

# BambooHR

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## *How do I link my BambooHR account using OAuth?*

### Overview

To authenticate BambooHR via OAuth, you will need to provide your BambooHR account credentials.

### Prerequisites

Please ensure you fulfill all the requirements to set up the integration:

- You have Full-Admin access in your company's BambooHR instance, or someone has shared their access with you

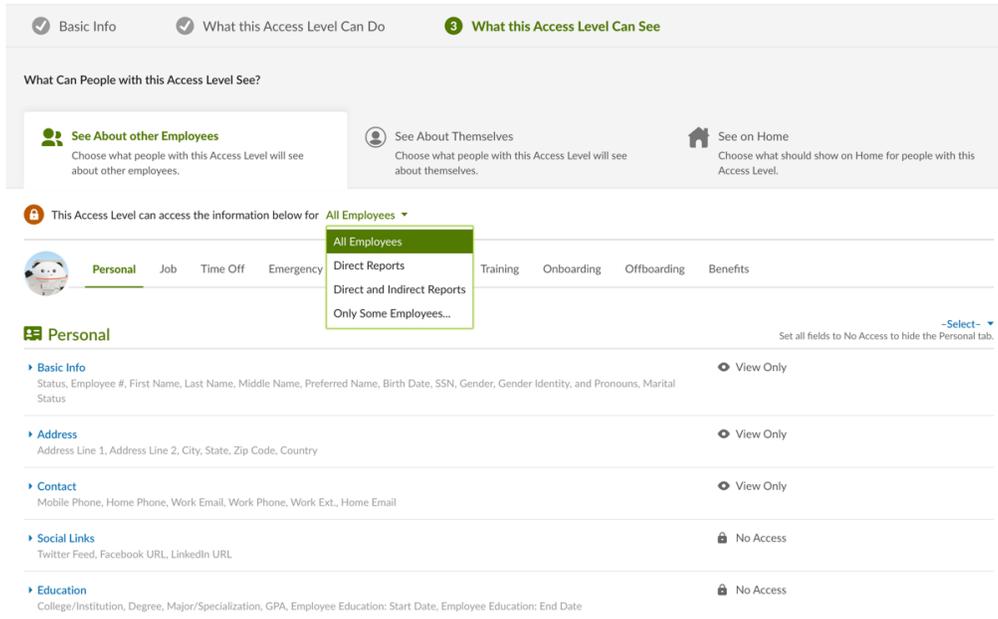
OR

- You have a Custom Access Level with sufficient access

You should set your Access Level to view "All Employees", otherwise the data synced will be missing employee records

You should allow View Access to information you want to be synced  
You should allow View Access to view your section to ensure your record is also synced

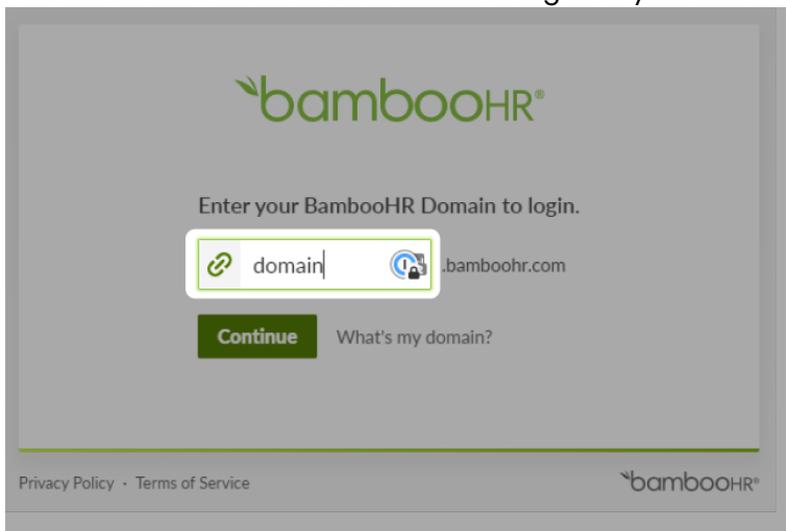
You can find your access level in BambooHR by going to Settings > Access Levels



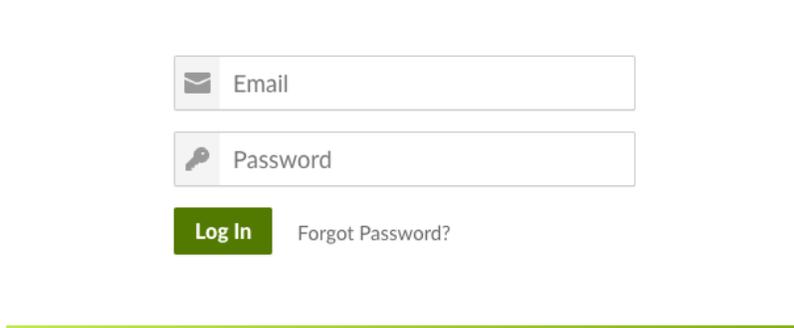
## Instructions

### Step 1: Add your BambooHR subdomain

You will be redirected to BambooHR to log in to your account.



## Step 2: Enter your BambooHR account credentials



The login form consists of two input fields: 'Email' with an envelope icon and 'Password' with a key icon. Below the fields is a green 'Log In' button and a link for 'Forgot Password?'.

1. After the connection is established, you will be given the option to map four fields:
  - a. RydooBranchName
  - b. RydooBranchID
  - c. RydooGroupName
  - d. RydooGroupID.

### Map additional fields

Map additional fields between Rydoo Production and Hibob. Standard fields are already included.



Map fields

Skip for now

- If you skip this step, the Rydoo default mapping will be used for these fields.
- If you choose to continue with the field mapping, you will see the following options, and you have the chance to map any field from your HR tool to the Rydoo equivalent fields.

<input type="text" value="Select or start typing..."/>	→	RydoBranchID Employee
<input type="text" value="Select or start typing..."/>	→	RydoBranchName Employee
<input type="text" value="Select or start typing..."/>	→	RydoGroupID Employee
<input type="text" value="Select or start typing..."/>	→	RydoGroupName Employee

2. You can type in the field name or select from the dropdown.
3. After completing the mapping, you can click save and the authentication is now complete.

<input type="text" value="Site"/>	→	RydoBranchID Employee
<div style="border: 1px solid #ccc; padding: 5px;"> <p>T Site Endpoint: GET /people/search</p> <p>T Site address line 1 Endpoint: GET /people/search</p> <p>T Site address line 2 Endpoint: GET /people/search</p> </div>	→	RydoBranchName Employee
	→	RydoGroupID Employee
	→	RydoGroupName Employee

## *How do I link my BambooHR account using an API key?*

### Overview

To authenticate BambooHR using an API Key, you will need to provide the following information:

Subdomain

- API key

This guide will walk you through finding or creating those credentials within BambooHR.

### Prerequisites

Please ensure you fulfill all the requirements to set up the integration:

- You have Full-Admin access in your company's BambooHR instance, or someone has shared their access with you

OR

- You have a Custom Access Level with sufficient access

You should set your Access Level to view "All Employees", otherwise the data synced will be missing employee records

You should allow View Access to information you want to be synced

You should allow View Access to view your section to ensure your record is also synced

You can find your access level in BambooHR by going to Settings > Access Levels

Basic Info    What this Access Level Can Do    **3 What this Access Level Can See**

What Can People with this Access Level See?

- See About other Employees**  
Choose what people with this Access Level will see about other employees.
- See About Themselves**  
Choose what people with this Access Level will see about themselves.
- See on Home**  
Choose what should show on Home for people with this Access Level.

This Access Level can access the information below for **All Employees**

**Personal**    Job    Time Off    Emergency    Training    Onboarding    Offboarding    Benefits

**Personal**    -Select-

Set all fields to No Access to hide the Personal tab.

- Basic Info**    View Only  
Status, Employee #, First Name, Last Name, Middle Name, Preferred Name, Birth Date, SSN, Gender, Gender Identity, and Pronouns, Marital Status
- Address**    View Only  
Address Line 1, Address Line 2, City, State, Zip Code, Country
- Contact**    View Only  
Mobile Phone, Home Phone, Work Email, Work Phone, Work Ext., Home Email
- Social Links**    No Access  
Twitter Feed, Facebook URL, LinkedIn URL
- Education**    No Access  
College/Institution, Degree, Major/Specialization, GPA, Employee Education: Start Date, Employee Education: End Date

## Instructions

### Step 1: Add your BambooHR subdomain to the linking flow

For example, if you sign in at "acme.bamboohr.com", add acme

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Enter your BambooHR Domain to login.

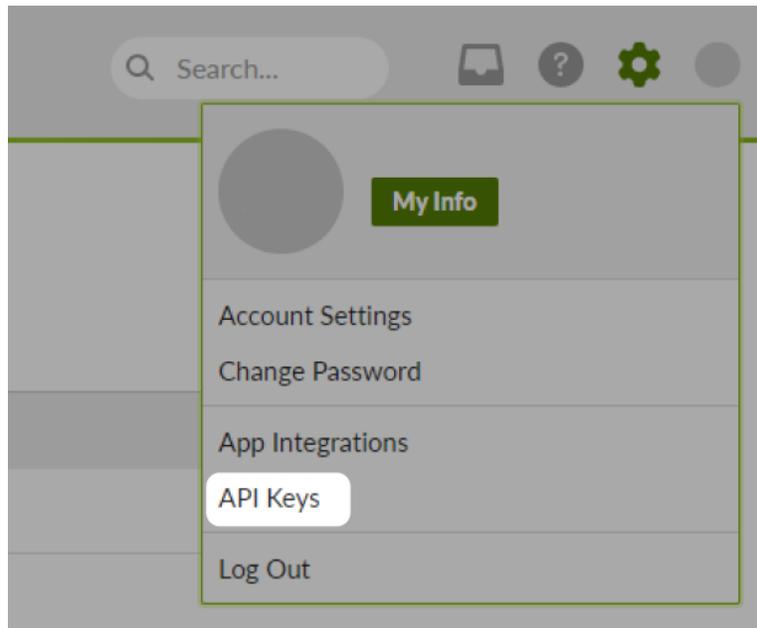
.bamboohr.com

**Continue**    What's my domain?

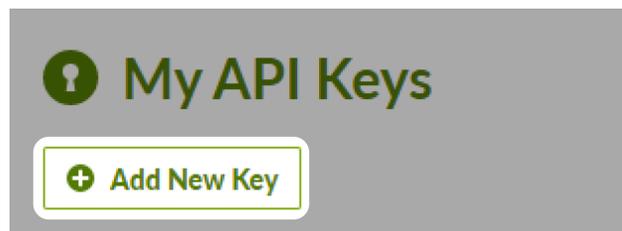
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## Step 2: Find your BambooHR API key

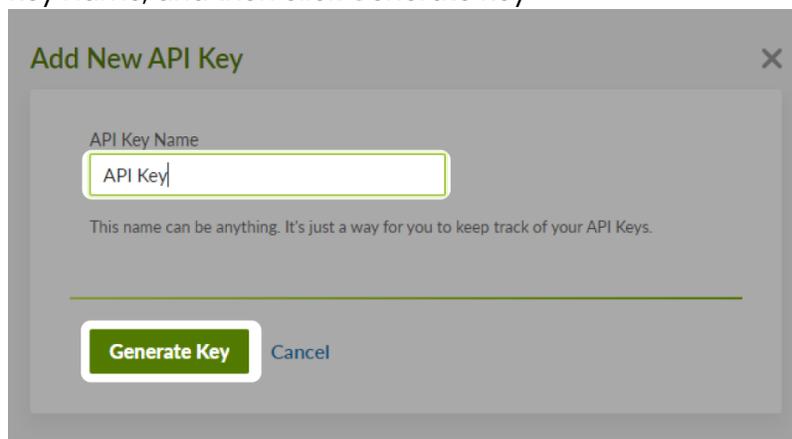
1. Click on your name in the upper right-hand corner and in the user context menu click on API Keys



2. Click Add New Key in the upper left corner



3. Input an API Key Name, and then click Generate Key

A screenshot of the 'Add New API Key' dialog box. It has a title bar with a close button (X). The main area contains a text input field labeled 'API Key Name' with the text 'API Key' entered. Below the input field, there is a note: 'This name can be anything. It's just a way for you to keep track of your API Keys.' At the bottom, there are two buttons: 'Generate Key' (highlighted with a white border) and 'Cancel'.

4. Copy the API key that appears, and add it to the linking flow

## Add New API Key



API Key Name

This name can be anything. It's just a way for you to keep track of your API Keys.

API Key

COPY KEY

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Done

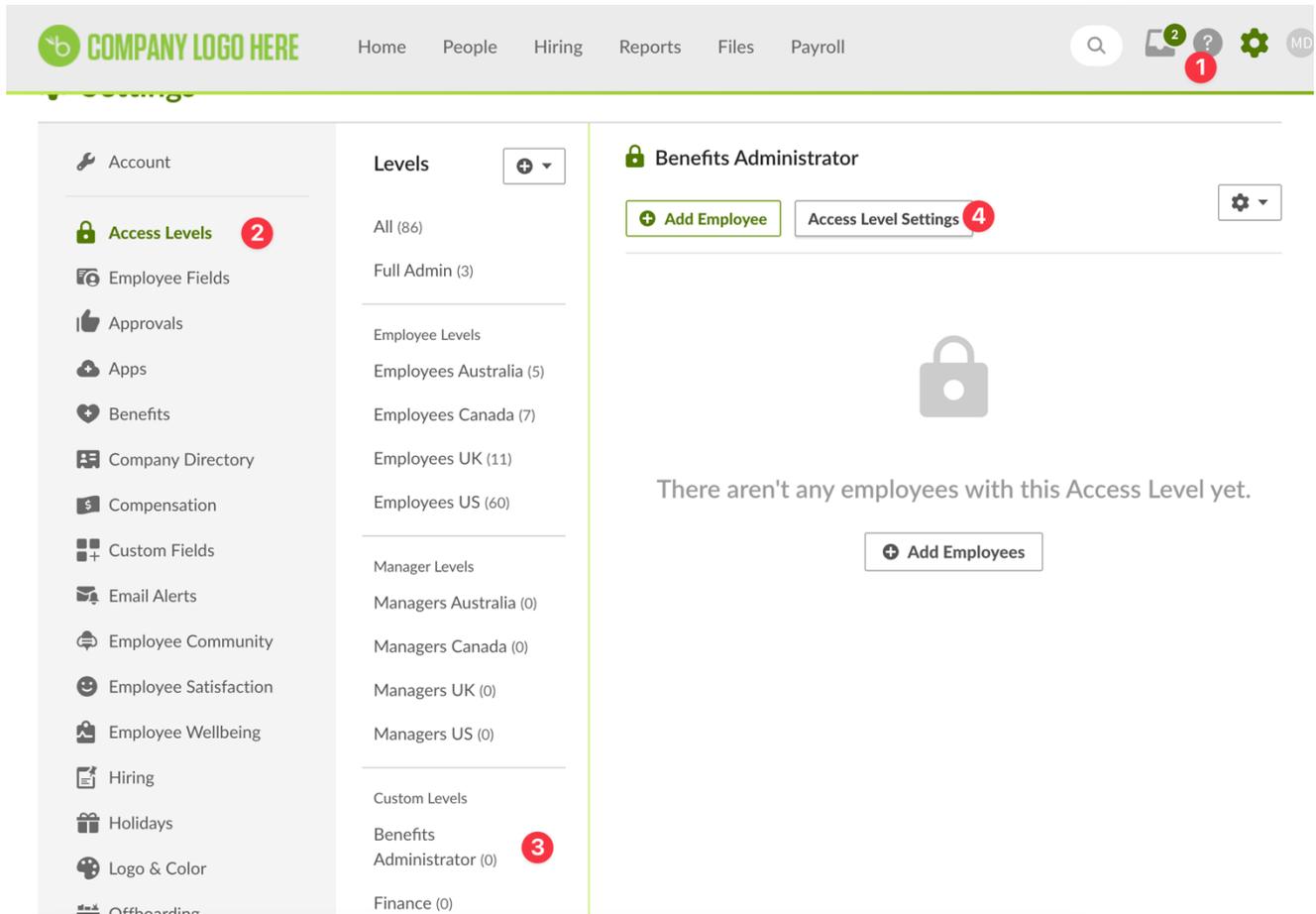
# Custom Access Level Configuration

This guide will walk you through configuring a custom access level in BambooHR to enable data required for a basic user provisioning use case.

## Instructions

### Step 1: Edit the access level for other employees

1. Click the settings icon in the top right
2. Click Access Levels
3. Click on the access level you want to edit and hit Access Level Settings



4. Select "ALL EMPLOYEES" for whom this access level can access the information.

What Can People with this Access Level See?

**See About other Employees**  
Choose what people with this Access Level will see about other employees.

**See About Themselves**  
Choose what people with this Access Level will see about themselves.

**See on Home**  
Choose what should show on Home for people with this Access Level.

 This Access Level can access the information below for **All Employees** ▼

5. Under the Personal section, enable View access for the following:

- Basic Information:
- Status
- Employee Number
- First Name
- Last Name
- Preferred Name

**Personal** -Select-  
Set all fields to No Access to hide the Personal tab.

---

**Basic Info**

Status	Access Varies
Employee #	View Only
First Name	View Only
Last Name	View Only
Middle Name	No Access
Preferred Name	View Only
Birth Date	No Access
SSN	No Access
Gender, Gender Identity, and Pronouns	No Access
Marital Status	No Access
Dietary Restrictions	No Access
Jacket Size	No Access

6. Address:

- Address Line 1
- Address Line 2
- City
- State
- Zip Code
- Country

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**Address**

Address Line 1	View Only
Address Line 2	View Only
City	View Only
State	View Only
Zip Code	View Only
Country	View Only

7. Contact:

- Mobile Phone
- Work Phone
- Work Email
- Home Email

Contact	
Mobile Phone	Access Varies
Home Phone	View Only
Work Email	No Access
Work Phone	View Only
Work Ext.	No Access
Home Email	View Only

8. Under the Job section, enable View access for the following:

- Hire Date
- Original Hire Date
- Direct Reports
- Team



**Job** -Select-  
Set all fields to No Access to hide the Job tab.

Hire Date	View Only
Original Hire Date	View Only
EEO Job Category	No Access
Ethnicity	No Access
Pay Group	No Access
Veteran Status	No Access
Direct Reports	View Only
Team	View Only

9. Employment Status

- Employment Status Date
- Employment Status
- Termination Type

Employment Status	
Employment Status: Date	Access Varies
Employment Status	View Only
Termination Type	View Only
Termination Reason	No Access
Eligible For Re-hire	No Access
Employment status comments	No Access
Employment Status: ACA Full-Time	No Access

10. Job Information

- Job Title
- Department
- Division
- Location

- Job Information Date
- Reporting To

▼ Job Information

Job Title	View Only
Department	View Only
Division	View Only
Location	View Only
Job Information: Date	View Only
Reporting to	View Only

## Step 2: Edit the access level for your information

1. Select the "See About Themselves" option
2. Choose "Yes, Allow Access" for the "Should Employees be able to see their own information?" question
3. Choose "Full Access" for "Which Access Level should apply?"
  - a. This means that the BambooHR Employee with this custom access level can see the same information for themselves.

What Can People with this Access Level See?



**See About other Employees**  
Choose what people with this Access Level will see about other employees.



**See About Themselves**  
Choose what people with this Access Level will see about themselves.



**See on Home**  
Choose what should show on Home for people with this Access Level.

Should Employees be able to see their own information?

- Yes, Allow Access  
 No, Hide the My Info Section

Which Access Level should apply?

Full Access ▼

Can Request Time Off