

Transparency & Accuracy between HR
& Payroll Using Google Forms



hello!

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About Glen Ellyn School District 41

- © **Approximately 430 employees**
- © **4 Elementary and 1 Jr High School**
- © **Approximately 3,600 Students**

A group of people are sitting around a wooden table in a meeting. On the table, there is a laptop, a glass of coffee, a tablet, and a smartphone. The background is a brick wall. The text is overlaid on the image in two light blue boxes.

Let's Get to Know Each Other

What is the most common challenges between Payroll and HR departments within your district?

Overview

- © Transparency & Accuracy Through Technology
- © Examine internal processes between HR & Payroll
- © View Sample Google Forms
- © Review Helpful Google Add Ons

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The first rule of any technology used in business is that automation applied to efficient operation will magnify efficiency.

The second is that automation applied to an inefficient operation will magnify inefficiency. -Bill Gates

HR & Payroll Google Process Forms

New Hires

Leave of Absence

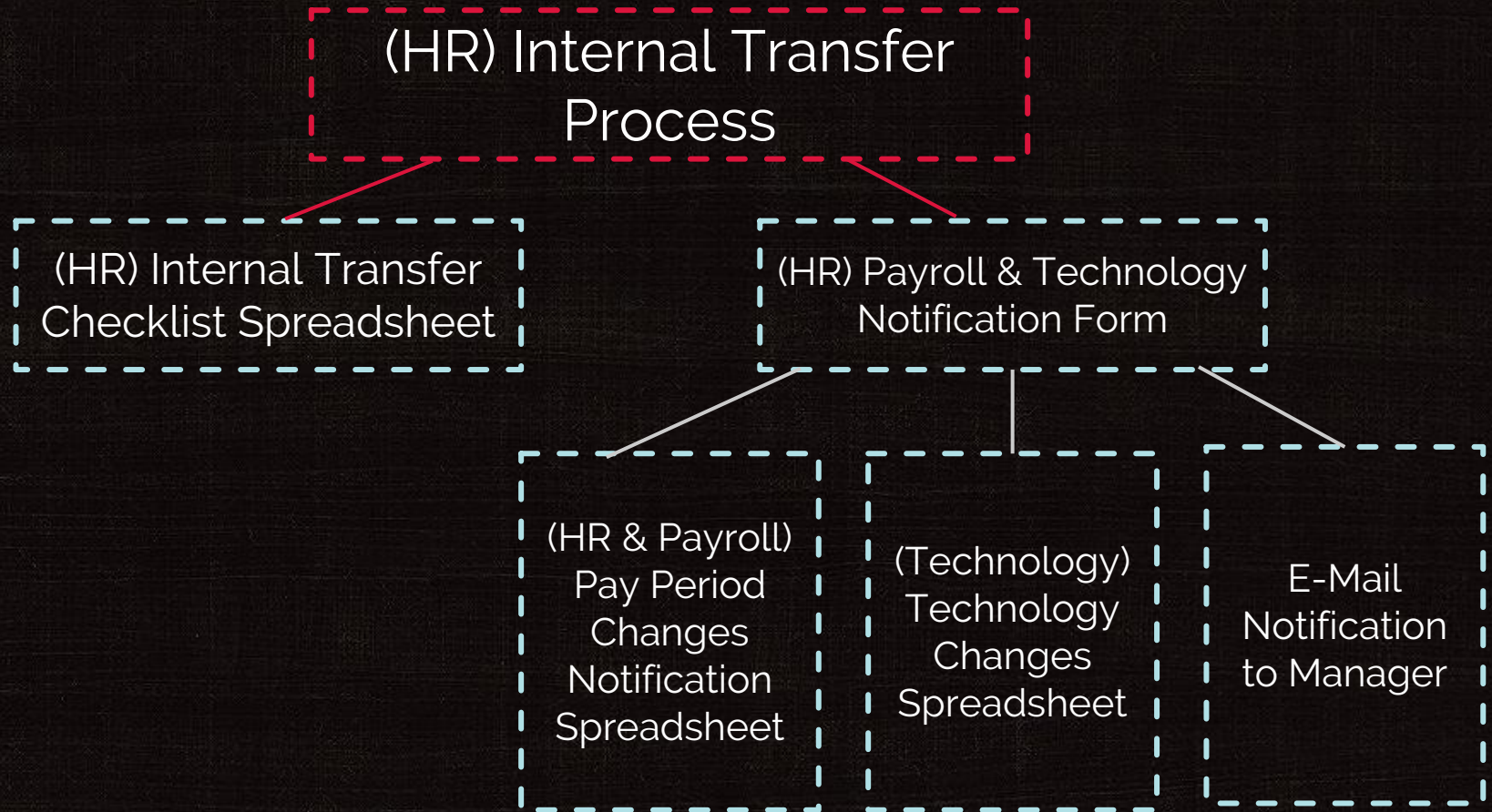
Internal Transfers

Terminations

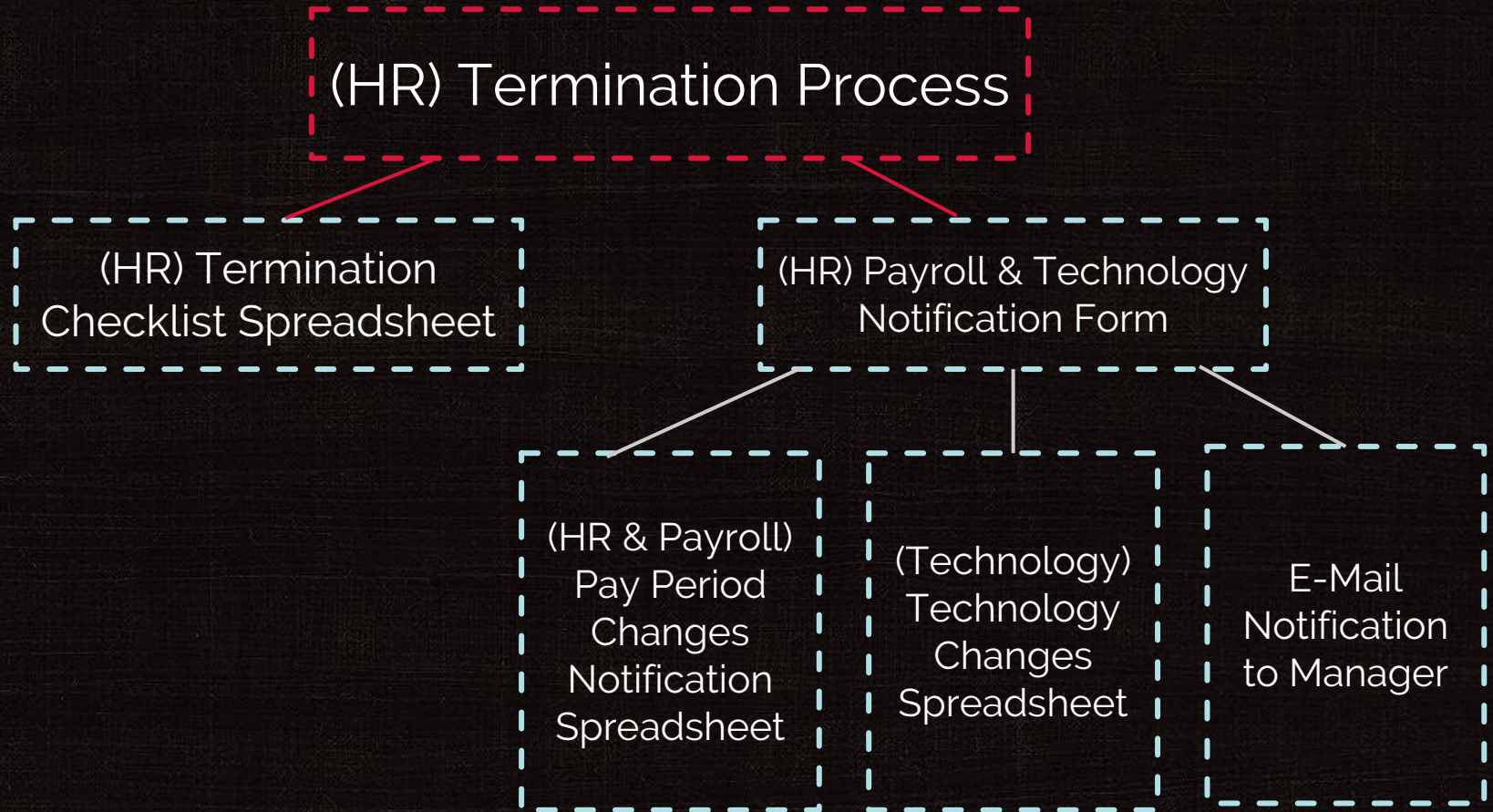
Google Forms in Action



Google Forms in Action



Google Forms in Action

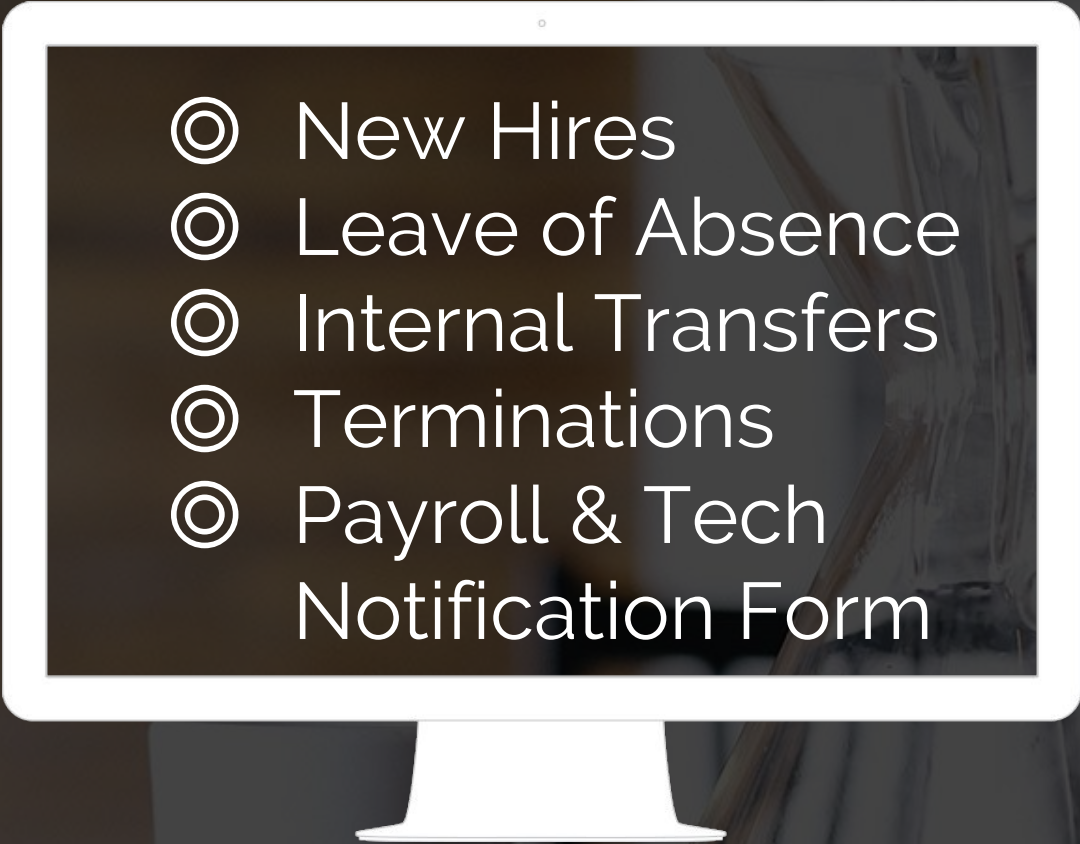


Google Forms in Action

(HR) Leave of Absence
Intake Form



(HR & Payroll) Leave of
Absence Spreadsheet

- 
- © New Hires
 - © Leave of Absence
 - © Internal Transfers
 - © Terminations
 - © Payroll & Tech
Notification Form

Sample Google Forms

Helpful Add-Ons

Calendar
Reminders

Notifications

From Sheet
To Calendar



Turn & Talk

What are some other ways to open communication between departments?



thanks!

**ANY
QUESTIONS?**

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