- You will see an option to select **Complete Guarantee Hrs** if you are guaranteed hours per your contract.

- If you did not reach that total because of the center (i.e. low patient volume, machines down), then add an entry for the balance of hours you are guaranteed.

Add a note for Guaranteed Hour entries

○ Add a note by clicking on the + sign
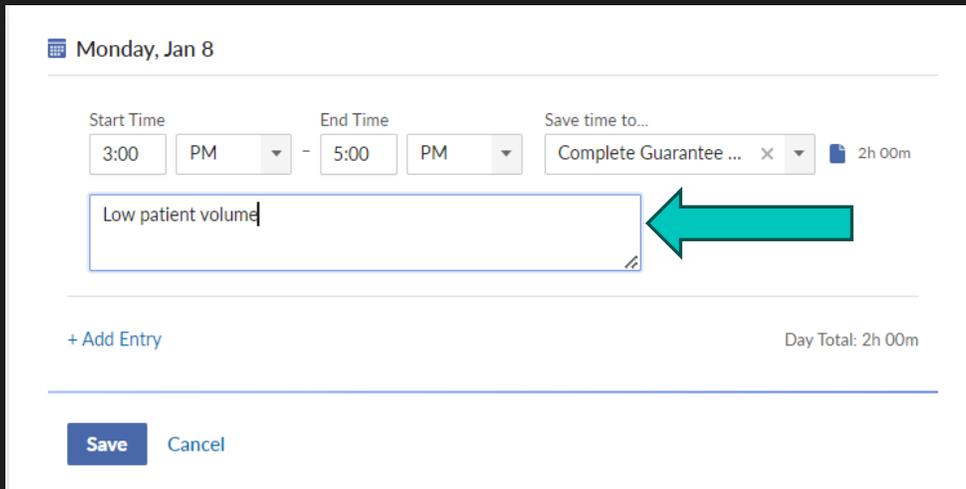
○ Type the reason in the text box

(ex. Low patient volume, machines down, etc.)

Time Off

Paid Time Off

- Select **Personal/Sick/Vaca Time**
- These hours may be adjusted or removed by Pinnacle if you have not yet accrued the number of PTO hours requested.
- Refer to your IES Paystub for PTO accrual

Unpaid Time Off

- Do NOT enter these hours on your Timesheet

Time Off
On Assignment in AZ/CA/CO/IL/MA/NM/NY

Sick and Personal/Vaca Time are separate.

○ If sick, select **Sick Time**

○ If taking personal or vacation time, select **Personal/Vaca Time**

Add a note if you left work early

Add a note by clicking on the + sign

Type the reason in the text box

Add a note if you are out for a full day

- You will not be able to save a note if you did not enter a time entry for that day.

- Add the note to your next time entry.

  Example Below: Jane Doe was out sick on Mon 4/10.
            She added a note to her next time entry on Tues 4/11.

Exception:
If you are out Fri and do not work Sat, then add the note to Thurs.

Holidays

- If your assignment extends over a holiday, enter 8 hours and select **Holiday 8 hrs**

- Holidays recognized by Pinnacle:
  -New Year's Day
  -Memorial Day
  -Independence Day
  -Labor Day
  -Thanksgiving Day
  -Christmas Day

The Timesheet Process

1) Traveler must finalize their Timesheet entries **before Friday at 5:00 PM.**

2) Timesheet is automatically sent to the Timesheet Approver via email on Friday at 5:00 PM.

3) Timesheet is reviewed by Pinnacle Staffing Solutions.

○ If you need to make a correction and can no longer edit your timesheet, please email **admin@pinnaclestaffingsolutions.org** ASAP.

○ If corrections are not made before Monday, **payment may be delayed**.

VERIFY TIMESHEET FOR ACCURACY *BEFORE* FRIDAY AT 5:00 PM

Thank you ☺

Pinnacle Staffing Solutions appreciates you!

If you have any questions, please reach out to your Recruiter or Account Manager.