



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

The screenshot shows the BambooHR Timesheet interface. The top navigation bar includes tabs for Personal, Job, Job Requirements, Emergency, **Timesheet** (highlighted with a red circle), Training, Notes, Benefits, and More. Below the navigation bar, the page title is 'Timesheet' and there is a 'Show This Pay Period' dropdown menu. The main content area displays a calendar view for the week of April 9-15, 2023. The current time is 5:21 PM on Tuesday, April 11. The interface shows '0h 00m' for all days, indicating no time has been logged. A 'Clock In' button is visible on the right side of the interface. The right sidebar shows 'Not Clocked In' and '0h 00m Today' with a 'Clock In' button. Below that, it shows 'This Week' (Apr 9 - 15, 4 days left) and 'This Pay Period' (Apr 9 - 15, 4 days left) with a '0h 00m' display. A note at the bottom indicates 'Will be sent for approval on Apr 14'.

Enter Regular Time & Leave gaps for Lunch Breaks

Enter Time Worked

Monday, Jan 8

Start Time: 8:00 AM - End Time: 12:00 PM

Save time to...: --Select Project/Task-- (4h 00m)

+ Add Entry

Save Cancel

Mon Apr 10

8h 30m
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

- Click **+ Add Time Entry**
- Enter hours to the **nearest quarter hour**
Ex. 12:07=12:00 and 12:08=12:15
- Select **Regular Time** when you are logging the hours you worked
- 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

Enter Time Worked

Monday, Jan 8

Start Time: 3:00 PM - End Time: 5:00 PM

Save time to...: --Select Project/Task-- (2h 00m)

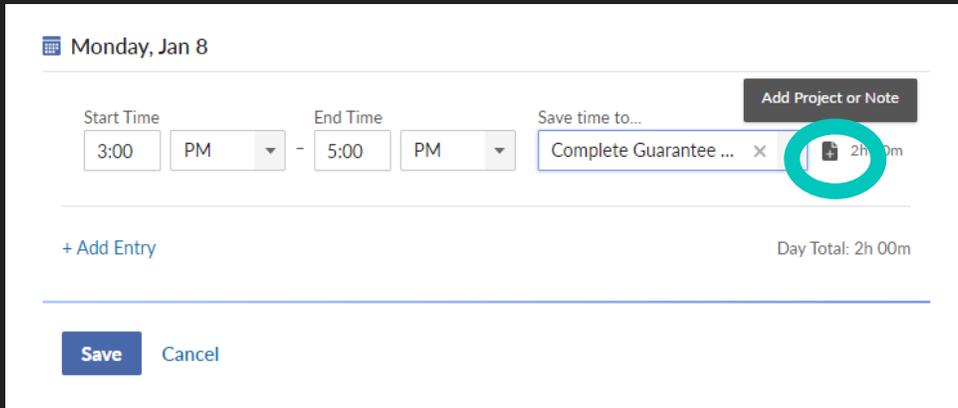
+ Add Entry

Save Cancel

Total: 2h 00m

- 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



Monday, Jan 8

Start Time: 3:00 PM - End Time: 5:00 PM

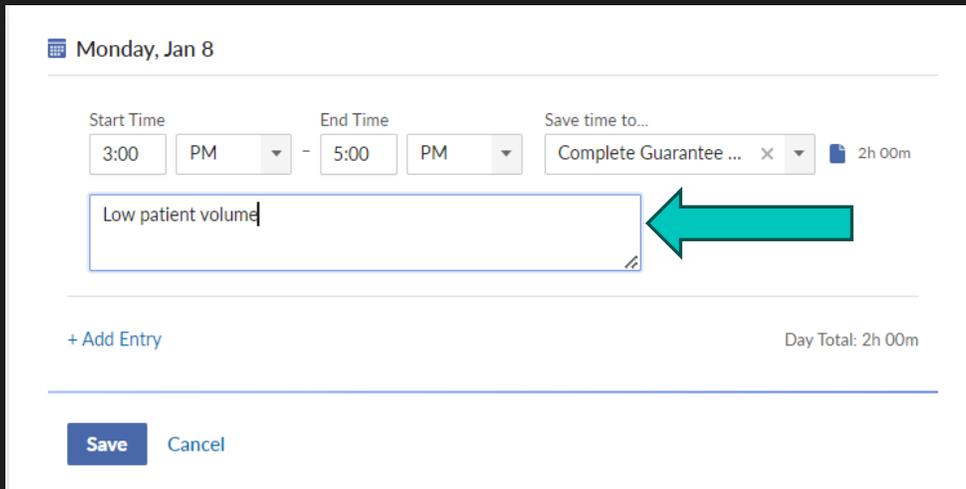
Save time to... Complete Guarantee ... x 2h 00m

Add Project or Note

+ Add Entry Day Total: 2h 00m

Save Cancel

○ Add a note by clicking on the + sign



Monday, Jan 8

Start Time: 3:00 PM - End Time: 5:00 PM

Save time to... Complete Guarantee ... x 2h 00m

Low patient volume

+ Add Entry Day Total: 2h 00m

Save Cancel

○ Type the reason in the text box
(ex. Low patient volume, machines down, etc.)

Time Off

Friday, Jan 12

Start Time: 8:00 AM - End Time: 4:00 PM

Save time to...: --Select Project/Task-- (8h 00m)

+ Add Entry

Save Cancel

Total: 8h 00m

Options in dropdown:
All Projects
-Regular Time
Complete Guarantee 40 hrs
Holiday 8 hrs
Personal/Sick/Vaca Time *If Available*

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

Friday, Jan 12

Start Time: 8:00 AM - End Time: 4:00 PM

Save time to... --Select Project/Task-- 8h 00m

+ Add Entry

Save Cancel

Total: 8h 00m

All Projects

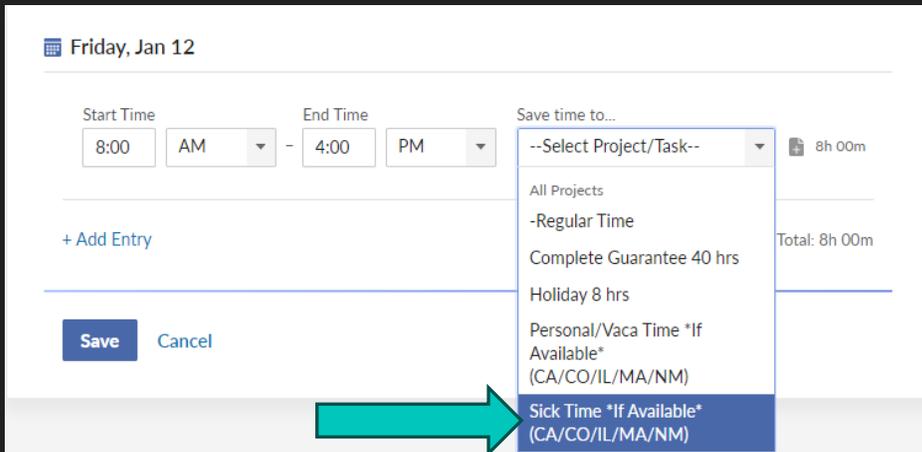
-Regular Time

Complete Guarantee 40 hrs

Holiday 8 hrs

Personal/Vaca Time *If Available* (CA/CO/IL/MA/NM)

Sick Time *If Available* (CA/CO/IL/MA/NM)

A screenshot of a time entry form for Friday, Jan 12. The start time is 8:00 AM and the end time is 4:00 PM. A dropdown menu is open, showing options for saving time to. The option 'Sick Time *If Available* (CA/CO/IL/MA/NM)' is highlighted with a blue background. A red arrow points to this option.

Sick and Personal/Vaca Time are separate.

○ If sick, select **Sick Time**

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

Friday, Jan 12

Start Time: 8:00 AM - End Time: 4:00 PM

Save time to... --Select Project/Task-- 8h 00m

+ Add Entry

Save Cancel

Total: 8h 00m

All Projects

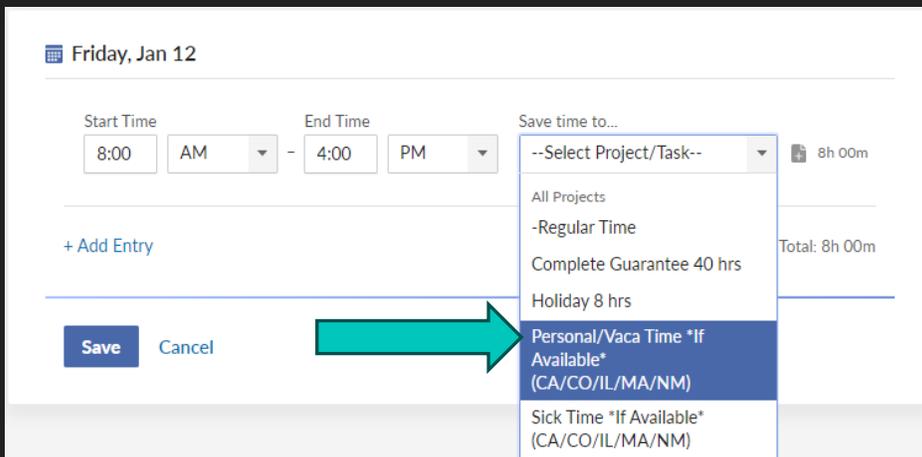
-Regular Time

Complete Guarantee 40 hrs

Holiday 8 hrs

Personal/Vaca Time *If Available* (CA/CO/IL/MA/NM)

Sick Time *If Available* (CA/CO/IL/MA/NM)

A screenshot of a time entry form for Friday, Jan 12. The start time is 8:00 AM and the end time is 4:00 PM. A dropdown menu is open, showing options for saving time to. The option 'Personal/Vaca Time *If Available* (CA/CO/IL/MA/NM)' is highlighted with a blue background. A red arrow points to this option.

Add a note if you left work early

Monday, Jan 8

Start Time 8:00 AM - End Time 2:00 PM - Save time to... -Regular Time x + 6h 00m

+ Add Entry Day Total: 6h 00m

Save Cancel

Monday, Jan 8

Start Time 8:00 AM - End Time 2:00 PM - Save time to... -Regular Time x + 6h 00m

I left early due to a family emergency.

+ Add Entry Day Total: 6h 00m

Save Cancel

○ 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.

Tuesday, Apr 11

Start Time 7:30 AM - End Time 12:30 PM - Save time to... Regular Time x 5h 00m

+ Add Entry Day Total: 5h 00m

Save Cancel

Tuesday, Apr 11

Start Time 7:30 AM - End Time 12:30 PM - Save time to... Regular Time x 5h 00m

I was out sick on Monday 4/10.

+ Add Entry Day Total: 5h 00m

Save Cancel

Holidays

Monday, Dec 25

Start Time: 8:00 AM - End Time: 4:00 PM

Save time to...: --Select Project/Task-- (8h 00m)

+ Add Entry

Total: 8h 00m

Save Cancel

- 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.