Google Workspace + TriNet Integration User Guide

Overview

The integration between TriNet and Google Workspace allows you to streamline your employee onboarding and offboarding by automatically pushing employee information from TriNet to Google Workspace.

This integration manages the following:

- **User profiles** – Google Workspace users will be provisioned, updated and deprovisioned based on the updates made in the TriNet platform.

- **Group assignments** – To allow for additional granularity in the security assignments, each user will be assigned to a Google Workspace group that represents the department and/or location of the TriNet employee. Group assignments are also updated with employee transfers.

- **Calendar updates** – Google employee calendars can be updated with approved time off requests to increase accuracy of calendars and eliminate a need for manual updates by the employee. In addition, one company-wide calendar can be configured to track all employees' time-off requests in one central place (Company PTO Calendar).
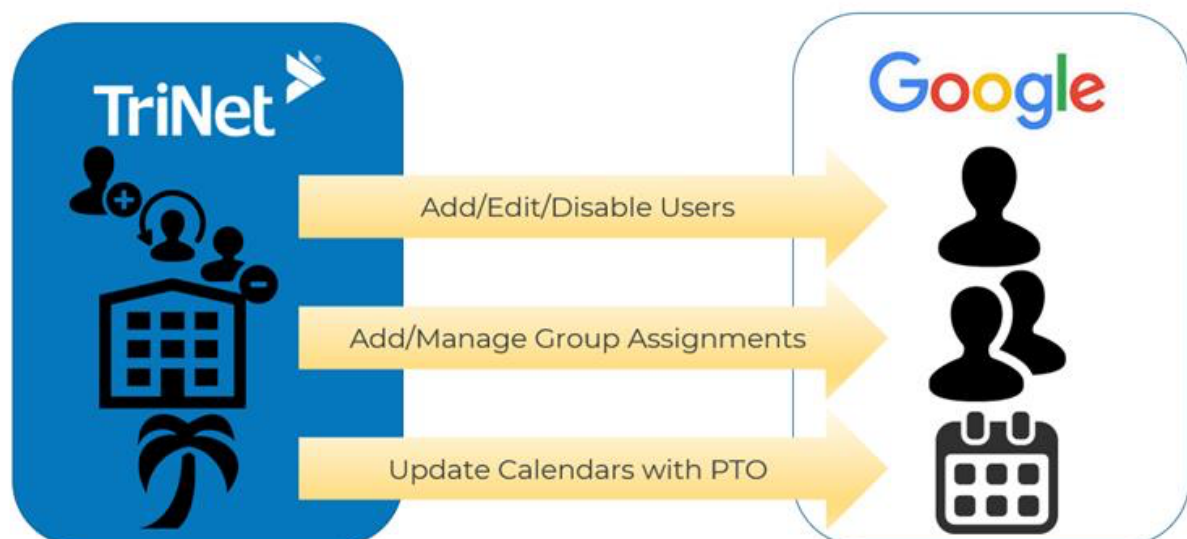
Employees/Users

This integration manages the following information in the user profile:

Google Property name	Description	TriNet Information Transferred to Google Workspace
name.familyName	The user's last name.	Employee's preferred last name if populated, otherwise: Employee's primary last name
name.givenName	The user's first name.	Employee's preferred first name if populated otherwise: Employee's primary first name
password	Stores the password for the user account.	Default password from the integration configuration.
primaryEmail	The user's primary email address. This property is required in a request to create a user account. The primaryEmail must be unique and cannot be an alias of another user.	Employee's work email
addresses[].country	Country.	Employee's work location country
addresses[].locality	The town or city of the address.	Employee's work location city
addresses[].postalCode	The ZIP or postal code.	Employee's work location zip code
addresses[].region	The abbreviated province or state.	Employee's work location state
addresses[].streetAddress	The street address, such as 1600 Amphitheatre Parkway.	Employee's work location street address
changePasswordAtNextLogin	Indicates if the user is forced to change their password at next login.	"true"
emails[].address	The user's email address. Also serves as the email ID. This value can be the user's primary email address or an alias.	Employee's work email
emails[].type	The type of the email account. Acceptable values are: "custom" "other" "home" "work"	"work"

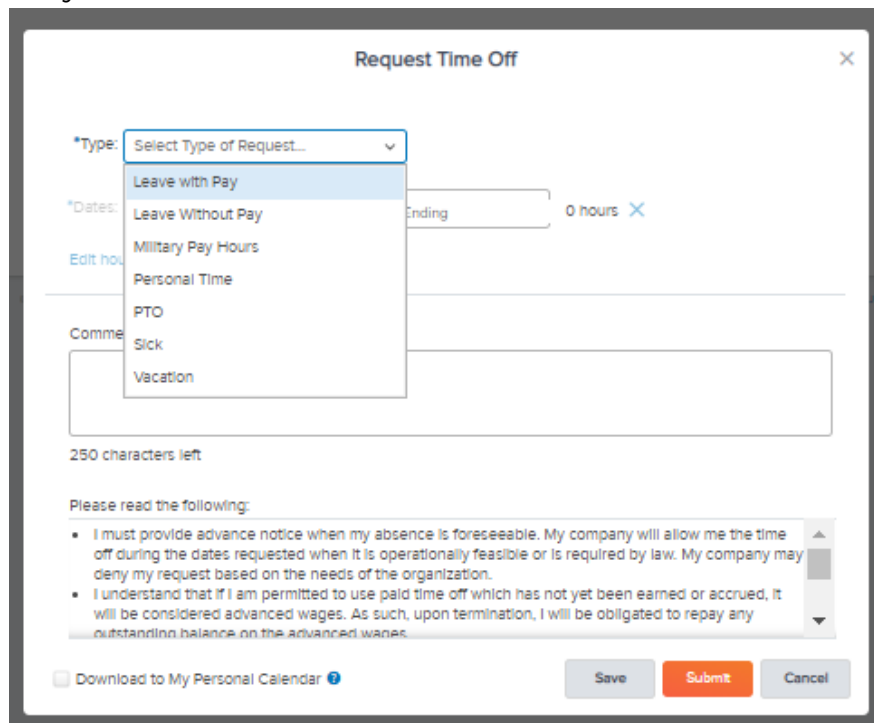| externalIds[].type	The type of the ID.	"organization"
externalIds[].value	The value of the ID.	TriNet Employee ID
includeInGlobalAddress List	Indicates if the user's profile is visible in the Google Workspace global address list when the contact sharing feature is enabled for the domain.	"true"
organizations[].title	The user's title within the organization, for example 'member' or 'engineer'.	Employee's business title
phones[].type	The type of phone number.	"work"
phones[].value	A human-readable phone number. It may be in any telephone number format.	Employee's work phone
relations[].type	The type of relations	"manager"
relations[].value	The email address of the person the user is related to.	Email address of the supervisor

Calendar Updates

Employee Calendars
When updating employee calendars, the following information will update in the calendar entry:

Summary   Type of time off taken by the employee: PTO, Vacation, Sick, Bereavement, Jury Duty, etc. The description will match the request made by the employee.

Dates   Dates time off is taken. The calendar will always indicate a full day for the time off request, even if the employee is only taking a half day.

Display As   Busy

Notes:
- Employee calendars will update only after a manager approves the request. Requests in a submitted state will be ignored until approved.
- Cancellation of time off requests will not update the employee calendar. When time off requests are cancelled, you must manually update this information.

Company Calendar

TriNet allows for the update of a single company-shared calendar with all employee time off requests. It provides a central calendar to view all employees that are out of office at any given time. When updating the company calendar, the following information will be updated in the calendar entry:

Summary — Employee Name + Out of Office. The integration will provide general information that the employee is out of office.

Dates — Dates time off is taken. The calendar will always indicate a full day for the time off request, even if the employee is only taking a half day.

Display As — Busy

Notes:
- While TriNet provides an integration that allows you to update the company calendar with all employees' requests, it is up to the client to identify the employees who should have access to this information and properly protect the shared calendar. Please refer to the Google documentation on how to properly share calendars within your organization.
- The company calendar will only update after a manager approves the request. Requests in a submitted state will be ignored until approved.
- Cancellation of time off requests will not update the company calendar. When time off requests are cancelled, you must manually update this information.