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## **Google Workspace Plus TriNet Integration**

### **USER GUIDE**

The integration between TriNet and Google Workspace automates the process of pushing employee information from TriNet to Google Workspace. It manages various employee details such as names, email addresses, phone numbers, addresses, and more.



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 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

**Request Time Off**

\*Type: Select Type of Request...  
Leave with Pay  
Leave Without Pay  
Military Pay Hours  
Personal Time  
PTO  
Sick  
Vacation

\*Dates: Starting Ending 0 hours X

Edit hours

Comments  
250 characters left

Please read the following:

- I must provide advance notice when my absence is foreseeable. My company will allow me the time off during the dates requested when it is operationally feasible or is required by law. My company may deny my request based on the needs of the organization.
- I understand that if I am permitted to use paid time off which has not yet been earned or accrued, it will be considered advanced wages. As such, upon termination, I will be obligated to repay any outstanding balance on the advanced wages.

☐ Download to My Personal Calendar ⓘ

Save Submit Cancel

### 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.

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## **Specifications:**

- Integration: TriNet and Google Workspace
- Function: Streamline employee onboarding and offboarding

## **Product Information:**

### **User Profile Information:**

The integration manages the following user profile information:

- **name.familyName:** Employee’s last name
- **name.givenName:** Employee’s first name
- **password:** User’s password
- **primaryEmail:** User’s primary email address
- **addresses[]:** Work location details
- **changePasswordAtNextLogin:** Indicates if password change is required
- **emails[]:** Email addresses
- **externalIds[]:** Employee ID
- **includeInGlobalAddressList:** Visibility in global address list
- **organizations[].title:** Employee’s title
- **phones[]:** Phone numbers
- **relations[]:** Relationships

### **Calendar Updates:**

Employee calendars and company calendar are updated with relevant information like time off requests, employee details, and event summaries.

## Employee Calendars:

The calendar entry includes summary, dates display, type of time off, and busy status for employee time off requests.

## Company Calendar:

A central calendar is updated with all employee time off requests to provide visibility of employees out of the office at any given time.



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## Frequently Asked Questions (FAQ):

**Q: Can employee information be updated manually in Google Workspace?**

**A:** No, the integration automatically pushes employee information from TriNet to Google Workspace to ensure accuracy and efficiency.

**Q: How can I view all employee time off requests in the company calendar?**

**A:** The company calendar in TriNet allows for the centralized view of all employee time off requests, providing a comprehensive overview of employees' availability.

## Documents / Resources



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Google Workspace Plus TriNet Integration, Workspace Plus TriNet Integration, TriNet Integration



## References

- [User Manual](#)

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