



## An Effective County Government

Human Resources recently implemented new and updated online forms to aid in efficiencies of personnel processes through technology. A new online Telework Agreement form and process created in DocuWare provides for employees to fill out the agreement form, the form is sent to their supervisor for review and department head for approval, and completed copies are sent back to the employee and supervisor for their records – all without needing to print hard copies and routing for signatures. Departments no longer need to send in agreements to HR for filing because DocuWare creates an online filing cabinet for Human Resources access to the telework data. Departments may also choose to access a report function to track employees' telework agreements and work schedules by contacting Human Resources. A very recent update to the Bilingual Certification Request form, already an online DocuWare form, created the ability to automatically send notifications of the results of the bilingual test to the employee and department, and create an electronic file for Human Resources. This automatic notification saves the extra steps in Human Resources to create memos and send them to the employee and department, and filing the memo in the personnel file. The timesaving measures of online forms and processes created through DocuWare results in increased productivity for all involved. In addition to the new/updated forms, the Irrevocable Election forms for vacation buyout and the Supplemental Paid Sick Leave (SPSL) form for COVID-19 related leave are also DocuWare online forms and have been in place for months. All of these forms are accessed through the County's intranet, MCNET, and can be found in the Human Resources Online Forms & Information page. Human Resources is currently working with the Information Technology department to create additional online forms and processes for personnel transactions, special request forms, and pre-employment appointment requests.