



Time Tracking for Timesheet Approvers

Training for BambooHR

Create an account to use BambooHR

pinnacle
STAFFING SOLUTIONS

Welcome, Test.
We're excited to have you join the team!

Your first day is:
[REDACTED]

Location:
[REDACTED]

We want you to get started out right. Click "Get Started" and we'll get you up and running at Pinnacle Staffing Solutions Inc..

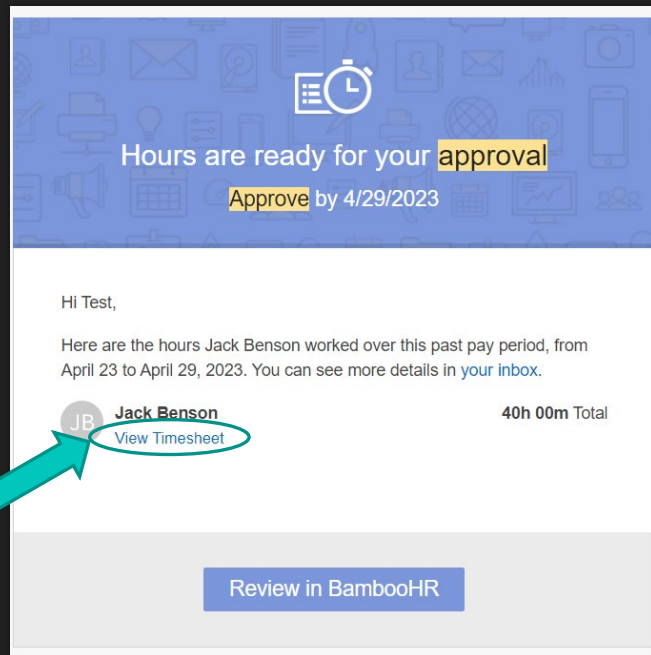
[Get Started](#)

bamboohr

- You will receive a **Welcome email** from BambooHR
- Click "**Get Started**"
- Your **username** is your email address
- Create a **password**
- You do not need to enter any personal info
- The only required field is "**Emergency Contact.**" Type "**N/A**" to proceed

Please note: You will not be able to approve Timesheets without creating an account.

You will receive a weekly email to approve hours



- The email will be from **BambooHR**

notifications@app.bamboohr.com

- The subject will be "Hours are ready to approve"
- Click "View Timesheet"

To view the TS details, click on each day

Apr 16-22 Change History

Day	Time
Sun Apr 16	0h 00m
Mon Apr 17	8h 00m 8:00 AM - 4:30 PM 8:00 AM - 12:00 PM → 4h 00m on Regular Time 12:30 PM - 4:30 PM → 4h 00m on Regular Time + Add Time Entry
Tue Apr 18	8h 00m 8:00 AM - 4:30 PM

40h 00m
 Approve
Must approve by Apr 22

- When you click on a day, the TS entries will expand with more details
- You should see 2 entries per day, which indicates a lunch break was taken

Approve the TS

Apr 16-22 Change History

Day	Time Entry
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JB
Pay Period
Apr 16 - 22

40h 00m

Approve
Must approve by Apr 22

○ Click “Approve” if hours are correct

Correcting TS Hours

- If a correction needs to be made, you may edit the timesheet yourself
 - Hover over the time entry with your cursor
 - Click the pencil to edit
- OR email admin@pinnaclestaffingsolutions.org and they will make the correction

You will still need to Approve the TS after the correction has been made.

Pay Period

- If the wrong pay period is displayed...



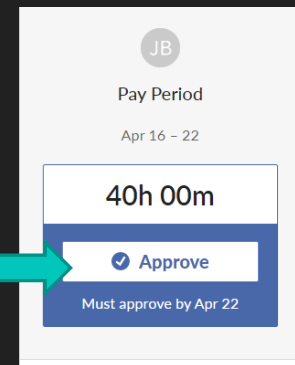
The screenshot shows a 'Timesheet' interface. At the top, it says 'Timesheet' and 'Apr 30-May 6'. Below this is a table with columns for days of the week and time. A dropdown menu is open, showing 'This Pay Period' and 'Previous Pay Period' options. A teal arrow points to the dropdown arrow.

Day	Time
Sun Apr 30	0h 00m
Mon May 1	0h 00m 12:58 PM
Tue May 2	0h 00m

Drop-down menu options:

- This Pay Period
- Previous Pay Period
- 04/16/2023 - 04/22/2023
- 04/09/2023 - 04/15/2023
- 04/02/2023 - 04/08/2023
- 03/26/2023 - 04/01/2023
- 03/19/2023 - 03/25/2023
- 03/12/2023 - 03/18/2023
- 03/05/2023 - 03/11/2023
- 02/26/2023 - 03/04/2023
- 02/19/2023 - 02/25/2023

- Simply click the arrow by the drop-down menu to select “Previous Pay Period” and then click “Approve”



The screenshot shows a confirmation dialog box. It displays the user's initials 'JB', the pay period 'Apr 16 - 22', and the total time '40h 00m'. There is an 'Approve' button with a checkmark icon. Below the button, it says 'Must approve by Apr 22'. A teal arrow points to the 'Approve' button.

JB

Pay Period

Apr 16 - 22

40h 00m

Approve


Must approve by Apr 22

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 timesheets are not approved before 10 AM Monday, **payment may be delayed.**

**VERIFY TIMESHEET FOR
ACCURACY
BEFORE
10:00 AM
MONDAY**



Thank you 😊



Pinnacle Staffing Solutions appreciates you!

If you have any questions, please reach out to admin@pinnaclestaffingsolutions.org