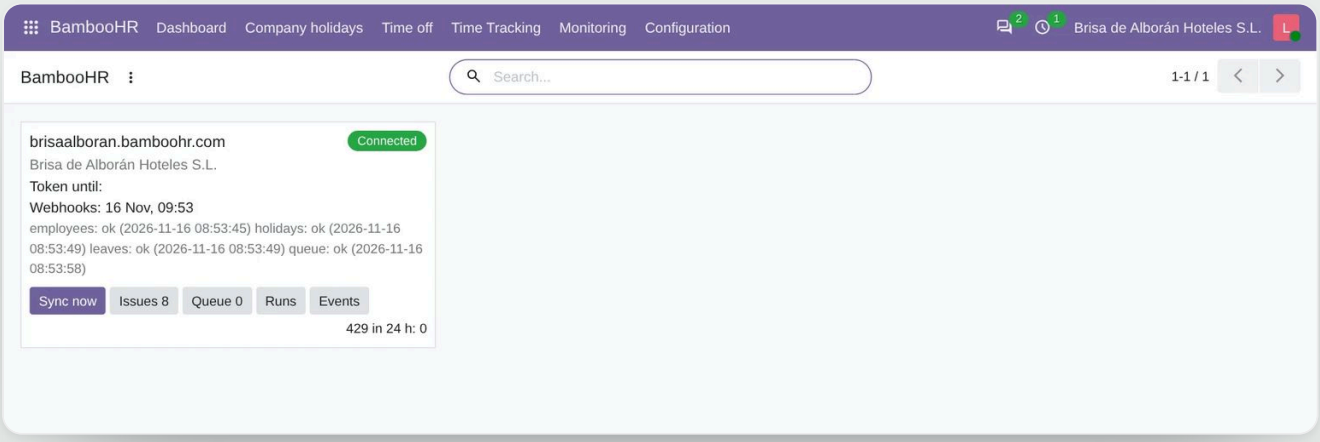
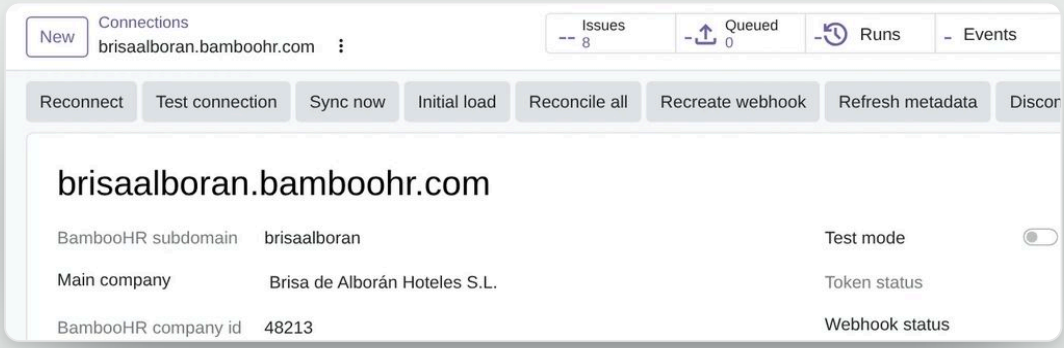
CONNECTOR GUIDE · PAYROLL AND HR

BambooHR connector for Odoo

Sync Odoo with BambooHR: your employees, their departments and job titles, terminations, time off and holidays.

Odoo 17 · 18 · 19 · 20 | 14-day trial, no card | Edition of 18-11-2026





Real Odoo 20 screenshot. The app panel shows the status of each connection, and the connection detail brings together its buttons and tabs.

Contents

On the right, the page where each chapter starts. Menu and button names are those of Odoo in English.

1	Who it is for and what it solves	3
2	The connector in numbers	4
3	Where you see it in your Odoo	5
4	What you need before you start	6
5	The FlexigoTech Cloud trial	7
6	Connecting with BambooHR step by step	8
7	BambooHR employees in Odoo	10
8	Organisation and value maps	13
9	Custom fields and tables	15
10	Absences and public holidays	18
11	Time Tracking: timesheets and overtime	20
12	Attendance, shifts and payroll	23
13	Recruitment, training, assets, goals and documents	24
14	Sync monitoring	25
15	The data that goes and comes back	27
16	What runs on its own	28
17	The connection options and their defaults	29
18	Security and personal data	31
19	Several connections and several companies	32
20	If something fails	33
21	Other ways of doing it	34
22	Plans and price	35
23	Frequently asked questions	36
24	Glossary	39
25	Checklist and contact	40

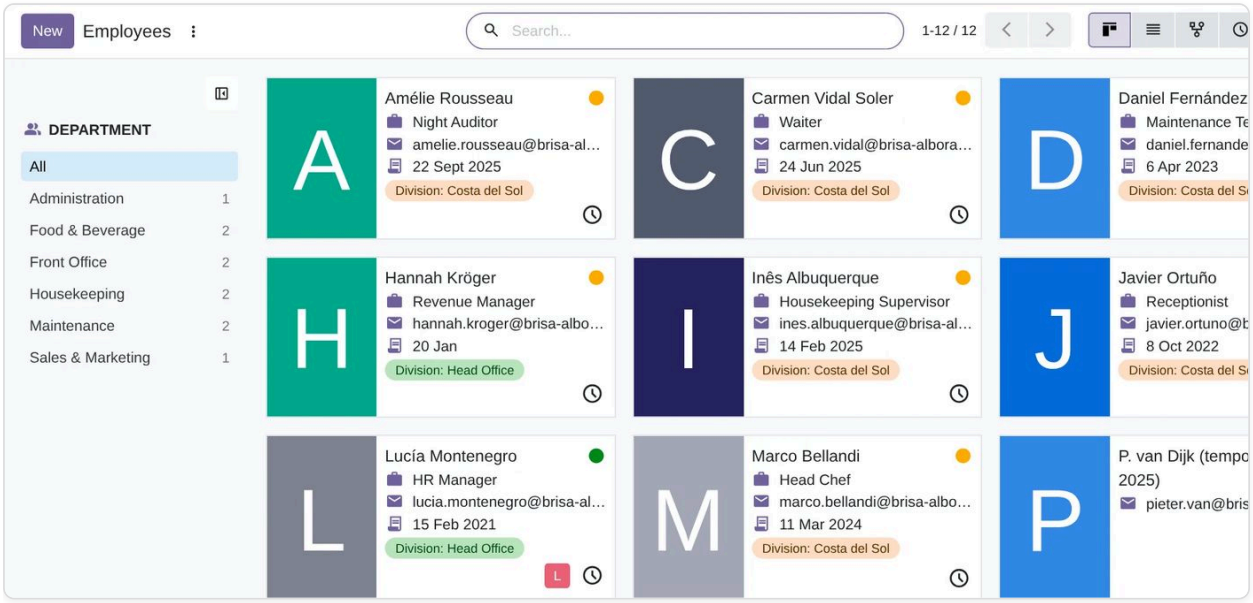
This guide describes version 20.0.2.0.0 of the module (Odoo branch 20.0, commit 151737884). Everything in it comes from its published code, the platform's official documentation or real screenshots.

The screenshots come from a test Odoo 20 database, with a made-up company and data and no real connection to BambooHR. The module also has a version for Odoo 17, 18 and 19.

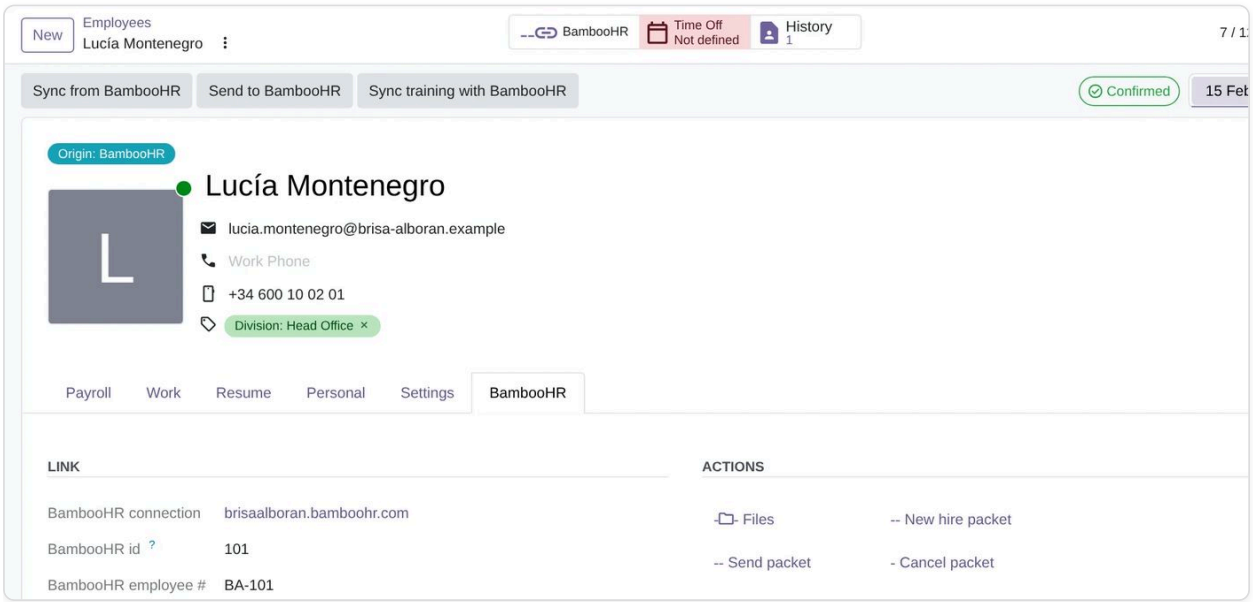
1 Who it is for and what it solves

The connector uses the Odoo Employees and Messaging modules, and the connection to FlexigoTech Cloud. BambooHR remains the HR system and Odoo receives the data of the people you work with.

Without the connector, someone creates each employee in both systems, copies absences and departments by hand, and checks from time to time that they match. With the connector, synchronisation runs on its own and failures are visible within the app itself.



- **Real Odoo 20 screenshot.** The Odoo employee list with those who come from BambooHR.



- **Real Odoo 20 screenshot.** The **BambooHR** tab on the employee record, with its connection and the BambooHR ID.

What changes day to day

- Employees and the BambooHR organisation structure reach Odoo without being typed in again.
- Absences and public holidays are copied between BambooHR and Odoo.
- Incremental synchronisation runs every 15 minutes and a full reconciliation every 7 days.
- Anything that doesn't match ends up in **Issues**, from where it can be retried, resolved or ignored.

- **Runs** and **API calls** show what has been synchronised and when.

What it does not do

- It does not include BambooHR Payroll payslips, performance reviews, offer letters or onboarding tasks, because the BambooHR API does not offer them.
- It does not rewrite absence accrual policies on either side: it copies requests and balances.
- It does not work without a FlexigoTech Cloud subscription, which includes a 14-day trial.

2 The connector in numbers

4
Odoo versions (17, 18, 19 and 20)

4
scheduled tasks

20
own menus

588
automated test functions, across 85 files

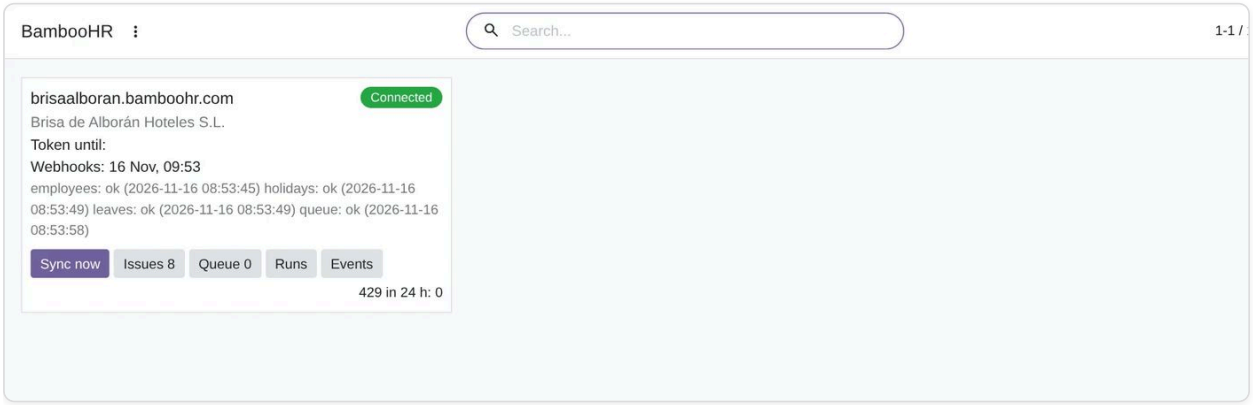
3 and 10
BambooHR accounts per plan (Standard and Pro)

14
trial days

12
Odoo apps it works with

The connector depends on the Odoo Base, Messaging and Employees modules, and runs on the 17.0, 18.0, 19.0 and 20.0 branches, that is, on Odoo 17, 18, 19 and 20. According to its Odoo Apps listing, it has been tested on those four versions, on Community and on Enterprise, and version 20.0 has 19,804 lines of code including FlexigoTech Cloud. Against a real BambooHR trial account it was tested on Odoo 19 Enterprise, with the HR apps installed. Timesheets, check-ins and Time Tracking hours have only been tested with a simulator, because BambooHR would not let us enable Time Tracking on that account.

3 Where you see it in your Odoo



- **Real Odoo 20 screenshot.** The app's main list, with a connection and its status.

BambooHR › Dashboard	The list of your connections with BambooHR.
BambooHR › Monitoring	**Issues**, **Outbox**, **Runs**, **API calls**, **Webhook events** and **Access log**.
BambooHR › Configuration	**Connections** and **Connect BambooHR**. You will also find **Company routing**, **Custom fields**, **Custom tables** and **Value maps** there.
Company holidays	The company holidays that are synchronised with BambooHR.
Time Tracking	**Timesheets** and **Enrollments** in Time Tracking.

Outside its own app, the connector extends the Odoo employee record, with a **BambooHR** tab and buttons such as **Sync from BambooHR** and **Send to BambooHR**. It also touches departments, job positions, work locations and calendar holidays. If you have other Odoo HR apps installed, such as Leaves, Attendances, Timesheets or Recruitment, the connector adds its own screens to them.

4 What you need before you start

- A BambooHR account for your company and the subdomain you log in with: the part before .bamboohr.com, in lowercase, digits and hyphens.
- An administrator of that BambooHR account, who is the one who approves the connection on the BambooHR authorisation screen.
- Odoo 17, 18, 19 or 20, on Odoo.sh or on your own server. Odoo Online will not do, because it does not let you install third-party modules.
- An Odoo administrator user, who is the one who accepts what goes through FlexigoTech Cloud when connecting.
- A FlexigoTech Cloud subscription, with a 14-day trial and no card required. Without the trial or the subscription, the connector does not connect to BambooHR or renew its access.
- Having informed your employees that their data is going to flow between BambooHR and Odoo: the connection wizard asks you to confirm it.

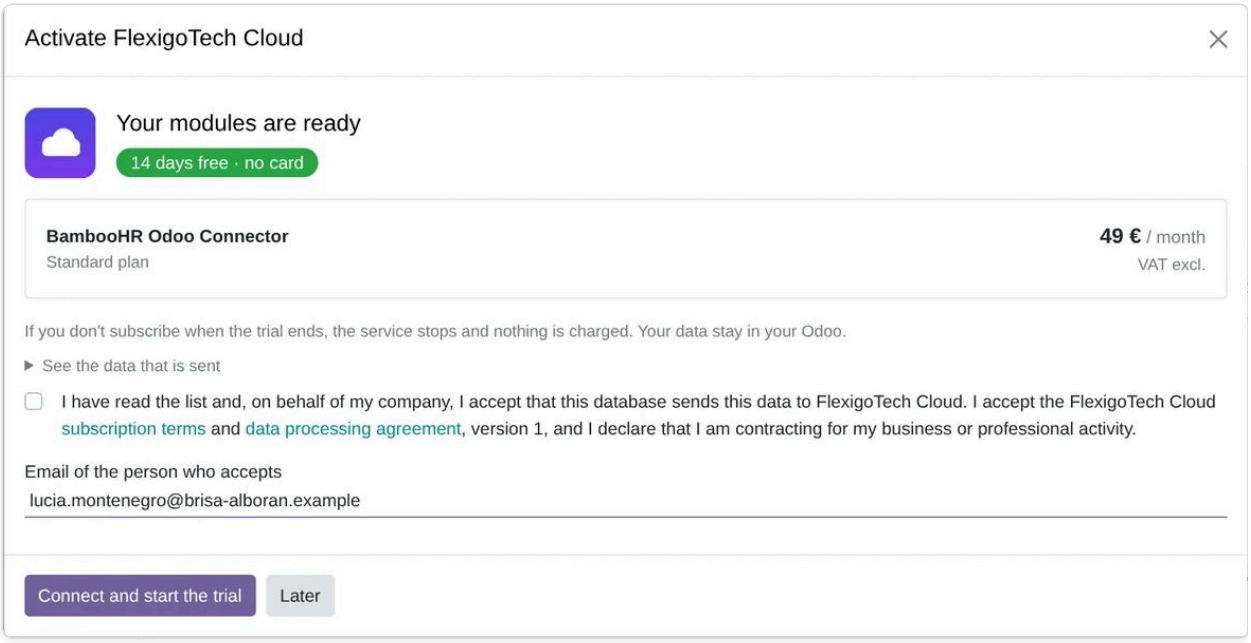
> The connector does not create your BambooHR account or your subdomain. Nor does it decide for you which data leaves: the personal data, file and compensation blocks are off by default and only an HR administrator can switch them on.

It installs like any third-party Odoo module, on Odoo.sh or on your server. Odoo installs at the same time `flexigotech_cloud`, the connection to FlexigoTech Cloud, and the apps it depends on: Employees.

5 The FlexigoTech Cloud trial

1 Click Activate in the top bar

It appears as soon as you install the module. It opens the **Activate FlexigoTech Cloud** window, with the Standard plan and its 14 days free, no card required.



- **Real Odoo 20 screenshot.** The activation window: read the list of data, tick the box and enter your email.

2 Accept and enter your email

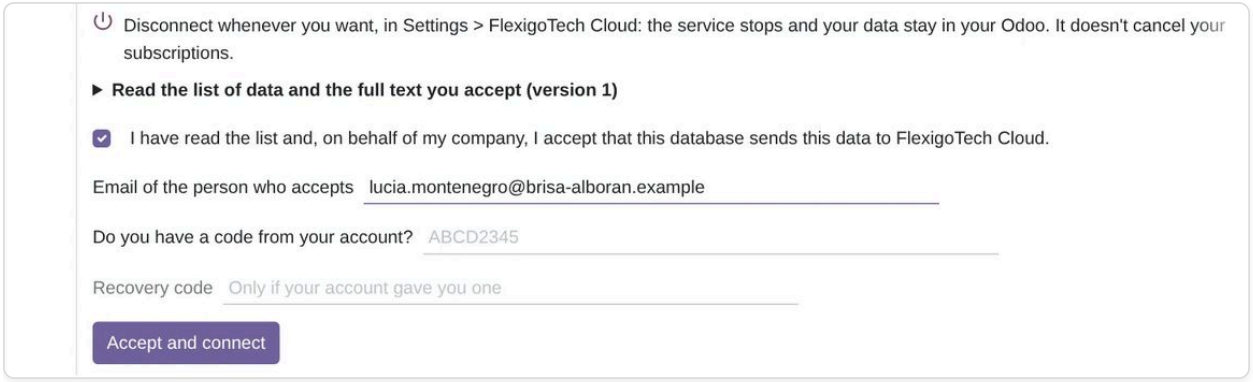
Tick «I have read the list and, on behalf of my company…» (it includes the subscription terms and the data processing agreement) and enter the **Email of the person who accepts**.

3 Click Connect and start the trial

Odoo registers the database with FlexigoTech Cloud and starts the module trial. If you want to leave it for later, **Later** closes the window.

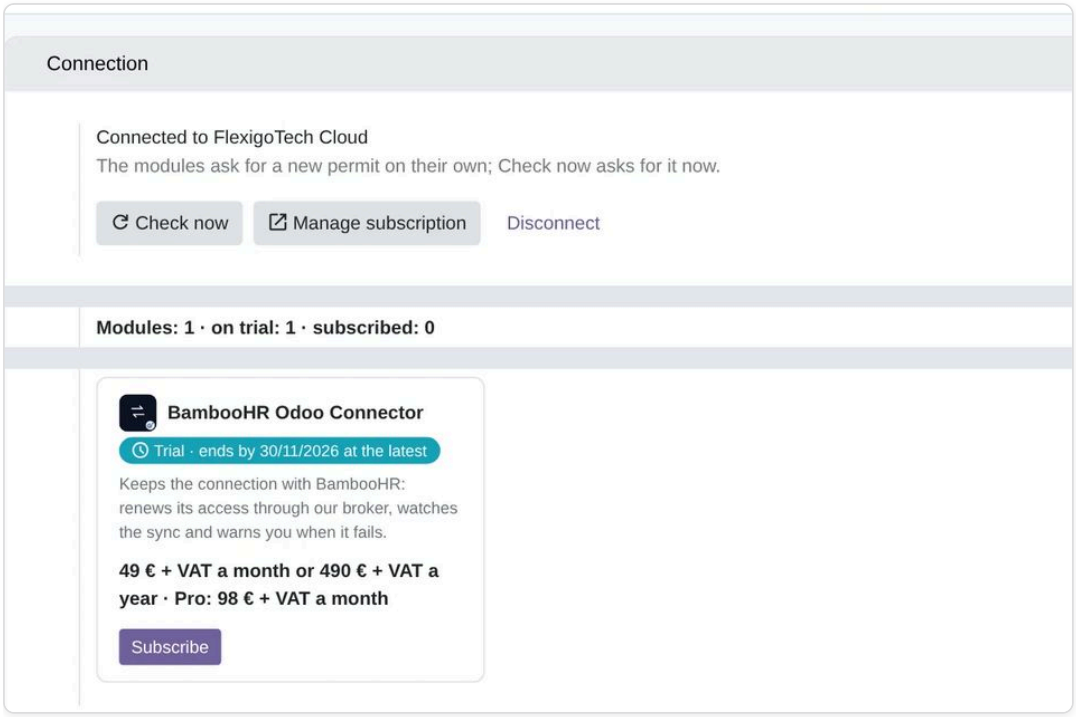
The same, from Settings

Settings › FlexigoTech Cloud has the full list of what the database sends. Tick the box, enter the email and click **Accept and connect**. If you already have an account at app.flexigotech.com, the field **Do you have a code from your account?** links the database to it (the code is valid for 10 minutes).



- **Real Odoo 20 screenshot.** Settings › FlexigoTech Cloud, before connecting: the box ticked, the email and **Accept and connect**.

With the database connected, the **Modules** block shows each module with its status: **On trial** and the date it ends, **Subscribed**, and so on. From there you choose the plan (Standard or Pro, monthly or yearly) and click **Subscribe**: payment is made on the Stripe page, outside Odoo.



- **Real Odoo 20 screenshot.** Settings › FlexigoTech Cloud with the database connected and the connector on trial.

Prices exclude VAT. If you do not subscribe when the trial ends, the service stops and nothing is charged; your data stays in your Odoo. **Check now** requests permission immediately (otherwise the module renews it automatically every 6 hours).

> You cannot start a trial on a neutralised copy (staging) or on a database with demo data: Settings says «This database is a neutralised copy or has demo data, so trials can't be started here.»

CONNECTOR GUIDE · BAMBOOHR

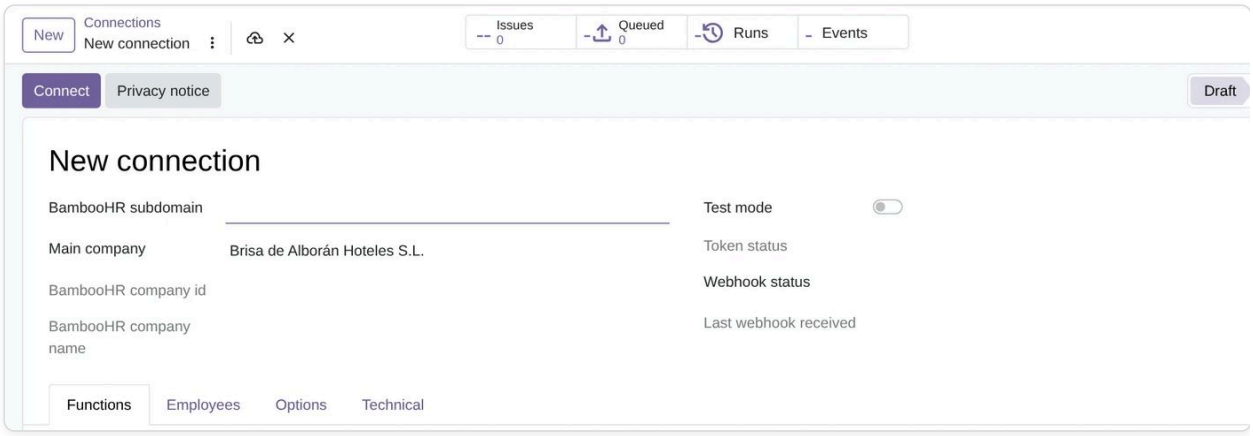
6 Connecting with BambooHR step by step

1 Open the connections menu

Go to **BambooHR › Configuration › Connections** and click **New**. The status of the new connection is **Draft**.

2 Enter the subdomain

In **BambooHR subdomain** enter the part before .bamboohr.com. Odoo checks that this subdomain responds on BambooHR before continuing.



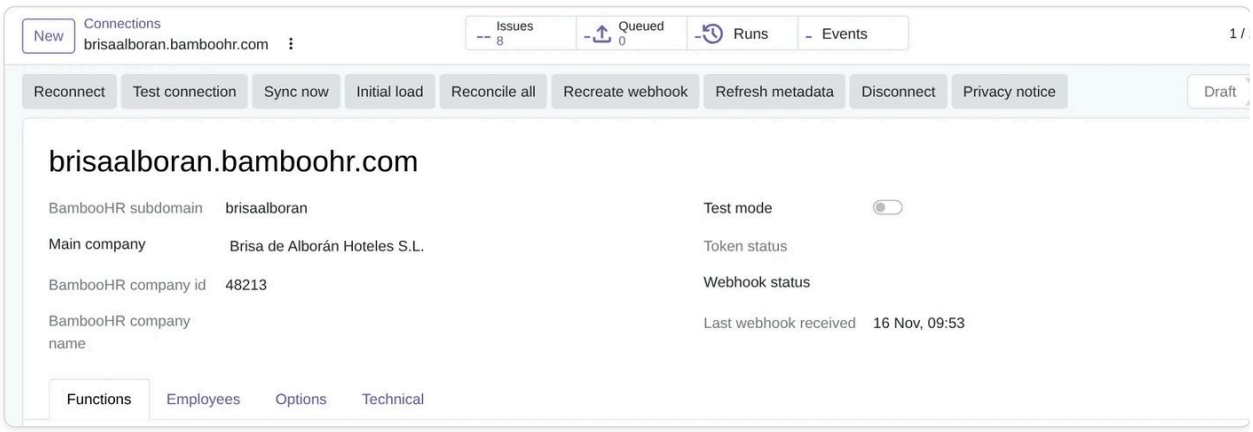
- **Real Odoo 20 screenshot.** The new connection, in **Draft**, with the **Connect** button.

3 Click Connect

The **Connect** button opens the connection wizard. In it you tick **I have informed the employees of this data processing** and an administrator reads and accepts what goes through FlexigoTech Cloud. Without both, the wizard does not proceed.

4 Authorise in BambooHR

Odoo takes you to BambooHR, where a BambooHR administrator approves access for the FlexigoTech application. When you return, the status changes to **Connected** and **BambooHR company id** and **BambooHR company name** are filled in.



- **Real Odoo 20 screenshot.** The connection in **Connected** status, with the **Test connection** and **Sync now** buttons.

5 Finish the setup

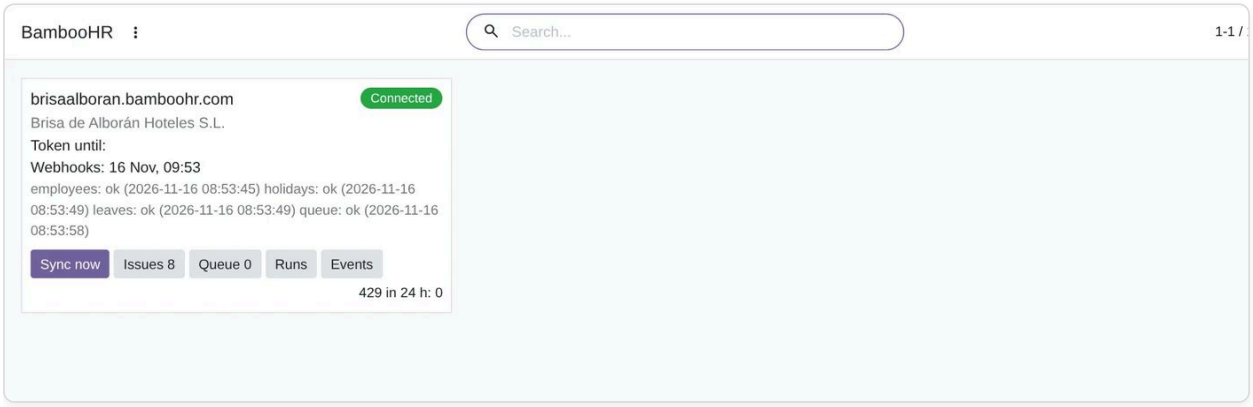
If **Continue setup** appears, click it to choose which employees are synchronised and start the initial load.

6 Test the connection

Click **Test connection**. Odoo checks that it is the same BambooHR company and warns you of any permissions still missing.

> Only an Odoo administrator can accept what goes through FlexigoTech Cloud. The authorisation link belongs to the user who starts it: it expires after 20 minutes, it does not work for another user and it can only be used once. If it expires, start again.

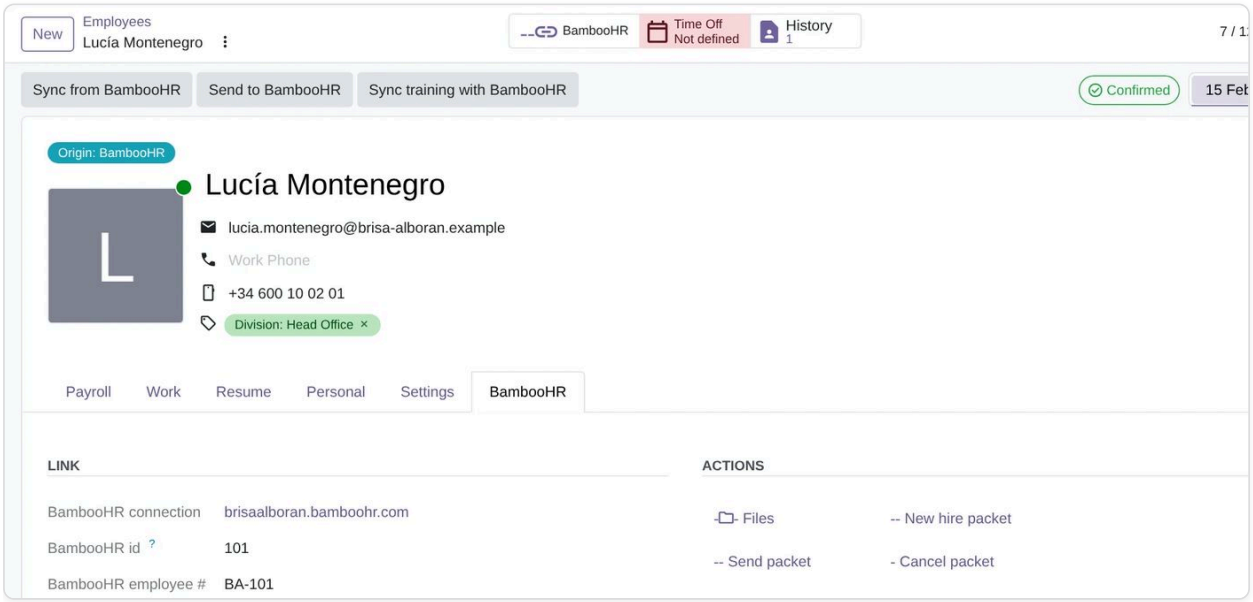
After that, the data arrives on its own. The queue of webhook events and of changes pending to be sent runs every minute. Incremental synchronisation, every 15 minutes. The daily tasks, once a day from two in the morning, company local time, and the weekly reconciliation, every 7 days. To avoid waiting, use **Sync now**, **Initial load** or **Reconcile all** on the connection itself.



- **Real Odoo 20 screenshot.** The connections list, with the **Connected** status and the **Sync now** button.

CONNECTOR GUIDE · BAMBOOHR

7 BambooHR employees in Odoo



- **Real Odoo 20 screenshot.** The record of a linked employee, with the **BambooHR** tab and the buttons at the top.

Where the data comes from

- The scheduled task **BambooHR: incremental sync** runs every 15 minutes and fetches the employees who have changed.
- The task **BambooHR: weekly reconciliation** runs every 7 days and checks everyone.
- The **Sync from BambooHR** button on the record reads that employee right away.

Employee record buttons

Sync from BambooHR	Reads this employee from BambooHR right now. Only appears if the employee is linked.
Send to BambooHR	Puts the employee's changes in the outbox, or their creation if they do not yet exist in BambooHR.
Files	Opens the employee's files in BambooHR. They can be downloaded and uploaded.
Unlink	Forgets that employee's BambooHR ID. Only for whoever manages the connector.
Ignore	Unlinks the employee and leaves a mark so that synchronisation does not match them again.
Forget employee (GDPR)	Opens the wizard to delete their data. Only for the HR administrator.

States

The **Visibility in BambooHR** field shows **Visible** or **Not visible in BambooHR**. If a linked employee stops appearing in BambooHR, the connector does not archive them: it marks them this way and opens an issue.

Link manually

1. **Open the employee record**
   You are on an Odoo employee that is not yet linked.
2. **Click Link with BambooHR**
   The **Link an employee with BambooHR** wizard opens.
3. **Click Search in BambooHR**
   Search by name or work email among the unlinked BambooHR employees.
4. **Choose one and click Link**
   The employee is linked and read from BambooHR.

> An employee linked to BambooHR cannot be deleted: archive them, or use **Forget employee (GDPR)**. If BambooHR rejects a change, the job moves to the outbox with the error.

Link and visibility statuses

Visible	The employee appears in the BambooHR listing.
Not visible in BambooHR	A linked employee no longer appears in the weekly listing. They are never archived for that reason: they are flagged and an issue is opened.

Rules and conditions

- Send to BambooHR: "This employee is not linked to BambooHR." appears if you try an action that needs the link without having it.

- If no connection serves the employee's company, you get «No BambooHR connection serves the company of this employee.».
- If the connection is not connected, "The BambooHR connection is «...»: connect it (BambooHR > Configuration > Connections) before sending employees." appears.
- If employees flow in one direction only, "Employees flow in one direction only (BambooHR to Odoo): turn on «Both ways»." appears when sending one that is already linked.
- Forget: «Only HR managers can forget an employee.» and, if the name you type does not match, «The name does not match: nothing was done.».
- Files: "This file category is not allowed on the BambooHR connection." and, on upload, "Choose a file, its name and a category."
- Deleting a linked employee: "This employee is linked to BambooHR: archive it instead of deleting it (or use «Forget employee» for a GDPR erasure)."

How records are matched and how changes are sent

When reading an employee from BambooHR, the connector matches them to an Odoo employee by the existing link, by work email or by employee number. If there are several candidates, the match is ambiguous and is not linked automatically. An ignored or forgotten employee is not recreated or linked again.

Changes made in Odoo are not sent immediately: they are placed in the outbox. Before sending, the connector checks whether BambooHR changed the employee after the last read. If it did, it reads first and sends only the fields BambooHR did not modify. A field changed on both sides keeps its BambooHR value and a conflict issue is opened.

Record fields and tabs

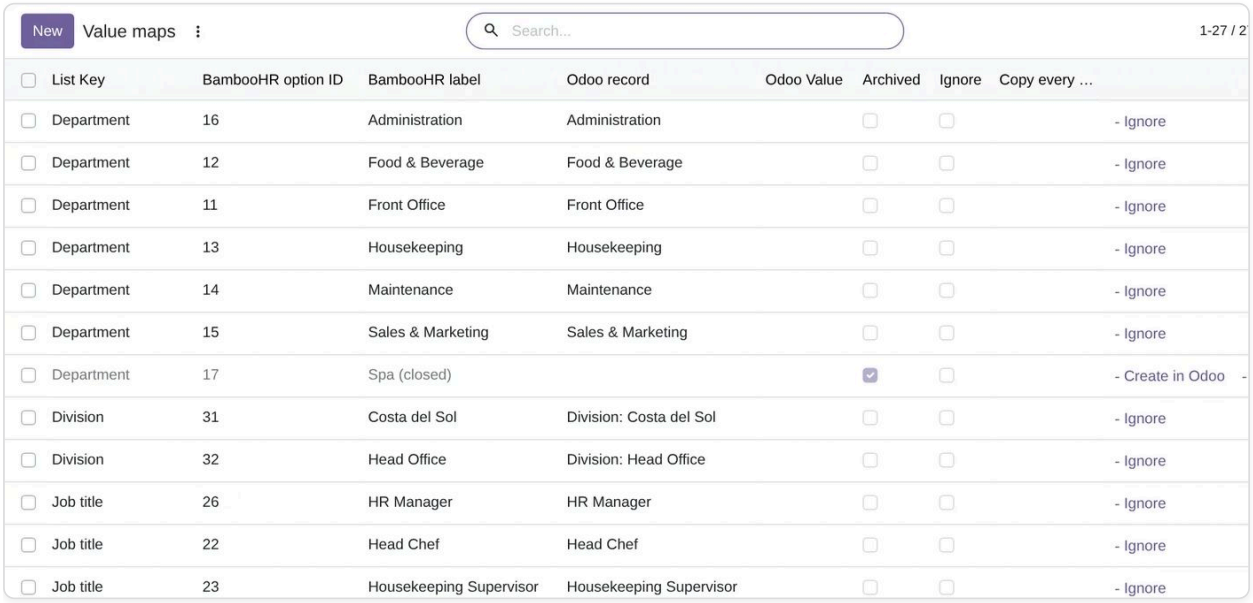
BambooHR connection	The connection the employee belongs to.
BambooHR ID	BambooHR's internal identifier. It is not the employee number.
BambooHR employee #	The employee number in BambooHR.
Last changed in BambooHR	Date and time of the last known change.
Visibility in BambooHR	Whether the employee still appears in BambooHR.
Time Tracking, **Time Tracking time zone**, **Timesheet type**, **Time Tracking configuration**	Read only, for HR.

The **BambooHR** tab groups **Link**, **Actions**, **History (current, next and previous rows)**, **Custom fields** and **Custom tables**.

End-to-end example

Lucía Montenegro's record, linked to the brisaalboran.bamboohr.com connection, shows **BambooHR ID** 101, **BambooHR employee #** BA-101 and **Visibility in BambooHR Visible**. To pull a change made in BambooHR, you click **Sync from BambooHR**. If a change made in Odoo does not arrive, check the outbox: there Marco Bellandi appears as **Failed** with HTTP status 409, and Rafael Quintana as **Done** with HTTP status 200.

8 Organisation and value maps



List Key	BambooHR option ID	BambooHR label	Odoo record	Odoo Value	Archived	Ignore	Copy every ...	
Department	16	Administration	Administration					- Ignore
Department	12	Food & Beverage	Food & Beverage					- Ignore
Department	11	Front Office	Front Office					- Ignore
Department	13	Housekeeping	Housekeeping					- Ignore
Department	14	Maintenance	Maintenance					- Ignore
Department	15	Sales & Marketing	Sales & Marketing					- Ignore
Department	17	Spa (closed)			☑			- Create in Odoo
Division	31	Costa del Sol	Division: Costa del Sol					- Ignore
Division	32	Head Office	Division: Head Office					- Ignore
Job title	26	HR Manager	HR Manager					- Ignore
Job title	22	Head Chef	Head Chef					- Ignore
Job title	23	Housekeeping Supervisor	Housekeeping Supervisor					- Ignore

- **Real Odoo 20 screenshot.** The **Value maps** list has one row for each BambooHR option.

Where the data comes from

BambooHR lists and locations are read in the metadata task that runs each day. Each option becomes a row in **Value maps**. A rename or an archive in BambooHR is applied to the linked Odoo records.

A value with no mapping is not written to Odoo: the existing value is kept and an issue appears, once per value.

Buttons on each row

Create in Odoo	Creates the Odoo record for that option: department, job title, location, tag, calendar. It is not shown if the row already has an **Odoo record** or **Odoo Value**, or if it is marked **Ignore**.
Create in BambooHR	Creates in BambooHR the option or location of an Odoo record you have matched by hand. It is not shown if the row already has a **BambooHR option ID**.
Ignore	Never writes that value to Odoo and raises no issue. It is not shown if the row is already ignored.

What happens to each department, job title or location

The first time an option is used, the connector links the Odoo record with the same name in the employee's company, or creates one. If you change or archive a department, job title or location in Odoo, the change is queued and sent to BambooHR.

Filters

The list can be filtered by **Not mapped**, **Ignored** and **List**.

> Some lists are fixed in Odoo and cannot be created from here: for those you have to choose the **Odoo Value** yourself, and the connector asks for it with the message «Choose the Odoo value of … by hand: it is a fixed list in Odoo.». To create the option in BambooHR, the row needs a name: otherwise you get «Give the option a name first.».

Which lists are mapped

The **List Key** field shows which list each row belongs to. The options are: **Department**, **Division**, **Job title**, **Location**, **Team**, **Employment status**, **Marital status**, **Gender**, **Nationality**, **Country**, **Termination type**, **Termination reason**, **Standard hours**, **Pay type**, **Pay frequency**, **Contract type**, **Education level**, **Shift differential**, **Schedule**, **Applicant status**, **Asset category**, **Training type**, **Education type** and **Employee file category**.

Fields of each row

Connection	The BambooHR connection the row belongs to. It is required.
BambooHR option ID	The option's identifier in BambooHR. If it is empty, the Odoo record is not yet in BambooHR.
BambooHR label	The option name as shown in BambooHR.
Archived	Indicates that the option is archived.
Odoo record	The Odoo record the option corresponds to.
Odoo Value	The target value when the Odoo field is a selection.
Ignore	If ticked, the value is never written to Odoo.
Copy every night	Only for the employee file category. With employee file replication enabled, their new files are copied to Odoo every night.
Created By Connector	Marks the records created by the connector itself.

How a value is resolved

The connector looks up the option's mapping: a record, a selection value or nothing. If the option is unknown, is not matched and cannot be matched on its own, it writes nothing and raises a not-mapped issue, once per value. If the row is set to **Ignore**, it also writes nothing and raises no issue. If the option is empty, the field is cleared.

In lists that map to fixed values, the mapping is automatic when the label matches exactly. In education level this happens with the labels of the Odoo selection. In asset categories the equipment category with the same name is used. In applicant status, the stage with the same name.

Names, archives and deletions

A rename in BambooHR is applied in Odoo only to what the connector created, unless BambooHR is the reference for names. An archive in BambooHR only archives in Odoo the records no active person uses. If someone uses them, a blocked-archive issue is left.

If you archive or delete a location in Odoo, it is deleted in BambooHR only if no employee has ever used it. If any did, it is archived.

If BambooHR replies with a conflict when creating an option, it means it already existed. The connector reads the list again and links the row to the existing option.

Rules and error messages

MESSAGE	WHEN IT APPEARS
"BambooHR has no list for ...."	When creating an option in BambooHR and the matching list cannot be found.
"BambooHR did not return the new option."	BambooHR does not return the newly created option.
«Choose the Odoo value of ... by hand: it is a fixed list in Odoo.»	When creating in Odoo an option from a list that is not organisation, standard hours, or employment status or termination.
"..." is not a number of hours.	In **Standard hours**, when the value is not a number.
"... hours per week is out of range."	In **Standard hours**, when the hours are not more than zero or exceed those of a full week.
«Give the option a name first.»	When creating in BambooHR an option that has no **BambooHR label**.

What Create in Odoo creates, by list

For standard hours, the connector creates a Monday-to-Friday calendar with the week's hours spread over five days, in two blocks with a lunch hour from 09:00. Locations need an address: it is mandatory in Odoo, even for remote locations. For asset categories it creates the equipment category, without a company.

An example with the data on screen

In **Value maps** there is a **Department** row with option 17 and the label Spa (closed), which has no Odoo record. If you click **Create in Odoo**, the department is created with that name and the row is linked. If you prefer that value never reaches Odoo, you click **Ignore** and no issue is raised for it. The other departments (Administration, Maintenance, Housekeeping, Front Office, Food & Beverage, Sales & Marketing) already have their Odoo record, as do the divisions Costa del Sol and Head Office.

CONNECTOR GUIDE · BAMBOOHR

9 Custom fields and tables

Custom fields and tables are discovered with a button. In each list, **Discover fields** and **Discover tables** query the connections that are connected. If there is none, the notice "No connected BambooHR connection." appears. The connection's metadata update also reads them again, only if the corresponding block is active on the connection. Table rows arrive with the employee synchronisation: the **BambooHR: incremental sync** task runs every 15 minutes. Each employee's rows replace the ones already there.

Custom fields

They open in **Custom fields**, inside **BambooHR › Configuration**.

Target	**Show on the employee** stores the value to view it on the employee form. **Odoo Field** copies it to an Odoo field you choose.

Odoo Field	The Odoo field where the value is stored. With that target it is required: if it is missing, you will see "Choose the Odoo field of «...»."
Direction	**BambooHR to Odoo** or **Both ways**. With both ways, the Odoo value is also sent back to BambooHR.
Encrypted and **Sensitive**	They mark the field as encrypted in BambooHR or as sensitive. Turning them on or assigning them requires being an HR administrator.
Active	On by default. When off, the field stops being copied.

Custom tables

They are opened in **Custom tables**. The **Target** can be **Off** (default), **Show on the employee** or **Resume lines**. Resume lines need Odoo Skills installed; otherwise you will see "Resume lines need Odoo Skills (hr_skills) installed."

Company routing

In **Company routing** each rule has the **Connection**, a **Sequence**, the **Target company** and the **Match Field**: **Division**, **Location**, **Department** or **Custom field**. With a custom field the **Match Field Alias** is also filled in. The first rule that matches is applied according to the sequence. If none matches, the employee goes to the main company of the connection.

> Encrypted or sensitive fields can only be turned on or assigned by an HR administrator. Custom tables are copied from BambooHR to Odoo and are not sent back.

How values are read

Each custom field stores three names: the one from list-employees, the one from get-employee and the one from Datasets. The mapping view shows **get-employee name**, **dataset name**, **Label** and **BambooHR field type**. The value arrives as text and is converted to the type of the chosen Odoo field. If the value was not read, the value already stored is not deleted.

Table states

- **Off**: the table is discovered but is not copied anywhere.
- **Show on the employee**: the rows are stored as read-only. Each time, the entire set of rows for the employee is replaced.
- **Resume lines**: the rows become resume lines of the chosen type. A row that disappears in BambooHR deletes its line.

Rules and conditions

- If discovery finds no connected connection, you get «No connected BambooHR connection.».
- A field with the **Odoo Field** target and no field chosen is not saved: "Choose the Odoo field of «...»."
- Changing an encrypted or sensitive field requires you to be an HR manager: «Only HR managers can map encrypted or sensitive custom fields.».
- The table with the **Resume lines** target requires Odoo Skills. Without it, the rows generate an issue.

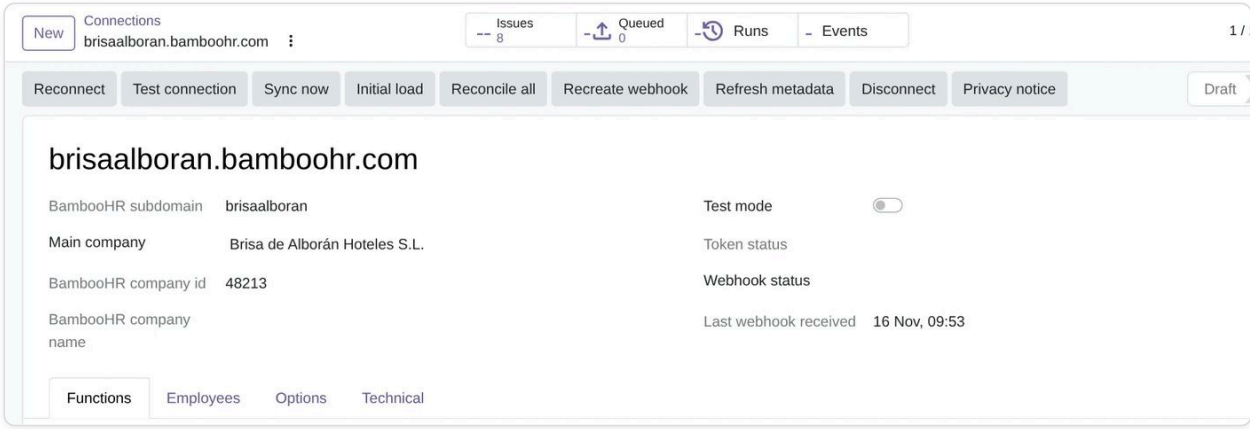
Record fields and tabs

Table Alias	The internal name by which BambooHR identifies the table.
Columns	The columns of the table, calculated when it is discovered.
Sensitive on the table	Marks the rows as sensitive.
Resume columns	The name and dates of the line come from the first text field and the first two dates. If a start date is missing, the day of the synchronisation is used.

End-to-end example

1. **Open Custom fields and press Discover fields**

   The connection brisaalboran.bamboohr.com appears as connected, so its custom fields are read.



   - **Real Odoo 20 screenshot.** The connection brisaalboran.bamboohr.com with the status **Connected**.

2. **Choose the target of each field**

   With **Odoo Field** you choose the Odoo field; with **Show on the employee** it is only stored so you can view it.

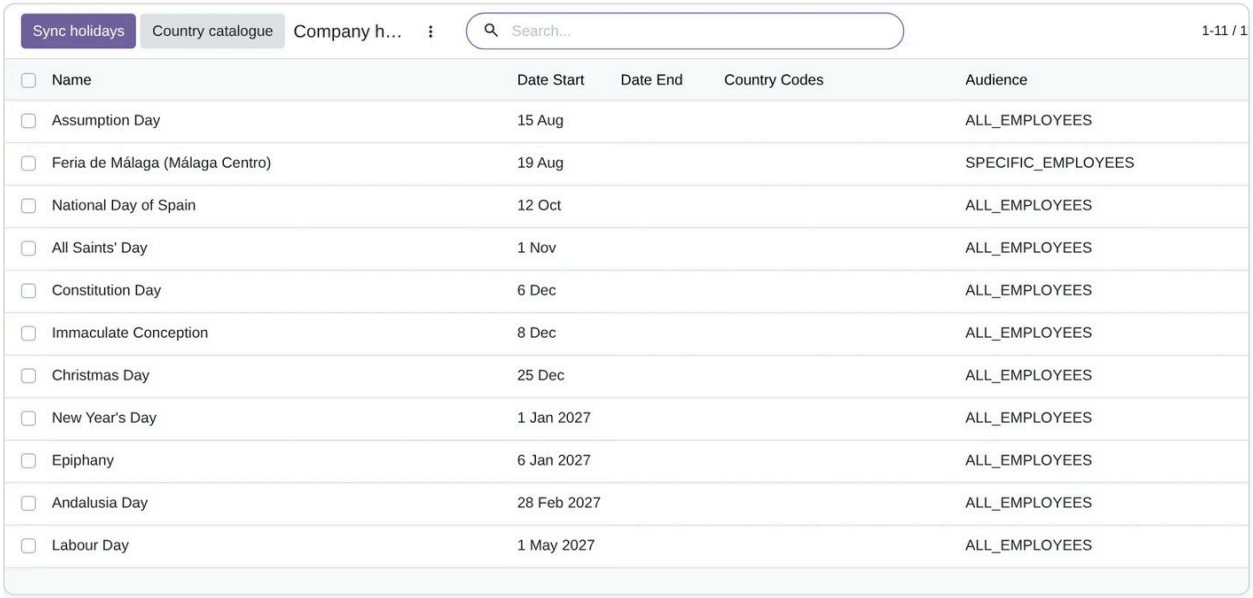
3. **Open Company routing**

   If you have one Odoo company per division, add a rule per **Division** so that Head Office and Costa del Sol each go to their own company.

4. **Wait for the synchronisation**

   In the next 15-minute task the values reach each employee.

10 Absences and public holidays



Name	Date Start	Date End	Country Codes	Audience
Assumption Day	15 Aug			ALL_EMPLOYEES
Feria de Málaga (Málaga Centro)	19 Aug			SPECIFIC_EMPLOYEES
National Day of Spain	12 Oct			ALL_EMPLOYEES
All Saints' Day	1 Nov			ALL_EMPLOYEES
Constitution Day	6 Dec			ALL_EMPLOYEES
Immaculate Conception	8 Dec			ALL_EMPLOYEES
Christmas Day	25 Dec			ALL_EMPLOYEES
New Year's Day	1 Jan 2027			ALL_EMPLOYEES
Epiphany	6 Jan 2027			ALL_EMPLOYEES
Andalusia Day	28 Feb 2027			ALL_EMPLOYEES
Labour Day	1 May 2027			ALL_EMPLOYEES

- **Real Odoo 20 screenshot.** List of **Company holidays** with the buttons **Sync holidays** and **Country catalogue**.

Public holidays are opened in **Company holidays**. The scheduled task **BambooHR: incremental sync** reviews them every 15 minutes. The task **BambooHR: daily tasks (02:00 local time of each company)** reads them and fully recalculates them once a day. Leave requests and leave balances follow their own synchronisation with BambooHR.

Sync holidays	Reads the BambooHR public holidays now and recalculates the Odoo ones. With the direction set from Odoo to BambooHR, it sends the Odoo ones instead.
Country catalogue	Opens a window with the public holidays from the catalogue of a country and a year, with the fields **Country** and **Year** and the buttons **Load**, **Details** and **Close**. It is informational only: it writes nothing.

In the list you can filter by **Upcoming**. The columns **Name**, **Date Start**, **Date End**, **Country Codes** and **Audience** show each holiday. If **Date End** is empty, the holiday lasts a single day.

How they reach Odoo

Each holiday is created in the company calendar when it is for all employees. If it is for a specific group, it is created in the calendar of each affected employee.

> If Odoo already has another holiday for that company on the same day, the connector does not create it and opens an issue. Company holidays cannot be synchronised if they are disabled on the connection, and a connected connection is needed for your company.

Categories and mapping with Odoo

Each BambooHR absence category is copied with its name, its unit (days or hours), whether it is paid and whether it is active. A category has three states: **Mapped** when it is linked to an Odoo leave type, **Not mapped** when nobody has linked it, and **Unit changed** when BambooHR changed its unit. In that last case the history is converted into BambooHR and the category stops synchronising until you link it again. The mapping is decided by a person, never guessed.

From a category you can create the leave type in Odoo. It will be in hours or half days, unpaid if the category is not paid, and validated by the leave manager. Allocation is only required with **Time off balances** in **Allocations**. You can also remove the allocation requirement from the type, except if leaves of that type already exist; then a new type must be created. In the opposite direction, a wizard creates a category in BambooHR from an Odoo type, with its name, its unit and whether it is paid.

> In test mode a category can only be linked to a type created with "Create type in Odoo". If BambooHR refuses to create the category, you will see "BambooHR did not create it: ...".

Leave requests

Each request stores the employee, the category, the dates, the unit, the amount and the status as sent by BambooHR. It also stores who has authority over it, BambooHR or Odoo, and whether another request replaced it. To cancel a request in BambooHR, the connector first checks which actions it allows: if there is no cancel action, BambooHR rejects it, and an approved one that has already started cannot be cancelled: Odoo rejects it at that moment.

Balances

The balance of each linked employee is read with one query per employee. If BambooHR does not allow someone's balances to be seen, Odoo keeps what it has and a leave issue is opened. If BambooHR returns no visible policy, the balance rows are deleted. With **Time off balances** in **Allocations**, Odoo maintains one validated allocation per employee and type whose remaining amount matches the BambooHR balance. Hours are converted to days using the employee's hours per day. A balance of zero or negative creates no allocation, and a negative balance opens an issue.

You can re-read the balances and adjust one. To adjust it, you enter an amount (positive adds, negative subtracts, in the category's unit), a date and a note. The balance is then read again. If the amount is empty or zero, you get «Say how much to add or remove.». If BambooHR does not accept it, you get «BambooHR did not adjust it: ...».

Policies and allocations

Leave policies are copied with their name, their category and their type: **Accruing**, **Unlimited** or **Manual**. Each stores a summary of the limit and carry-over and the number of assignees. Allocations show which policy each employee has, with its effective date and its end date. Only active ones are imported.

Holidays: audience and conflicts

A holiday for all employees, without exceptions and in an allowed country, is created once per company of the connection. In any other case it is created for each affected employee, according to the filter of their department, job title, location or tags and according to their country. Holidays that fall on the same day and for the same target are merged into one with the names together, because Odoo does not allow overlapping holidays.

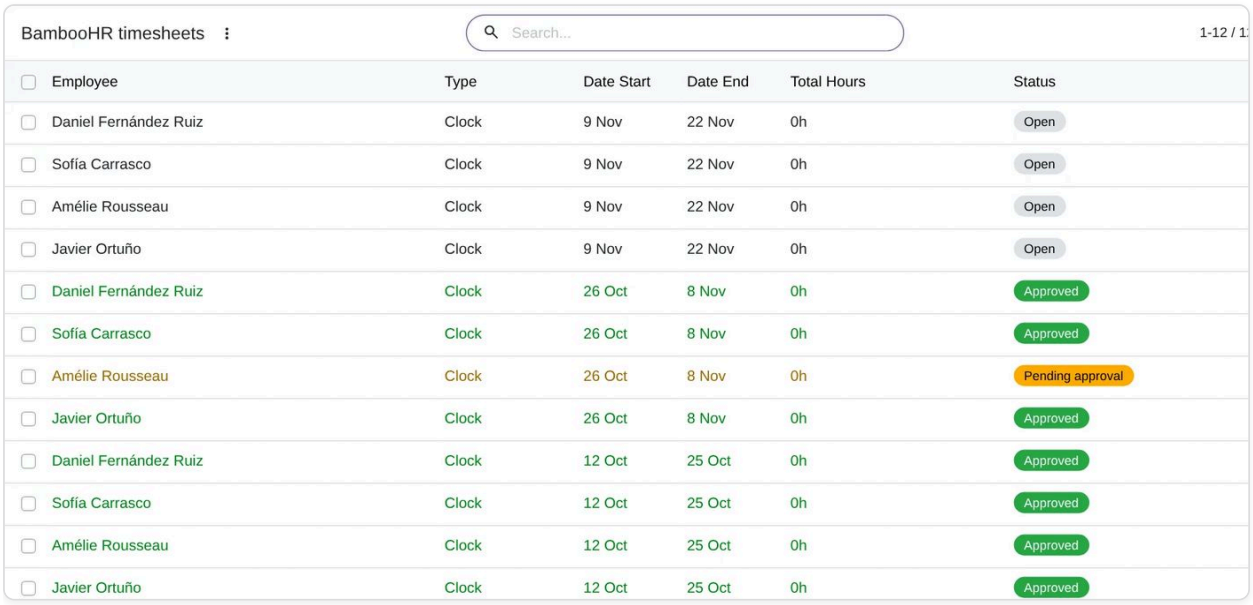
With the direction set from Odoo to BambooHR, company holidays created in Odoo are sent to BambooHR: the first time all at once, and afterwards one by one, creating, modifying or deleting as Odoo changes. Rejected ones become issues.

How they are distributed by audience

The **Audience** column in **Company holidays** says who each holiday affects. When it is for all employees, it is created only once in the company calendar. When it is for specific employees, it is created in each one's calendar and not in the company's. When you press **Sync holidays**, Odoo reads the BambooHR list and recalculates those calendars.

CONNECTOR GUIDE · BAMBOOHR

11 Time Tracking: timesheets and overtime



- **Real Odoo 20 screenshot.** The list **BambooHR timesheets** with one timesheet per employee and period.

Each timesheet shows the employee, the **Type**, the period dates, the **Total Hours** and the **State**. The menu **Time Tracking › Enrollments** shows which employees are enrolled in Time Tracking.

Where the data comes from

Timesheets are read from BambooHR with the scheduled task **BambooHR: incremental sync**, which runs every 15 minutes. Employee enrollments are updated in the task **BambooHR: daily tasks (02:00 local time of each company)**, which runs every hour and does each connection's work once a day.

Record buttons

Approve in BambooHR	Approves that timesheet in BambooHR. It is hidden when the timesheet is not in **Pending approval**. Only connector administrators can see it.
Approve hours up to...	Appears in the list header with the Timesheets app installed. You choose the connection and a date: hours up to that date count as approved and their lines are locked. If the Hours API is active, they are sent to BambooHR, and with **Approve timesheets in BambooHR** ticked the periods that end earlier are approved there. The date never goes backwards.

States

- **Open**: the period is still in progress.

- **Pending approval**: it is ready to be approved.
- **Approved**: it is also locked in Odoo.

1. **Open the timesheet**
   Go to **Time Tracking › Timesheets** and filter by **Pending approval**.

2. **Press Approve in BambooHR**
   Odoo reads the timesheet in BambooHR again and approves it if it is still pending and all its records have already been sent.

> BambooHR does not allow a timesheet to be unapproved or rejected from Odoo. An approved timesheet is also immutable in Odoo. Time Tracking has only been tested with a simulator built from the BambooHR API documentation: BambooHR did not let us enable it on the test account.

What each state means

Open	The period is in progress. Hours and clock entries are still being modified.
Pending approval	BambooHR considers it closed and awaiting approval by someone. It is the only state from which Odoo can approve it.
Approved	The records of the period are locked in Odoo. If the period stops being approved, they can be modified again.

What the record contains

Connection and **BambooHR ID**	The connection the timesheet belongs to and its identifier in BambooHR.
Employee and **Company**	The employee and their company.
Type	**Clock**, **Single daily entry**, **Multiple entries** or **Total Hours**. It marks which kind of entries the period allows: clock entries or hours.
Date Start and **Date End**	The period the timesheet covers.
Total Hours and **Approved At**	The hours of the period and when it was approved.

Rules and conditions

- Approving requires enrolment in Time Tracking. If not, Odoo says «... is not enrolled in BambooHR Time Tracking: enrol the employee in BambooHR, then retry.»
- If the employee has no valid time zone, you get «... has no valid time zone for BambooHR Time Tracking.»
- Odoo reads the timesheet just before approving. If BambooHR no longer has it, it shows "BambooHR no longer has this timesheet."
- If it is not pending, you get «Only a timesheet pending approval can be approved (this one is ...).»
- If some records have not been sent, you get «... records of this period are not in BambooHR yet: send them first.». A period can only be approved once it has been sent in full.
- If BambooHR responds with a conflict, you get «BambooHR refused the approval: the timesheet changed or is no longer pending approval. Check it and try again.»

- With Timesheets, only timesheet approvers can approve hours: "Only timesheet approvers can approve hours."

Automatic and date-based approval

With **Approve timesheets in BambooHR** ticked, a pending timesheet whose period ends before **Hours approved until** is approved in BambooHR from the outbox, not while you save. With timesheet validation in Odoo Enterprise, a timesheet whose lines are all validated in Odoo is approved in BambooHR, and the other way round: a timesheet approved in BambooHR validates its lines in Odoo.

Break, schedule and overtime reports

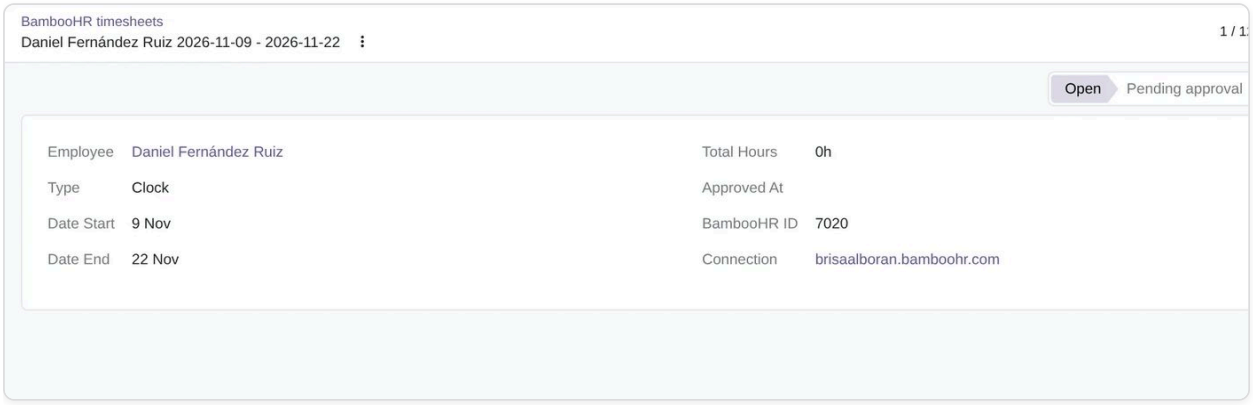
The breaks and shift compliance report is consulted by employee and date range: it shows policies and breaks, breaks available now, and the evaluation of breaks and shifts for the period. The result is not stored in Odoo, it is only displayed. If BambooHR rejects part of the report because the product or permission is missing, it says so and shows the rest.

With Planning, from Odoo Enterprise, the schedule PDF is requested for one schedule and a date range. If the end date is before the start date, you get «The end date is before the start date.». If BambooHR no longer has that schedule, you get «BambooHR does not have this schedule any more: update the metadata.». If the company has no connection, you get «No BambooHR connection for this company.».

The overtime summary is consulted by employee and shown as an on-screen summary.

End-to-end example

In the timesheet list, Daniel Fernández Ruiz has a **Clock** timesheet in **Open** and an earlier one in **Approved**. Amélie Rousseau's timesheet for the previous period is in **Pending approval**. To approve Amélie's, open her timesheet and click **Approve in BambooHR**. If her whole period is already in BambooHR, the timesheet moves to **Approved** and its records are locked.



- **Real Odoo 20 screenshot.** Daniel Fernández Ruiz's timesheet, with its state and the BambooHR ID.

12 Attendance, shifts and payroll

When you install in Odoo an HR app that the connector knows, the connector switches on its screens in that app itself. No other module needs installing or buying. The flows of the apps in this chapter and the next start in **Off**: each is switched on, with its direction, in the group **More flows** on the **Functions** tab of the connection. Attendance is from Odoo Community; Planning, Payroll and timesheet validation are from Odoo Enterprise.

Attendance

With **Clock entries** on, BambooHR clock entries and Odoo attendances travel in the direction you choose or in both. A clock entry that crosses midnight is split in two, in the employee's time zone. When BambooHR approves a period, its attendances are locked in Odoo. For an attendance made in Odoo, **Resend to BambooHR** sends it again. With **Geolocation** ticked in **Options**, the clock-in location also travels; it is personal data, so it starts off.

The **Breaks and shift compliance** menu checks an employee's breaks over given dates and whether they comply with BambooHR's shift rules. The result appears when you click **Consult** and is not stored in Odoo.

Planning

With **Shifts** on, BambooHR shifts come into Planning, from one week back to eight weeks ahead. You can also choose the opposite direction, from Planning to BambooHR. For a shift made in Odoo, **Publish in BambooHR** publishes it there. **Schedule PDF** asks BambooHR for the PDF of a schedule for given dates and stores it in Odoo.

Payroll

With compensation on, the employee's pay type (hourly or fixed) and pay frequency come from BambooHR. With **Bonus and commissions**, BambooHR's bonuses enter as payroll inputs for their payroll period; Odoo keeps those from the last 400 days. With **Benefit deductions**, fixed benefit deductions become salary adjustments. The inputs only change net pay if your salary structure has a rule that uses them. On the employee form, **Benefits** consults their benefits in BambooHR and shows them without storing them.

Timesheet validation

If you use timesheet validation from Odoo Enterprise, a validated line is locked and counts as approved for the Hours API. When all lines of a period are validated and **Approve timesheets in BambooHR** is ticked, the timesheet is approved in BambooHR. In the other direction, a timesheet that BambooHR approves validates its lines in Odoo.

> How it was tested: payroll reading was tested against a real BambooHR test account on Odoo 19 Enterprise, and shifts against another test account with the previous version of the connector. Clock entries, time logs and breaks come from Time Tracking, which BambooHR did not let us enable on the test account: they are tested only with a simulator built from the BambooHR API documentation.

13 Recruitment, training, assets, goals and documents

Recruitment, Skills, eLearning and Maintenance are Odoo Community apps; Appraisals and Documents are from Odoo Enterprise. Each flow of these apps is switched on in **More flows**, just like those for Attendance or Payroll.

Recruitment

Job openings is the only flow in these two chapters that starts on, from BambooHR to Odoo: each BambooHR job opening updates the matching Odoo job position. With **Applicants** on, BambooHR applications are copied into Odoo, and **Import applications** fetches them on demand. Stages and rejections are tracked in both directions without writing to the candidate, and internal notes reach BambooHR as comments. When you hire a candidate, they are linked to the new employee.

There are two things BambooHR does not let this connection do. The first is creating a candidate from Odoo: its API replies that it is not authorised, even with the administrator key. The second is creating a job opening, which BambooHR only accepts with an API key of a particular kind. In both cases the connector shows the error and hides the button.

Skills and eLearning

With **Training** and **Education and certifications** on, BambooHR's training, studies and certifications appear on the employee's résumé and skills. Studies and certifications can also go back to BambooHR. With eLearning installed and **eLearning courses** on, a course the employee completes in Odoo is recorded in BambooHR as training.

Maintenance

With **Assets** on, the assets BambooHR assigns and the equipment Odoo assigns travel in the direction you choose or in both. An asset returned in BambooHR is unassigned in Odoo and is never deleted from the inventory. On the equipment, **Sync with BambooHR** updates it on demand.

Appraisals

With **Goals** on, BambooHR goals and appraisal objectives in Odoo are copied with their progress and status. BambooHR comments arrive as notes, and an internal note tagged #BambooHR is sent to BambooHR as a comment.

Documents

With the **Mirror employee files** block on, employee files go to Documents: in Odoo 19 and 20, to each employee's folder, and in Odoo 17 and 18, to the company's HR folder, with Documents for HR enabled. The **Company documents** menu lists the company documents you have in BambooHR and lets you download them to Odoo.

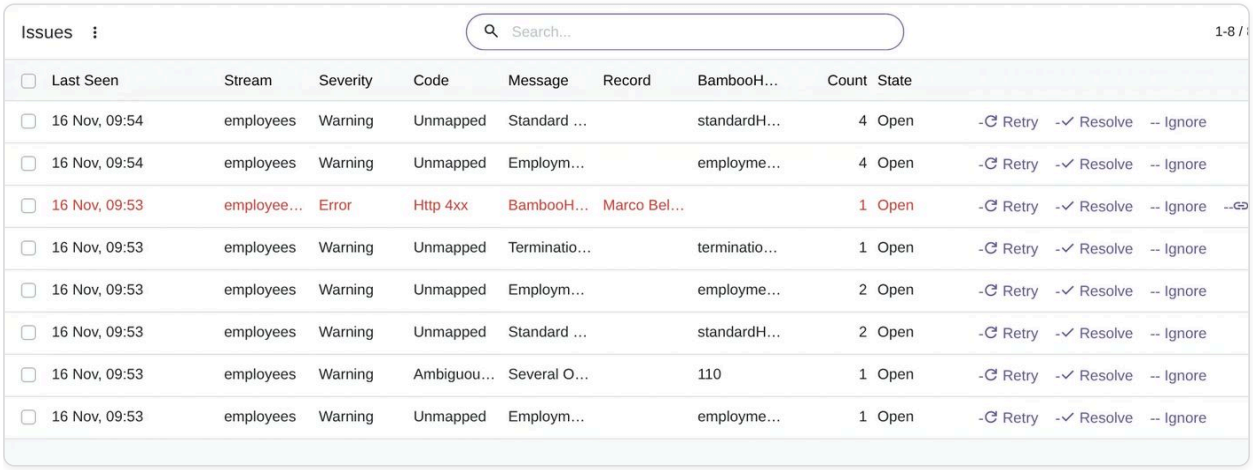
New hire packets

On the employee form, **New hire packet** creates the welcome packet in BambooHR, and **Edit draft packet** changes it while it is still a draft. The form also has **Send packet** and **Cancel packet**, but on the test account

BambooHR rejected sending, cancelling and deleting packets, even for the administrator. Separately, if you choose an **Onboarding plan** in **Options**, each new hire starts that Odoo activity plan.

> How it was tested: against a real BambooHR test account, on Odoo 19 Enterprise with all these apps installed, job openings, applications with their stages and notes, training, studies, goals and company documents worked. Assets could not be tested there, because the account had none and BambooHR refused writes from Odoo, nor packet sending, because of BambooHR's refusal above. Those parts are tested only with the connector's simulator.

14 Sync monitoring



- **Real Odoo 20 screenshot.** List of **Issues** with their rows in **Open** state.

The lists fill up on their own. The task **BambooHR: queue (webhook events and outbox)** runs every minute, sends the outbox and processes webhook events. The task **BambooHR: incremental sync** runs every 15 minutes and leaves a row in **Runs** for each flow. **Sync now**, on the connection, runs a pass immediately.

What buttons each record has

Retry	On an open issue, re-runs the record. In the outbox, sends a failed, waiting or cancelled job again.
Resolve / Mark resolved	Closes the open issue and clears the values in conflict.
Ignore	Closes the open issue without resolving it; also clears the values.
Open record	Opens the Odoo record of the issue. It does not appear if the issue has no record.
Cancel	In the outbox, discards a job so it is never sent.
Run again	In a run, repeats the flow now. It does not appear while the run is in progress.
Process again	On a webhook event, handles it again on the next queue pass. It does not appear if the event is new.

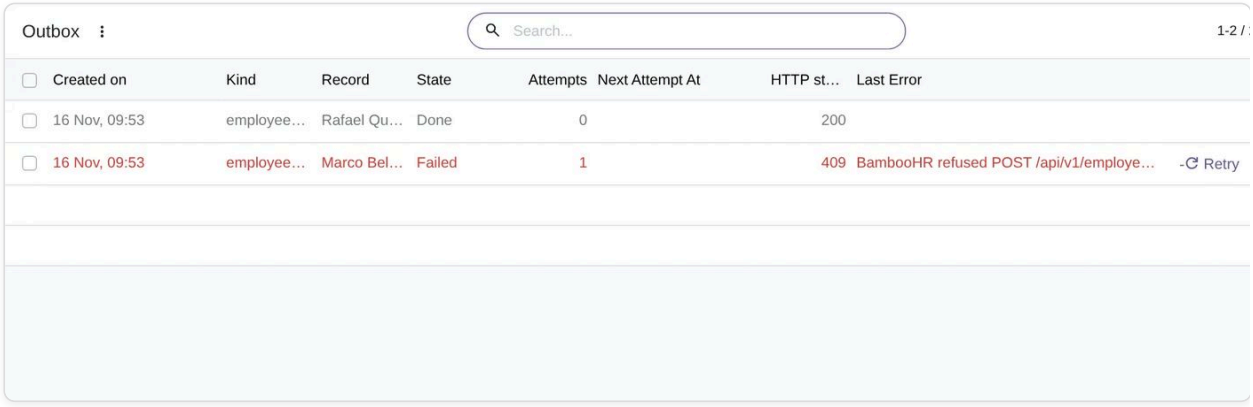
States

Issue	**Open**, **Resolved** or **Ignored**.
Outbox	**Pending**, **Sending**, **Waiting**, **Done**, **Failed** or **Cancelled**.
Run	**Running**, **OK**, **Partial**, **Failed** or **Stopped by the breaker**.
Webhook event	**New**, **Done**, **Error**, **Ignored** or **Pending API confirmation**.

How to review a failure

1. **Open BambooHR › Monitoring › Outbox**

   Find the job in **Failed** state and read **Last Error** and **HTTP status**.



- **Real Odoo 20 screenshot.** Outbox with a job in **Failed** state and its **Last Error**.

2. **Fix the cause**

   Correct the data or the setting the error points to.

3. **Click Retry**

   The job is sent again.

> A job in **Sending** state cannot be cancelled: wait for it to finish. The **Access log** records store who did what, never the values. Resolved or ignored issues are deleted after 90 days.

Issues

Each issue has a **Severity** (**Warning**, **Error** or **Conflict**), the **Stream** where it occurred, a **Code** and a **Message**. If the same problem recurs, no new row is created: **Count** goes up and **Last Seen** is updated. The message never contains personal values. The disputed data is shown in **Values in conflict**, only to whoever manages HR, and is cleared as soon as the issue is resolved or ignored. The filters are **Open**, **Errors**, **Code** and **Flow**.

Outbox

Every change made in Odoo that must reach BambooHR is an outbox job. You can see its **Kind**, the **Record**, the **Attempts**, **Next Attempt At**, **HTTP status** and **Last Error**. A job in **Sending** is already reserved by a process, so it cannot be cancelled. If the process dies midway, the job is recovered: creations are reconciled before being resent so as not to duplicate them, and the rest goes back to **Pending**. A job in **Waiting** depends on something that does not exist yet, such as a timesheet not yet opened, and is retried in the daily task.

Runs and API calls

A run summarises one pass of a flow: **Created**, **Updated**, **Unchanged**, **Skipped**, **Failed**, **Number of API calls**, **Rate limit hits (429)** and the three **Top Reasons** for failure. **Backfill of** indicates a backfill pass. **Stopped by the breaker** means the change would have archived or deleted employees and was halted before that. On the **API calls** tab of the run you see each call with method, route template, status, duration and **X-Request-ID**. Bodies, tokens and queries are never stored. A 429 pauses all calls on the connection until the time given in **Retry After** has passed.

Webhook events

Each BambooHR notification leaves a row with an **Event Type**, a **BambooHR employee ID** and **Changed Fields**. The notification only triggers a read: the data still comes from the API. Terminations wait for the API to confirm them and sit in **Pending API confirmation**. Events are deleted after 8 days.

Example

After a pass, the connection panel for brisaalboran.bamboohr.com shows 8 issues and 0 queued. In the outbox, the employee_update job for Marco Bellandi is **Failed** with HTTP status 409 and the error "Employee is in a Trax Payroll pay schedule: payroll fields are required". In **Runs**, that queue pass shows as **Partial** with 1 updated and 1 failed. You fix what the error asks for, here the payroll data BambooHR requires for that employee, and click **Retry**, which sends the job again.

CONNECTOR GUIDE · BAMBOOHR

15 The data that goes and comes back

DATA	DIRECTION	WHEN
Employees, with their department, position and location	From BambooHR to Odoo (and from Odoo to BambooHR if the flow is set to both ways)	**BambooHR: incremental sync**, every 15 minutes; also with **Sync now**
Employee terminations	From BambooHR to Odoo, through the Odoo offboarding process, and from Odoo to BambooHR if **Termination** is **Both ways**	With the sync and BambooHR notifications; the Odoo side, through the outbox
Company holidays	From BambooHR to Odoo (by default); from Odoo to BambooHR if you choose that direction	Every 15 minutes; the **Sync holidays** button does it immediately
Leave (holiday and other leave requests)	From BambooHR to Odoo, and from Odoo to BambooHR when set to both ways	Every 15 minutes; those from Odoo go through the outbox
Leave categories and balances	From BambooHR to Odoo	**BambooHR: daily tasks (02:00 local time of each company)**, every hour (once a day per connection)
Timesheets and their approval	From BambooHR to Odoo; approval also from Odoo to BambooHR	Every 15 minutes; the daily tasks reconcile the recent window
Clock-ins and Time Tracking hour records	They come in **Off**; you choose the direction in **More flows**	Every 15 minutes; live clock-ins go out through the outbox

DATA	DIRECTION	WHEN
Timesheet projects	From BambooHR to Odoo, and from Odoo to BambooHR when set to both ways	Every 15 minutes; in the second direction, via the outbox
Organisation lists (departments, job titles, locations)	From BambooHR to Odoo; from Odoo to BambooHR when renaming or archiving, when set to both ways	Every 15 minutes; Odoo changes go out via the outbox
Photos, files, custom fields and custom tables	From BambooHR to Odoo (files and photo also from Odoo to BambooHR if you turn it on)	Every 15 minutes, and on demand with **Files** on the employee record

The flows for the apps (clock-ins, timesheets, shifts, candidates, training, assets, goals and payroll) come in **Off**; job openings come from BambooHR to Odoo. All calls to BambooHR go from your Odoo to your company's address in BambooHR. FlexigoTech Cloud does not receive your employees, time off or hours: it maintains the connection, renews its access through its intermediary, monitors the sync and alerts you when it fails.

CONNECTOR GUIDE · BAMBOOHR

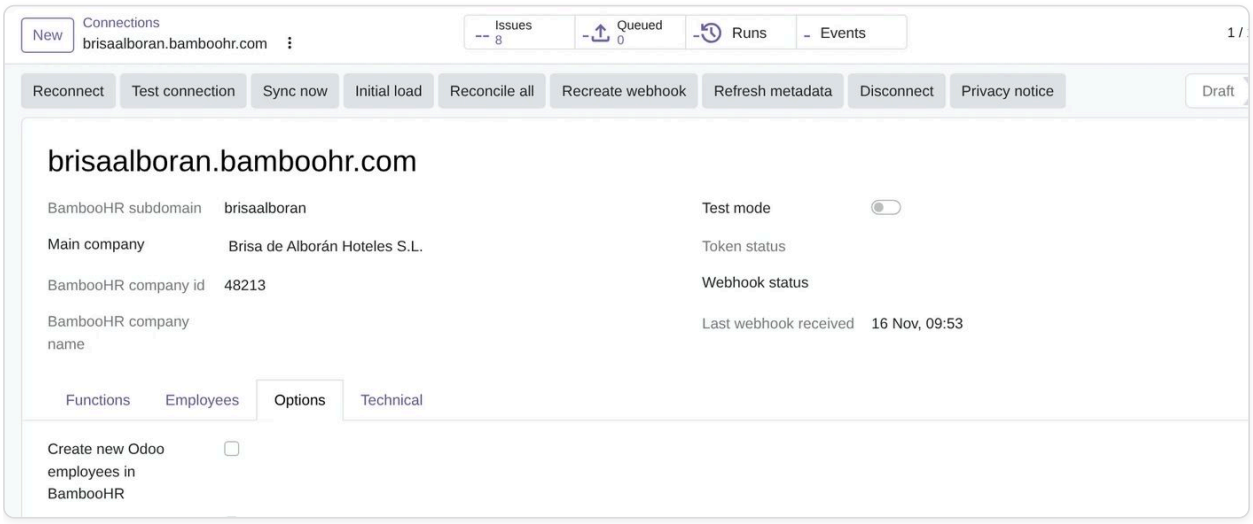
16 What runs on its own

TASK	FREQUENCY	WHAT IT DOES
BambooHR: queue (webhook events and outbox)	Every minute	Processes the notices arriving from BambooHR and sends whatever is waiting in the outbox.
BambooHR: incremental sync	Every 15 minutes	Reads from BambooHR the changes for each active flow: employees, holidays, time off, hours and any others you have switched on.
BambooHR: daily tasks (02:00 local time of each company)	Every hour	Each connection runs its daily tasks once a day, starting at 02:00 in its company's time zone.
BambooHR: weekly reconciliation	Every 7 days	Thoroughly compares what is in Odoo with what is in BambooHR and retries the write failures.

Frequencies are changed in **Settings › Technical › Automation › Scheduled Actions**, with developer mode enabled.

> To see the result of each run, open **BambooHR › Monitoring › Runs**: there each run shows how many records it created, updated, skipped or failed.

17 The connection options and their defaults



- **Real Odoo 20 screenshot.** The connection with the **Options** tab open.

OPTION	DEFAULT	WHAT IT DOES
Create new Odoo employees in BambooHR	Unticked	New Odoo employees are also created in BambooHR.
Approve time off in Odoo	Unticked	Unticked, Odoo does not allow approving or rejecting a time off request that comes from BambooHR. Ticked, what you approve or reject in Odoo is sent to BambooHR.
Time off balances	**Balance table**	Choose between **Balance table** and **Allocations**.
Create the contract if missing	Unticked	Creates the employee's contract when none exists.
Compensation in another currency	**Skip**	With **Skip** that compensation is not imported. With **Convert** it is converted.
Hourly pay in Community	**Skip**	With **Skip** it is not imported. With **Convert to monthly** it becomes a monthly salary.
Geolocation	Unticked	With Attendance, the clock-in carries its location to BambooHR, and BambooHR clock-ins bring theirs. This is personal data.
Import pending time off	Unticked	Also imports time off that is not yet approved.
Import the full history	Unticked	Unticked, only the current row, future rows and the previous one are kept.
Time off: days back	90	Days before today that are taken into account.
Time off: days ahead	365	Days after today that are taken into account.
Time tracking: extra days back	7	Extra days back in Time Tracking.
Overtime calculated by	**BambooHR**	Choose who calculates overtime: **BambooHR** or **Odoo**.

OPTION	DEFAULT	WHAT IT DOES
Approve timesheets in BambooHR	Unticked	Approves timesheets in BambooHR.
Hours approved until	Empty	In Community, hours up to that date count as approved.
General task name	Empty	Name of the general task for timesheets.
Onboarding plan	Empty	Plan that is launched for new employees.
Launch the onboarding plan when	**Employee created**	It can be changed to **Packet completed**.
Offboarding plan	The Odoo offboarding plan	Plan that is launched when an employee leaves.
Archive the user on termination	Unticked	Archives the user of the terminated employee.
BambooHR is master for names	Unticked	BambooHR names take precedence over Odoo names.
Time off types per company	Unticked	Time off types are kept separate per company.
Holiday country taken from	**Private address, else work location**	Decides which employee country is compared against each holiday's country. The other option reverses the order.
Max requests per second	5	Limit on requests to BambooHR per second.

Options that touch personal data, files or compensation can only be enabled by HR administrators. A date in **Hours approved until** cannot go backwards. Timesheet records sent to BambooHR and the Hours API cannot be active at the same time.

Done by hand

TAB OR GROUP	BUTTONS
Connection header	**Connect**, **Reconnect**, **Continue setup**, **Update domain**, **Test connection**, **Sync now**, **Initial load**, **Reconcile all**, **Recreate webhook**, **Refresh metadata**, **Disconnect**, **Privacy notice**
Test mode	**Purge test data**, **Leave test mode keeping test data**
Safety brake notice	**Confirm and apply**
Top right	**Issues**, **Queue**, **Runs** and **Events**, with their counters

Connect only appears with the connection in **Draft**, **Disconnected**, **Copied database** or **Neutralized**. **Reconnect** appears with the connection in **Connected** or **Error**. **Update domain** only appears in **Domain changed**. **Disconnect** is hidden in **Draft** and **Disconnected**.

Test connection, **Initial load**, **Reconcile all**, **Recreate webhook** and **Refresh metadata** only appear with the connection **Connected**. **Sync now** appears with the connection **Connected** or in **Error**. **Purge test data** and leaving test mode only appear with **Test mode** ticked.

The other connection tabs

Functions	Contains the blocks **Personal data and blocks**, **Flows** and **More flows**. Each personal data block is a checkbox: **Employee #** is ticked and the rest (**Personal contact**, **Demographics**, **Private address**, **Passport**, **Spouse**, **Custom fields**, **Custom tables** and the others) are left unticked. **Mirror employee files** copies new files every night from the categories you mark with **Copy every night** in **Value maps**.
Employees	Decides which employees are synced, using **Employees to sync**. It is set to **Active, and terminated since a date**, with **Terminated since** set to one year back. **Excluded values** lists what never comes in.
Technical	For connector administrators only: the **Granted scopes**, the BambooHR products on the account and the **Missing BambooHR products**, the webhooks, and who confirmed that employees were informed and when. The **Token status**, **Test mode** and its **Test employee tag** are at the top of the connection.

18 Security and personal data

- The connector requires a FlexigoTech Cloud subscription, with a free trial. Without it, it does not connect to BambooHR.
- BambooHR connects via OAuth: you authorise access in BambooHR and the connector never asks you for a password or API key. Odoo stores the access code in fields that only Odoo administrators can read, and renews it before it expires, through FlexigoTech Cloud.
- Before connecting, an Odoo administrator reads and accepts what is passed through FlexigoTech Cloud when BambooHR is connected. If they do not accept, **Connect** does not proceed. The cloud notice records the email of the person who accepts, with the date and the version of the text accepted.
- Employees' personal data, files and pay can only be enabled by an Odoo HR manager, not by any connector user.
- Each connection is managed from **BambooHR › Configuration › Connections**. The connection buttons (for example **Test connection**, **Initial load** or **Disconnect**) belong to the connector management group. The employee buttons (**Sync from BambooHR**, **Send to BambooHR**) belong to the HR group.
- **Forget employee (GDPR)** is for HR managers only.
- The connector syncs the personal data blocks you activate on the connection, within **Personal data and blocks**. A block that is switched off is not read.
- The file list for an employee is shown only to those who have permission to view that employee. Every file download and upload is logged in an access record.
- Public holidays, absences and the rest of the data stay in your Odoo. FlexigoTech Cloud receives your database identifier and address, the Odoo version, the FlexigoTech modules installed, the company name and the email of the person who accepts. It also receives a permission request every 6 hours and the health of the sync: counters and errors, not the content of your records.
- The **Privacy notice** button on the connection opens the connector's privacy notice.

Data deletion

- When disconnecting you choose what happens to the data: keep it, anonymise the personal data that came from BambooHR, or purge what the connector created. No option is pre-selected and you cannot confirm without choosing one.

- On disconnecting, the connector deletes the BambooHR webhooks, revokes the connection and forgets the tokens.
- A disconnection without the wizard completes on its own: it sends warnings at 7 and 20 days, and at 25 days it purges while keeping business records.
- **Forget employee (GDPR)** anonymises the personal data on the record, deletes the histories, custom values and files that came from BambooHR, and unlinks the employee. BambooHR will not recreate or relink them.
- A linked employee cannot be deleted: it is archived. To delete it under GDPR, use **Forget employee (GDPR)**.
- In test mode, **Purge test data** deletes what the connector created during the trial.
- What the connector keeps for review is deleted automatically: API calls after 14 days, webhook events after 8, runs and closed issues after 90, and the sensitive data access log after a year.

CONNECTOR GUIDE · BAMBOOHR

19 Several connections and several companies

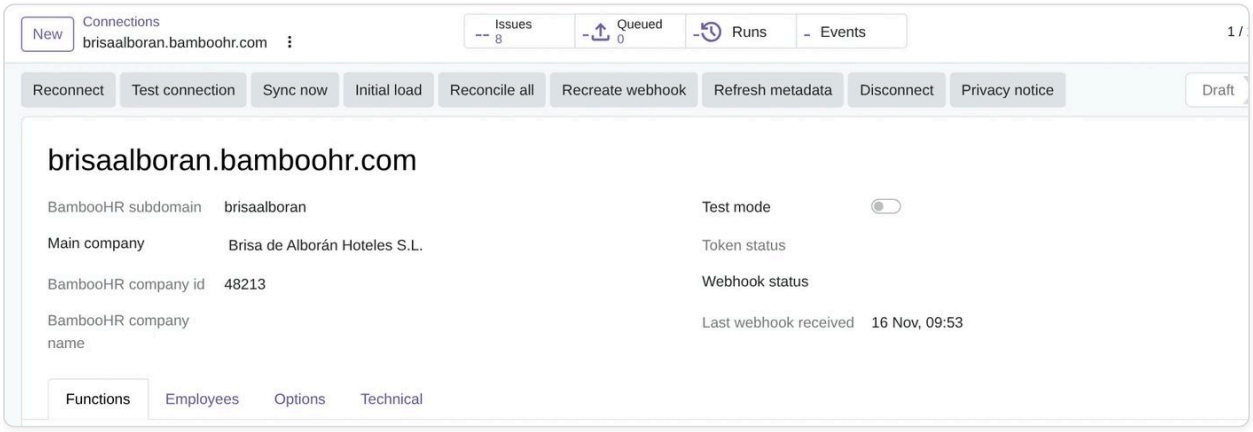
Each connection in **BambooHR › Configuration › Connections** has its main company, its BambooHR subdomain and its own options and features. The BambooHR company ID identifies which company it belongs to. A connection cannot be switched to another BambooHR company: if you try, the connector refuses. A BambooHR company that is already connected in this database cannot be connected again.

An Odoo company with one connection does not support a second one for another BambooHR subdomain. A renamed subdomain is updated with **Update domain**. Another BambooHR company needs its own Odoo company.

One connection can serve several Odoo companies with distribution rules: based on each employee's data, the connector assigns them to their company and, if the rule changes, offers to move them with **Transfer to another company**.

Each plan has a cap on BambooHR accounts connected to the database: 3 with Standard and 10 with Pro. Once the cap is reached, no other account can be connected, and those already connected carry on as before. In a trial copy, only the accounts that were already connected are used.

Each employee is handled by the connection that matches their company. If no connection serves an employee's company, the connector reports an error and sends nothing.



- **Real Odoo 20 screenshot.** A connection with its subdomain, its main company and the BambooHR company ID.

20 If something fails

On connecting, the notice says to connect this database to FlexigoTech Cloud first	An administrator reads and accepts the data list in Settings, in the FlexigoTech Cloud section. Until then nothing is sent to the platform and the connection buttons do not advance. Without the trial or the subscription, the connector does not talk to BambooHR.
"BambooHR was not connected. ..."	The connection service rejected the request. Read the reason that comes with the message and repeat the connection from **BambooHR › Configuration › Connections**, using **Connect**.
«....bamboohr.com cannot be reached now. Check the subdomain or try again later.»	Check the **BambooHR subdomain**: it is the part before .bamboohr.com, in lowercase, digits and hyphens. If it is correct, wait a while and repeat.
«This BambooHR authorisation link expired or belongs to another user. Start again.»	The authorisation link expires and only works for the user who started it. Click **Connect** again and complete the authorisation in one go.
«Only HR managers can switch on personal data, files or compensation.»	These connection options are switched on by an HR administrator. Ask them.
A change made in Odoo does not reach BambooHR	Open **BambooHR › Monitoring › Outbox** and read **HTTP status** and **Last Error** for the job. Fix the cause and click **Retry**. With **Cancel** the send is discarded.
A record does not sync	Open **BambooHR › Monitoring › Issues** and read the message. **Retry** reruns it; **Mark resolved** or **Ignore** closes it.

The calls made to BambooHR are in **API calls** and the sync passes in **Runs**, with **Run again** on each.

If BambooHR responds that there are too many calls (429), the connector pauses all processes for that connection until the wait BambooHR indicates has passed. Runs count the **Rate limit hits (429)**. You do not need to do anything: it resumes on its own.

Other notices you may see

«The employee is already clocked in in BambooHR.»	BambooHR already has an open entry for that employee. Close that clock-in in BambooHR and try again.
«The BambooHR timesheet of ... is approved: it cannot change.»	An approved timesheet cannot be changed from Odoo. Make the change in BambooHR.
«... is not enrolled in BambooHR Time Tracking: enrol the employee in BambooHR, then retry.»	Enrol the employee in Time Tracking in BambooHR. Enrolments can be seen in Odoo under **Time Tracking › Enrollments**.
«The BambooHR timesheet of ... is of type ...: it takes hours, not clock entries.»	That timesheet only accepts one of the two record types. Send hours instead of clock-ins, or the other way round, depending on the type the notice indicates.
«... has no BambooHR policy for "...": BambooHR would refuse it.»	Assign the employee a leave policy for that type in BambooHR and recreate the absence in Odoo.

«Type "..." is not mapped to a BambooHR category.»	Set the mapping of that leave type to a BambooHR category.
"This BambooHR employee is already linked to another Odoo employee."	Each BambooHR employee is linked to only one Odoo employee. Find the Odoo employee that already has it linked.
"This BambooHR employee is ignored or forgotten."	It cannot be linked by hand. If you ignored or forgot it by mistake, check its status on the employee record.

CONNECTOR GUIDE · BAMBOOHR

21 Other ways of doing it

OPTION	WHAT IT INVOLVES
By hand from the BambooHR dashboard	Someone on your team copies each piece of data from one system to the other. That works with few employees and repeats with every joiner, leaver or absence.
Odoo alone	Neither Odoo 17, 18, 19 or 20 nor its Community and Enterprise editions include a connection to BambooHR (checked in their code on 16-11-2026). Without a connector, data is moved by hand or with Odoo's spreadsheet imports.
This connector	It is installed in Odoo and requires a FlexigoTech Cloud subscription, which maintains the connection to BambooHR. Employees, public holidays and absences are read and sent from Odoo. Whatever fails is kept in **Issues** and **Outbox**, so you can see it and retry it.

If you already use another tool for this, decide first which data you start with. On the **Employees** tab of the connection you choose whom it brings in: everyone, only active employees, or active employees and those terminated since a date, which by default is one year ago. Absences are read from 90 days back to 365 ahead, and from the history with an effective date only the current row, the next one and the previous one come in unless you tick **Import the full history**. **Initial load** first shows a preview of what it is going to bring in.

22 Plans and price

€9

License per Odoo version.

+ FlexigoTech Cloud

STANDARD

€49/month

or €490 a year

- First response within 1 working day
- Up to 3 accounts

PRO

€98/month

or €980 a year

- First response within 4 working hours
- Up to 10 accounts
- Video call if needed

14-day trial, no card

Prices exclude VAT

The module license is per Odoo version, while FlexigoTech Cloud is paid monthly or yearly, and the 14-day trial does not ask for a card. With Standard, up to 3 BambooHR accounts; with Pro, up to 10.

23 Frequently asked questions

What does the connector do?

It syncs Odoo with BambooHR: employees, organisation, absences, public holidays and time. BambooHR remains the HR system and Odoo receives the data of the people it works with.

Does it work without a FlexigoTech Cloud subscription?

No.

Is there a free trial?

Yes, 14 days with no card needed. If you do not subscribe at the end, the service stops and nothing is charged.

Does it work on Odoo Online?

No. Odoo Online does not allow installing third-party modules. It works on Odoo.sh or on your own server.

Does it need Odoo Enterprise?

No. The connector needs Base, Messaging and Employees, which are part of Odoo Community, and FlexigoTech Cloud. What it adds to Planning, Payroll, Appraisals, Documents and timesheet validation only appears if you have those apps, which are part of Odoo Enterprise.

Which Odoo versions does it work with?

Published branches exist for Odoo 17, 18, 19 and 20.

How much does it cost?

The module license costs €9 per Odoo version. FlexigoTech Cloud is paid separately: the Standard plan costs €49 per month or €490 per year. The Pro plan costs €98 per month or €980 per year. Prices exclude VAT.

How many BambooHR accounts does each plan support?

Up to 3 with Standard and up to 10 with Pro.

What support does each plan include?

The first response arrives within 1 working day with Standard and within 4 working hours with Pro. The Pro plan includes a video call if needed.

What do I need in BambooHR to connect?

A BambooHR account for your company, its subdomain (the part before .bamboohr.com) and an administrator of that account who approves the connection. The connector does not sign you up to BambooHR or create the subdomain for you.

Who can connect the account?

An Odoo administrator, who is the one who reads and accepts what goes through FlexigoTech Cloud when connecting. If they do not accept, the **Connect** button does not proceed.

Does it ask for my BambooHR password?

No. You authorise access on the BambooHR screen and the connector works with an access code that FlexigoTech Cloud renews.

What data goes through FlexigoTech Cloud?

None of your employees, absences or hours. Calls to BambooHR go from your Odoo to your company's address. FlexigoTech Cloud maintains the connection, renews its access, monitors the synchronisation and alerts you when it fails.

How often do employees and changes arrive?

Incremental synchronisation runs every 15 minutes. The queue for BambooHR notifications and changes pending to be sent runs every minute. With **Sync now** you do not have to wait.

How often is it checked that everything adds up?

A full reconciliation runs every 7 days.

When do the daily tasks run?

Each connection runs them once a day, from two in the morning in its company's time zone.

How often do holidays and absences arrive?

With incremental synchronisation, every 15 minutes. **Sync holidays** does it immediately.

Do the employees I already have in Odoo get duplicated?

Not if the connector can match them. When it reads a BambooHR employee, it matches them with the Odoo one by the existing link, by work email or by employee number. If there are several candidates, it does not link automatically.

Can I link an employee manually?

Yes. On the employee's form you press **Link with BambooHR**, search with **Search in BambooHR** and choose the employee with **Link**.

What happens to what was already in Odoo before I installed it?

Employees are matched with those in BambooHR by work email or employee number, and departments, job positions and locations with the Odoo ones that have the same name. Anything else you already had stays as it was.

What does the initial load do?

Initial load is a button on the connection, only available with the connection **Connected**, to launch the first data read by hand without waiting for the scheduled task. It first shows a preview and then imports.

Are Odoo employees created in BambooHR?

Only if you tick **Create new Odoo employees in BambooHR**, which is unticked by default. Changes made in Odoo go out through the outbox, not immediately.

What happens if I change a field in both systems?

Before sending, the connector checks whether BambooHR changed the employee. If it did, it reads it first and sends only the fields BambooHR did not modify. A field changed on both sides is left as it is in BambooHR and a conflict issue is opened.

Does my personal data leave without my deciding?

No. The personal data blocks, files and compensation are switched off, and only an HR administrator can switch them on.

What about approved absences?

Those BambooHR has already approved arrive approved in Odoo. An absence that BambooHR holds is not approved or rejected in Odoo, unless you tick **Approve time off in Odoo**, which is unticked: then what you decide in Odoo is sent to BambooHR. Accrual policies are not rewritten: requests and balances are copied.

Does it also approve hours?

From Odoo you can approve in BambooHR a pending timesheet with **Approve in BambooHR**. BambooHR does not allow a timesheet to be unapproved or rejected from Odoo.

What does it not do?

It does not include BambooHR Payroll payslips, performance reviews, offer letters or onboarding tasks, because the BambooHR API does not offer them.

How do I find out that something has failed?

What does not add up is kept in **Issues**, from where you can retry, resolve or ignore it. **Runs** and **API calls** show what has been synchronised and when.

And if BambooHR rejects a change from Odoo?

The job moves to the outbox with the error. You see it in **Outbox** and repeat it with **Retry** once you have corrected the cause.

What if BambooHR says there are too many calls?

The connector pauses that connection's processes until the wait BambooHR indicates ends, and resumes automatically. Runs count the limits reached.

Can I connect several accounts or companies?

Each connection has its main company, its subdomain and its options. An Odoo company does not support a second connection to another subdomain. One connection can serve several Odoo companies with routing rules.

Can I adapt the BambooHR lists to my departments and job positions?

Yes, in **Value maps**. Each BambooHR option becomes a row that you can create in Odoo with **Create in Odoo**, match manually or mark with **Ignore**.

What happens if I disconnect the connector?

When disconnecting you choose whether to keep the data, anonymise the personal data that came from BambooHR or purge what the connector created. The connector deletes the BambooHR webhooks, revokes the connection and forgets the tokens.

Can I delete an employee under the right to erasure?

Yes, with **Forget employee (GDPR)** on their form. An employee linked to BambooHR cannot be deleted directly: they are archived or you use that option.

Are there alternatives to the connector?

You can copy the data by hand between the two systems, which has to be repeated with each hire, departure or absence. Odoo 17, 18, 19 and 20 do not ship any connection to BambooHR, neither in Community nor in Enterprise.

CONNECTOR GUIDE · BAMBOOHR

24 Glossary

Connection	The relationship between an Odoo company and a BambooHR account. It is created in **BambooHR › Configuration › Connections** and has its own options.
BambooHR subdomain	The part of the address before .bamboohr.com, with which you sign in to your account.
FlexigoTech Cloud	The connector's online service. It maintains the connection with BambooHR, renews its access and alerts when synchronisation fails.
Free trial	The 14 days without a card with which the FlexigoTech Cloud subscription starts.
Standard plan and Pro plan	The two connector plans. Standard supports up to 3 BambooHR accounts and Pro up to 10.
Webhook	The notice BambooHR sends when something changes. It only causes Odoo to re-read the data.
Incremental synchronisation	The task that every 15 minutes reads from BambooHR what has changed in each active flow.
Weekly reconciliation	The full review repeated every 7 days. It can be launched by hand with **Reconcile all**.
Initial load	The first data read from BambooHR, launched with the **Initial load** button.
Outbox	The list of changes made in Odoo that are waiting to be sent to BambooHR. The queue task processes it every minute.
Issue	A notice that something does not add up. It can be **Open**, **Resolved** or **Ignored**.
Run	The summary of a synchronisation pass, with what it created, updated, skipped or failed.
Value map	The row that links a BambooHR option, such as a department, with its Odoo record or value. It is in **Value maps**.
Test mode	A connection option to test without mixing test data with real data. With it ticked, **Purge test data** appears.
Link	The join between an Odoo employee and a BambooHR one. It is seen on the **BambooHR** tab of the form, with the **BambooHR ID**.
Timesheet	The record of an employee and a period in BambooHR Time Tracking, with its hours and status. It is seen in **Timesheets**.

Time off category	The BambooHR absence type. It is linked to an Odoo time off type in order to copy the requests.
Main company	The Odoo company the connection belongs to and to which the employees that no routing rule reassigns go.
Company routing	The rules that distribute the employees of a connection among several Odoo companies.
Forget employee (GDPR)	The wizard that anonymises an employee's personal data and deletes the histories and custom values the connector stored.

25 Checklist and contact

- [ ] You have a BambooHR account and can sign in to it to authorise the connection.
- [ ] You know the subdomain you sign in to BambooHR with, the part before .bamboohr.com.
- [ ] Your Odoo is 17, 18, 19 or 20, on Odoo.sh or on your own server, not on Odoo Online.
- [ ] The module is installed alongside the Odoo Employees and Discuss modules.
- [ ] An Odoo administrator has read and accepted what goes through FlexigoTech Cloud and has started the 14-day trial.
- [ ] You have confirmed in the connection wizard that your employees have been informed.
- [ ] You have created the connection in **BambooHR › Configuration › Connections**, with the subdomain, and pressed **Connect**.
- [ ] You have authorised access in BambooHR and the connection shows as **Connected**.
- [ ] You have reviewed the connection options and features, especially the personal data blocks, files and compensation, which are switched off.
- [ ] You have pressed **Sync now** or **Initial load** and the run appears in **Runs** as **OK**.
- [ ] A test employee arrives in Odoo with their department and their **BambooHR** tab filled in.
- [ ] No open issue is left unreviewed in **Issues**.

If you would like us to set it up with you, write to us. On the Pro plan, if needed, we can go through it by video call.

Email

To install it, set it up or for any question.
comercial@flexigotech.com

On the web

The connector page, with the guide and the prices.
flexigotech.com/en/bamboohr-connector-odoo.html

On Odoo Apps

The module page on the Odoo store.
apps.odoo.com

BambooHR is a trademark of its owner. FlexigoTech publishes this connector on its own, with no endorsement or sponsorship from the trademark owner. FlexigoTech is a brand of Flexibles y Accesorios Gobe, S.L. (Barcelona, Spain).