

BambooHR

☰ About BambooHR

☰ BambooHR Basics

☰ FAQs

☰ The End!

About BambooHR

How can I use BambooHR at Shopmonkey?

BambooHR is your human resource platform at Shopmonkey! You can request time off, manage your personal information, sign important documents, and more. This course will show you how to effectively use BambooHR for all of your human resource needs.

Explore BambooHR

Click the purple button on the right to open BambooHR. You can reference BambooHR as needed while completing this course.

GO TO BAMBOOHR

CONTINUE

BambooHR Basics

What do I need to know about BambooHR?

First, you will be learning how to complete some essential tasks and find helpful information.

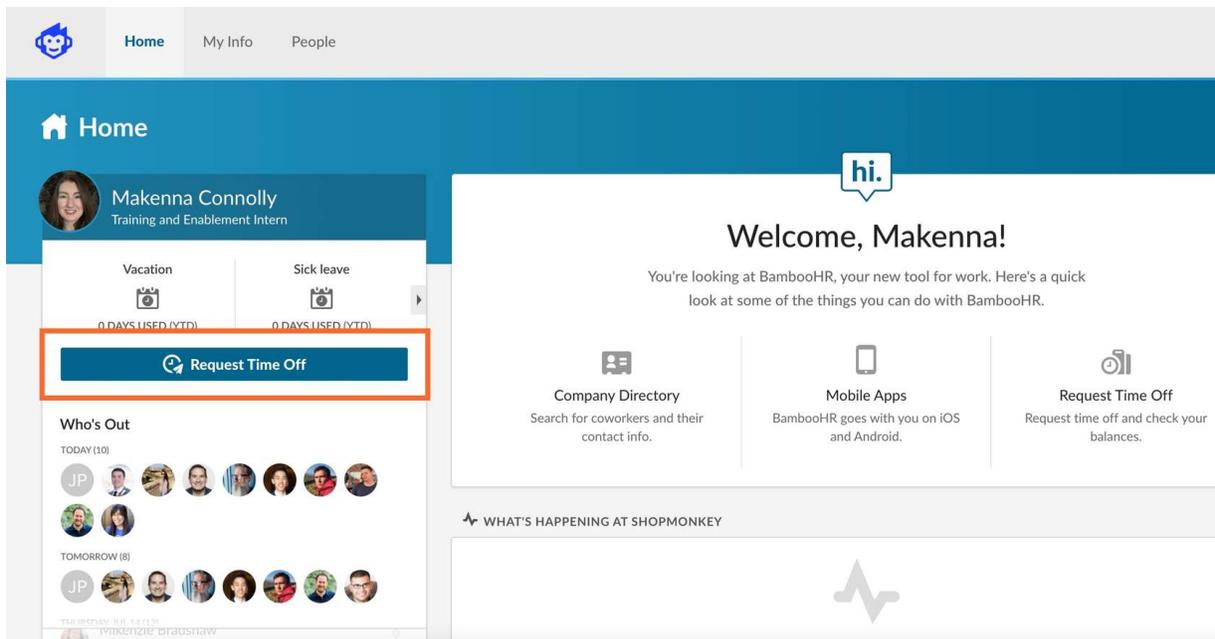
REQUEST TIME OFF

SIGN IMPORTANT DOCUMENTS

PERSONAL INFORMATION

LEARN ABOUT COLLEAGUES

It's easy to request time off! On the left side of the **Home** page, simply click the **Request Time Off** button, as seen in the image below. Clicking this button will take you to another page where you can request **Vacation** or **Sick leave**. You will also be able to select the day(s) off for your request.



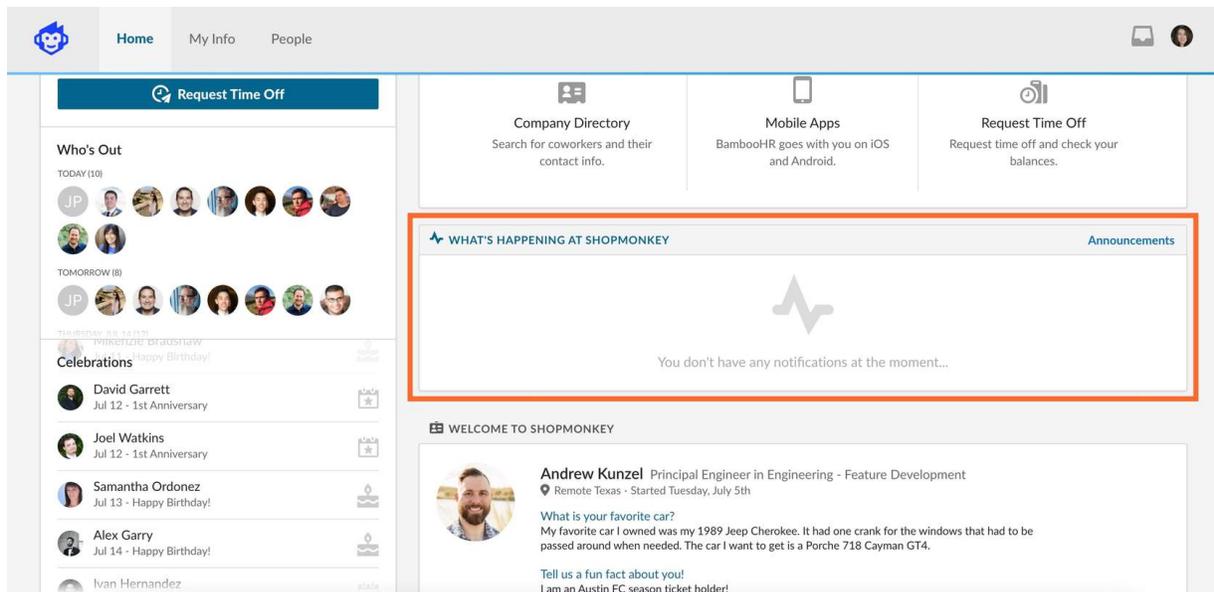
REQUEST TIME OFF

SIGN IMPORTANT DOCUMENTS

PERSONAL INFORMATION

LEARN ABOUT COLLEAGUES

When you have documents to sign, they will appear under the **What's Happening At Shopmonkey** section. This section is found on the **Home** page, as seen in the image below. You will also be notified of these documents through your Shopmonkey Gmail account, but you will use BambooHR to electronically sign the documents.



REQUEST TIME OFF

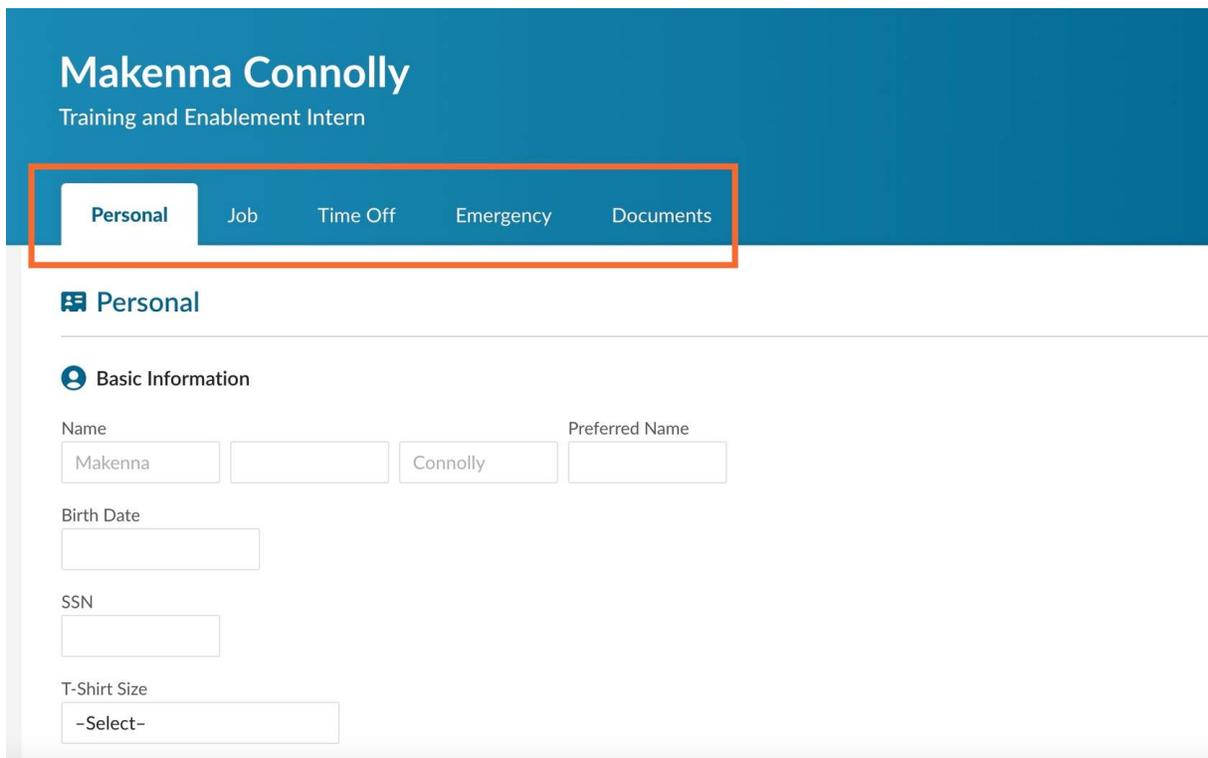
SIGN IMPORTANT DOCUMENTS

PERSONAL INFORMATION

LEARN ABOUT COLLEAGUES

To manage your personal information, click **My Info** at the top of any page. The **My Info** page has a variety of information. Select the **Personal** tab to update your contact information, as seen in the image below, which can include your address after moving. Note: You will need approval for changing your address if moving to a new city, state, or country.

Additionally, to add and update your emergency contacts, select the **Emergency** tab. You can also click the **Documents** tab to view your signed documents.



Makenna Connolly
Training and Enablement Intern

Personal Job Time Off Emergency Documents

Personal

Basic Information

Name: Makenna Preferred Name: Connolly

Birth Date: []

SSN: []

T-Shirt Size: -Select-

REQUEST TIME OFF	SIGN IMPORTANT DOCUMENTS	PERSONAL INFORMATION	LEARN ABOUT COLLEAGUES
----------------------------------	--	--------------------------------------	--

To see all Shopmonkey employees, select **People** at the top of any page. You will be taken to a directory that lists employees alphabetically by last name. However, you can also view all employees through an organization chart.

To view this chart, click **Org Chart**, which is located towards the upper right side of the **People** page. You will be able to search this chart to see everyone's role and their manager, as seen in the GIF below. The number you select next to the search bar will affect how many employee levels you see in the chart. To only see someone's direct reports, click on the number and arrow to the left of their picture.



Home

My Info

People

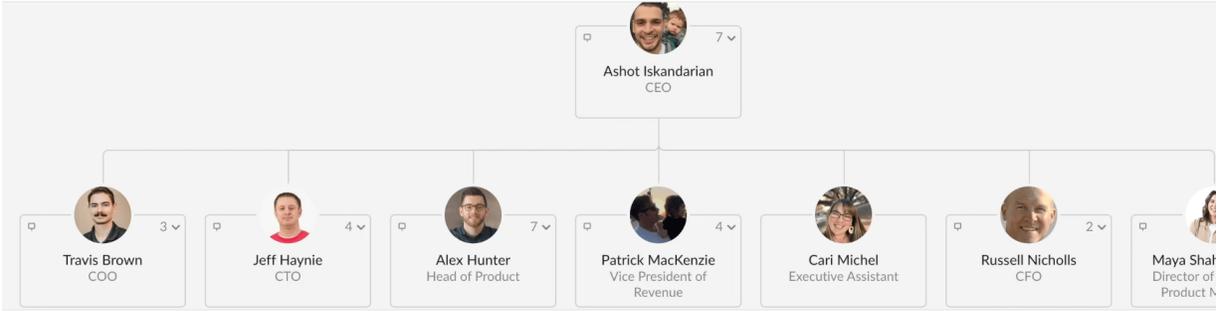
Org Chart (179)

[Quick access](#)

[Directory](#)

Jump to an employee...

1



Privacy Policy · Terms of Service · © 2008–2022 BambooHR All rights reserved.



CONTINUE

FAQs

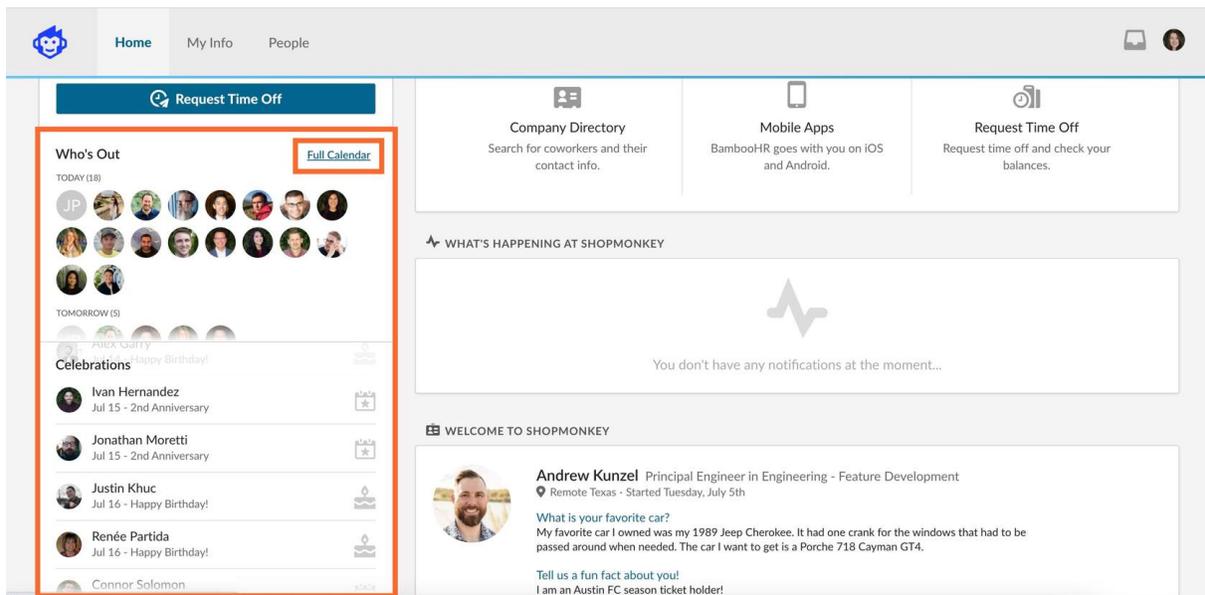
Frequently asked questions

Now that you know the basics of BambooHR, here are a few common questions to round out that knowledge.

How do I see birthdays, work anniversaries, and who is out of office?

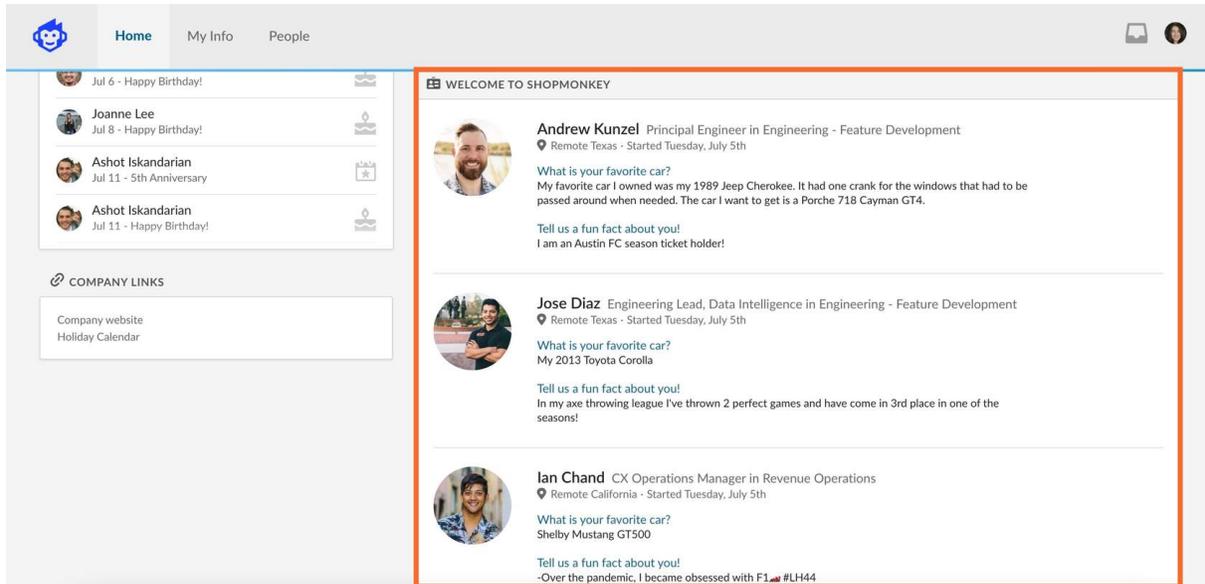
On the left side of the **Home** page, you can see who is out of the office in the **Who's Out** section. To see the calendar view of this information, hover your cursor over the **Who's Out** section and click **Full Calendar**, as seen in the image below.

In the **Celebrations** section, which is located directly below the **Who's Out** section, you can see upcoming birthdays and work anniversaries. Click the image below for a closer look.



Can I view new employees in BambooHR? —

Yes! On the **Home** page, continue scrolling down to see the **Welcome to Shopmonkey** section. This section is where you can see new hires from within the past month. Click the image below for a closer look.



How do I add my profile picture? —

To add a profile picture, simply go to **My Info** and click the circle profile icon at the top left side of the page.

How do I view my inbox? —

To access your inbox, click on the inbox icon at the top right corner of any page. A dropdown menu will appear. Click **Inbox**. Your inbox will contain tasks you need to complete, such as signing documents. You can see your completed tasks under the **Completed** section, as seen in the image below. You can also keep track of your time-off requests and approvals under the **Sent** section.

Home My Info People

Requests Item Status -Select-

Inbox

Completed

Signatures

Sent

ALL - Form of AWECIIAAA
You signed this on May 26, 2022

Completed >

1 - 1 of 1 « Prev | Next »

Privacy Policy · Terms of Service · © 2008–2022 BambooHR All rights reserved. bambooHR

How do I adjust my account settings? —

On any page, click on your circle profile icon at the top right corner. This will open a dropdown menu. Click **Account Settings**. Here, you will be able to access your settings, which include timezone and preferred language.

How do I add BambooHR calendars to Google Calendar? —

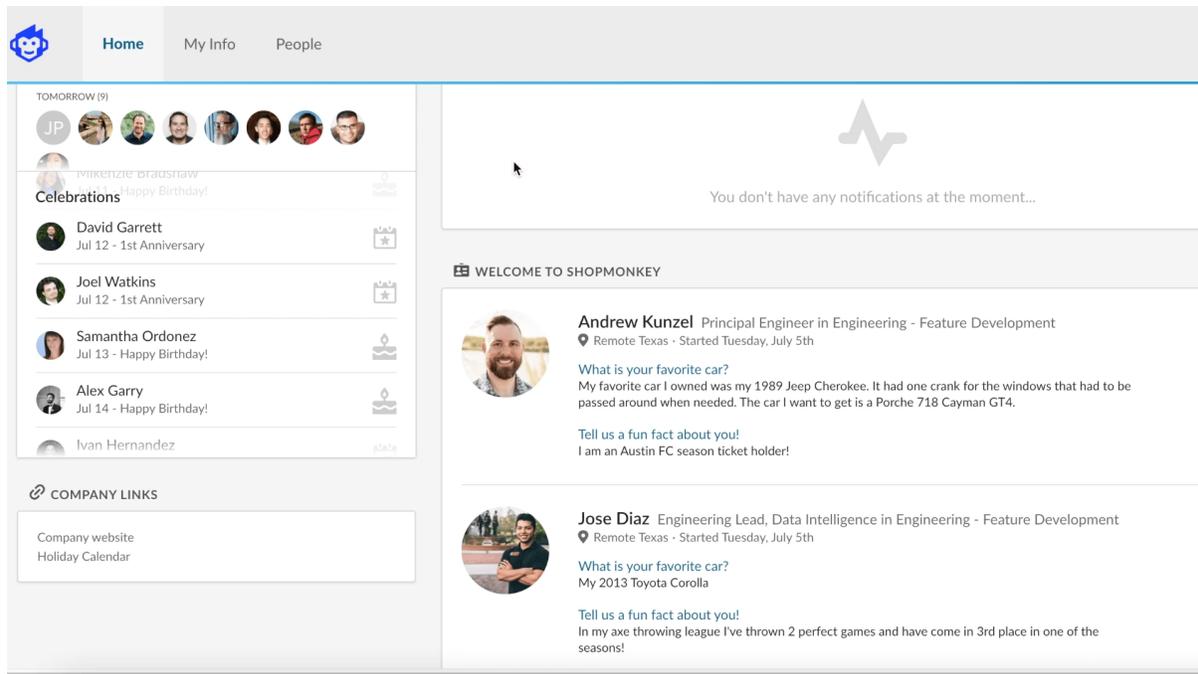
Please see the slideshow below for the two-step instructions!

Add BambooHR calendars to Google Calendar

In two easy steps, you can add BambooHR calendars to quickly see birthdays, work anniversaries, who is out of office, and official company holidays.

Step 1

Copy the calendar link



The screenshot shows a company home page with a navigation bar at the top containing 'Home', 'My Info', and 'People'. The main content area is divided into two columns. The left column features a 'TOMORROW (9)' section with a row of profile pictures, followed by a 'Celebrations' section listing several employees with their names, dates, and reasons for celebration (e.g., 'Happy Birthday!', '1st Anniversary'). Each entry includes a small calendar icon. Below this is a 'COMPANY LINKS' section with a box containing 'Company website' and 'Holiday Calendar'. The right column has a large empty space with a message: 'You don't have any notifications at the moment...'. Below that is a 'WELCOME TO SHOPMONKEY' section featuring two employee profiles. Each profile includes a profile picture, name, title, location, start date, and two sections: 'What is your favorite car?' and 'Tell us a fun fact about you!'.

On the **Home** page, scroll down to the **Celebrations** section. Hover your cursor over this section and click **iCal**, as seen in the GIF above. This will open the **iCalendar Feeds** menu. Click **Create Calendar Feed** for the calendar you want to add to Google Calendar. Click **Copy link**.

Step 2

Add the link to Google Calendar

The screenshot displays the Google Calendar interface for July 2022. The top navigation bar shows 'Calendar', 'Today', and navigation arrows. The main calendar grid is in weekly view, with the current date being Tuesday, July 12. The left sidebar contains several sections: 'Create' with a plus icon, 'Meet with...' with a search bar, 'Time Insights' for the week of July 10-16, 2022, showing 7.3 hours in meetings, and 'My calendars' with checkboxes for 'Makenna Connolly', 'Birthdays', 'Reminders', and 'Tasks'. The 'Other calendars' section is expanded, showing 'Holidays in United States' checked. The main calendar grid shows various events: 'Enablement Checkin 1-1.45pm' on Monday, 'Tuesday Training at Ter 1-2pm' on Tuesday, 'Guru Intro, 12:30pm' on Wednesday, 'T&E checkin 1-1.45pm' and 'Google Site Update 1:45-2:30pm' on Wednesday, 'All Hands 1-2:30pm' on Thursday, 'ASTA Knowledge Day C 3-4pm' on Monday, 'Joe&Ash Content Sync.' on Tuesday, 'ASTA Knowledge Days: 4-5pm' on Wednesday, and 'Internship L&L 3pm' on Friday.

Go to Google Calendar. On the left sidebar, scroll down to the **Other calendars** section. Click the **+** button and then **From URL**, as seen in the GIF above. Paste the link that you copied from BambooHR into **URL of calendar**. Click **Add calendar**.

CONTINUE

The End!

That's BambooHR at Shopmonkey!

Thank you for completing this course! You learned how to use basic features and explored some helpful knowledge, such as how to request time off and add calendars. You are now ready to use BambooHR at Shopmonkey!