clr.college - Clark Land's Training website

Your Software Links

Introduction

Thank you for joining Clark Land Resources, Inc. We look forward to working with you. This booklet contains information on the links to most of the software that we use and other basic information. If you have any questions, we can be reached at hr@clarklandresources.com.

---Human Resources Department

Software that We Regularly Use

You have been assigned a license to **Office 365 Suite**.

It includes software programs Word, Excel, SharePoint, Teams, Yammer, PowerPoint, etc.

To access Office 365 - https://www.office.com/

User Name: firstname.lastname@clarklandresources.com
Your first password: Given to you in your welcome email.

More Software

You have been assigned a license to **BambooHR** the HRIS system we use to request time off, update basic details, document professional goals and for performance reviews.

https://clr.bamboohr.com/

User name: firstname.lastname@clarklandresources.com

Your first password: Your Choice after you register

You will be assigned a license to **BillQuick** (WebSuite), we use it to record our time and authorized expenses.

https://billquick.clarklandresources.com/

User Name: firstname.lastname

Password: firstname.lastname

We use https://clr.college   *No sign in is required*.

The website has information on training discussed in the past and information important to staff:

·   Employment Law Posters

·   A copy of the Employee Handbook

·   How to sign up for benefits

·   How to sign up for pet benefits

·   How to apply for leaves of absence

·   How to sign up for the 401K

PTO and Other Time Off

PTO and Other Types of Time Off Are to be Requested on BambooHR.

Full-time employees accrue PTO and can take it after their introductory period.

There are a variety of time codes available to full-time staff after the introductory period, however, an employee can request Leave Without Pay right away.

During the pandemic, employees work from home until further notice. We ask employees to request to work from home on BambooHR.

Why we use BambooHR for Leave Requests

In short, it is convenient. It allows managers to know when staff are absent and it helps with planning. Also, the system sends reminders to managers, to keep them up to date.