BambooHR

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:

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

    OR

2. You have a Custom Access Level with sufficient access

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

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

    c. 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: Select how you'd like to authenticate

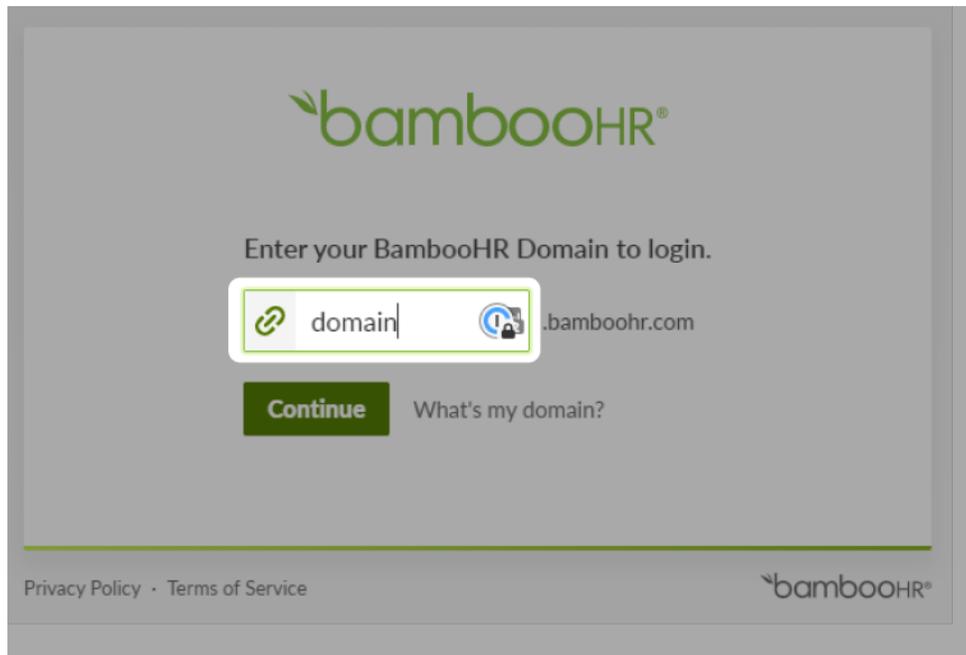The option is "Use my credentials (recommended)".

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Step 2: Add your BambooHR subdomain

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

Step 2: Enter your BambooHR account credentials
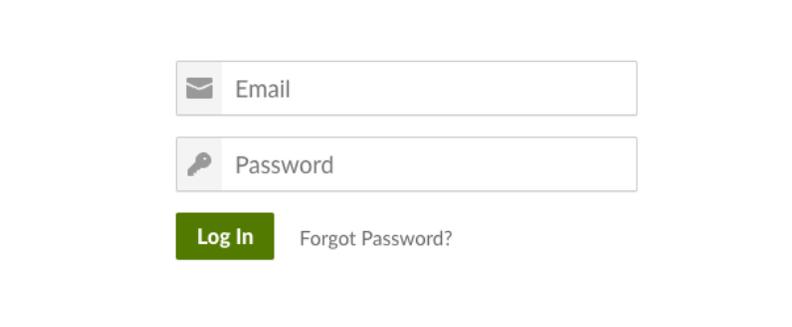
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How do I link my BambooHR account using an API key?

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:

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

    OR

2. You have a Custom Access Level with sufficient access

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

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

    c. 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

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Instructions

Step 1: Add your BambooHR subdomain to the linking flow

For example, if you sign in at "acme.bamboohr.com", add acme
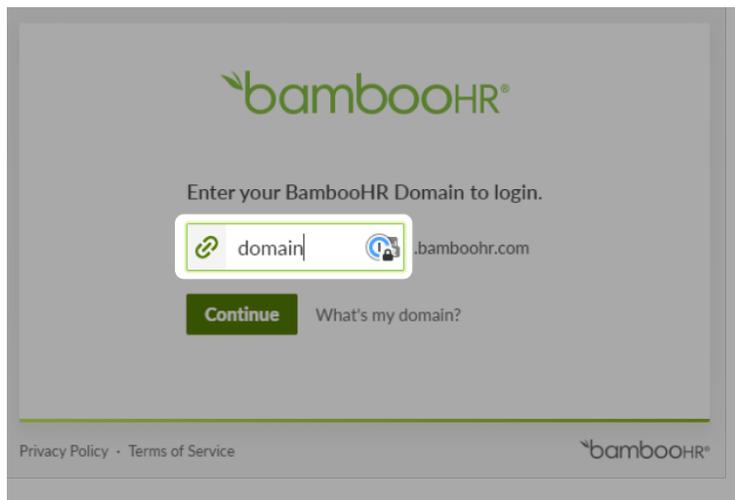
Step 2: Find your BambooHR API key

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

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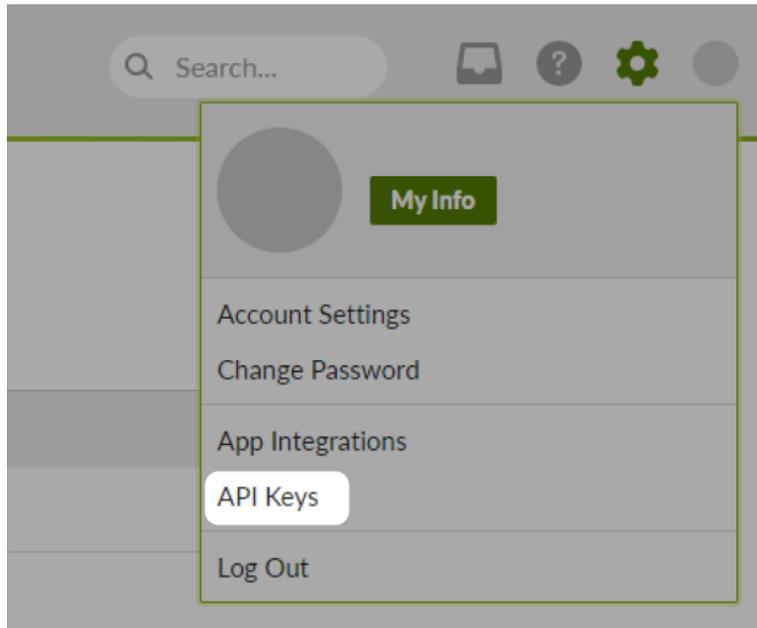
2. Click Add New Key in the upper left corner
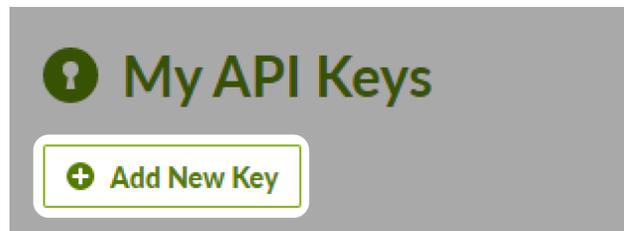
3. Input an API Key Name, and then click Generate Key
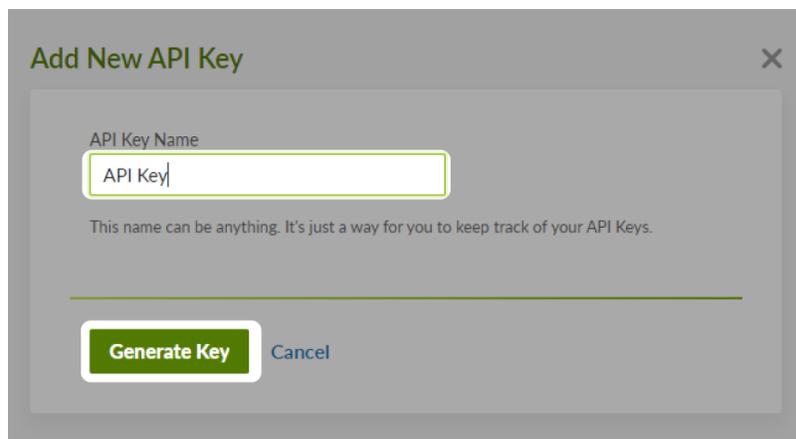
4. Copy the API key that appears, and add it to the linking flow

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5. In the linking flow, select the option "Use my API Key or access token"

How would you like to authenticate?

| Use my credentials (recommended) | > |

| Use my API key or access token | > |

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6. Confirm you're an Admin > Allow permissions > Enter your company domain > Add your API Key
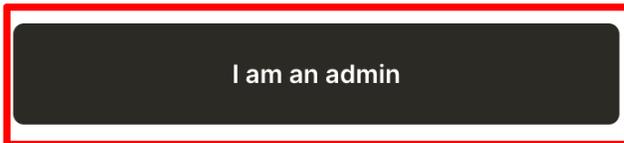
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Rydoo PRODUCTION has read access to:

- Employees ⌄
- Employments ⌄

Next

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← ✕

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Enter your subdomain

Enter the subdomain for your BambooHR account below

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

Do not enter the full "acme.bamboohr.com"

Stuck? See detailed instructions with screenshots

| https:// | companydomain | .bamboohr.c... |

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Enter your API key

1	Sign in to BambooHR and click your profile in the bottom left to open up a menu
2	Visit **API Keys** in the menu
3	Click **Add New Key** in the upper-left
4	Add a name and press **Generate Key**
5	Copy and add the API key below

Stuck? See detailed instructions with screenshots

API key

Next

7. The account will be set up considering our default mapping as table below. If you wish to use different fields for mapping, provide the specific field names present in your BambooHR to your Customer Success Manager (CSM). This ensures the technical team can correctly remap the fields according to your requirements.

BambooHR	Rydoo
Division	Branch Name
Division	Branch ID
Department	Group Name
Department	Group ID

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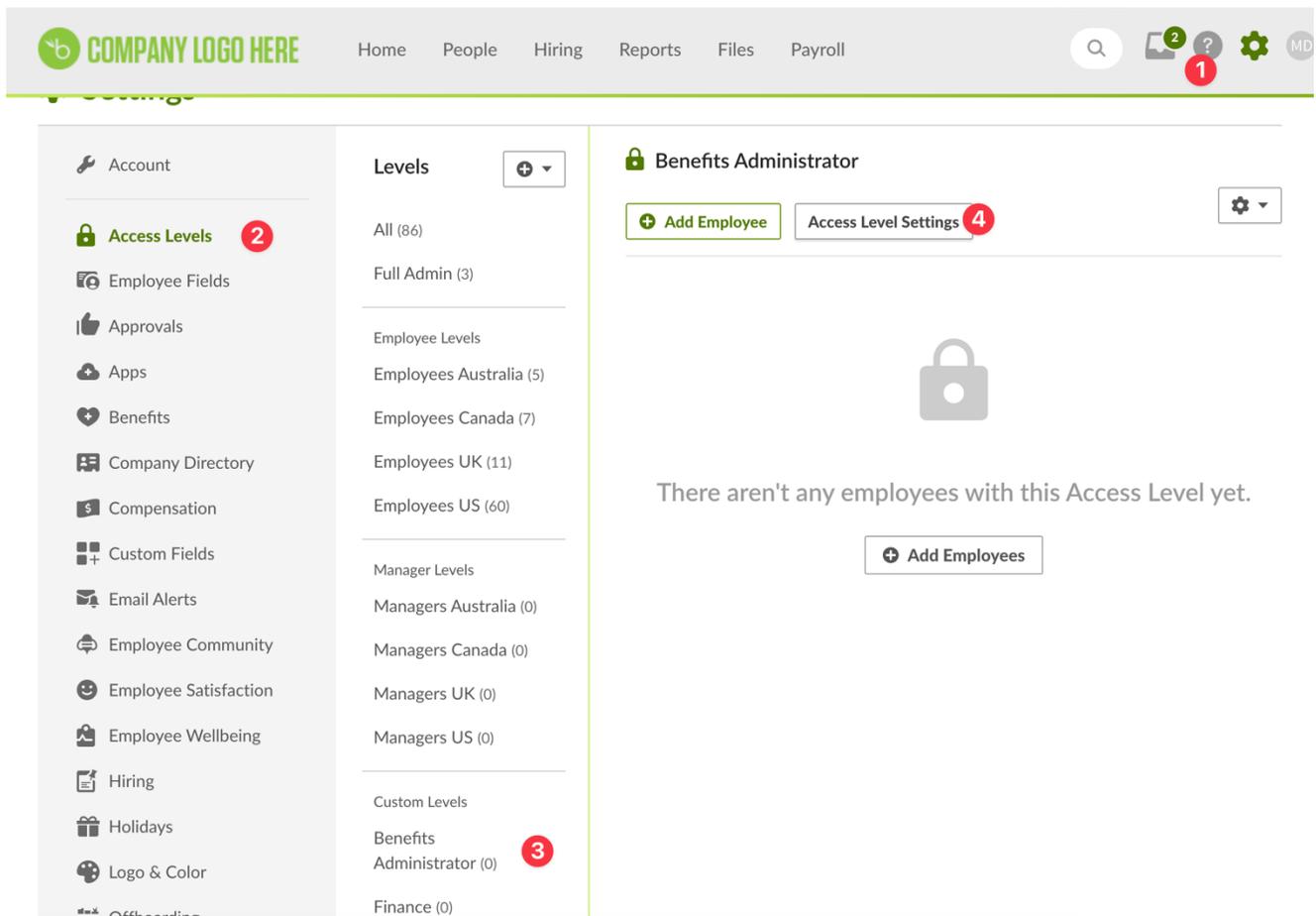
4. Select "ALL EMPLOYEES" for whom this access level can access the information.

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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:

    a.   Basic Information:

        i.   Status

        ii.   Employee Number

        iii.   First Name

        iv.   Last Name

        v.   Preferred Name

Personal

–Select– ▾
Set all fields to No Access to hide the Personal tab.

▾ **Basic Info**

    ◑ Access Varies

Status	👁 View Only
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:

    a.   Address Line 1

    b.   Address Line 2

    c.   City

    d.   State

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e. Zip Code

f. Country

▾ Address	👁 View Only
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:

a. Mobile Phone

b. Work Phone

c. Work Email

d. Home Email

▾ Contact	◑ Access Varies
Mobile Phone	👁 View Only
Home Phone	🔒 No Access
Work Email	👁 View Only
Work Phone	👁 View Only
Work Ext.	🔒 No Access
Home Email	👁 View Only

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

a. Hire Date

b. Original Hire Date

c. Direct Reports

d. Team

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

📧 Job

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

   a. Employment Status Date

   b. Employment Status

   c. Termination Type

▼ **Employment Status**	◐ Access Varies
Employment Status: Date	👁 View Only
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

    a. Job Title

    b. Department

    c. Division

    d. Location

    e. Job Information Date

    f. Reporting To

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Job Information	View Only
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	**See About Themselves**	See on Home
Choose what people with this Access Level will see about other employees.	Choose what people with this Access Level will see about themselves.	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

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