

HR Tool – Employee Sheets Creator

Category: Internal tools and lightweight CRM

Problem: Creating and managing employee workbook templates was repetitive and prone to duplication errors.

What I Built: Developed a checkbox-triggered template generator that copies, renames, and positions sheets consistently across employee files.

Tools Used: Google Sheets, Google Drive, Google Apps Script

Output: Automated employee workbook structure creation

HR Tool – Employee Sheets Creator

Google Sheets + Drive + Apps Script

Quick backstory

As the team grew, employee workbooks kept expanding. New hires, new reporting needs, new internal documents. Every time something was needed, HR had to manually open a template, copy it into the employee file, rename it properly, and make sure it wasn't already there.

It wasn't complicated. It was just repetitive. And repetition is where mistakes usually happen.

So instead of managing this manually, I built a structured, checkbox-driven creation system inside Google Workspace.

The problem

When is this needed?

This becomes necessary when:

- You manage multiple employee workbooks
- Files are updated frequently
- New sheets or documents are added throughout the year
- Different employees require different sections over time
- Consistency matters for audits, reporting, or performance tracking

Before automation, the process looked like this:

- Add employee to a tracker
- Open their workbook
- Copy the correct template from a master file
- Rename it properly
- Move it into the right position
- Check that you didn't duplicate anything

Even if each action takes only a few minutes, multiply that by dozens of employees and repeated updates, and it becomes a recurring time drain.

The bigger risk is not time. It's inconsistency.

- Wrong template version
 - Duplicate sheets
 - Missing documents
 - Inconsistent naming
 - Messy workbooks over time
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The system I built

I created a centralized control sheet where HR can manage employee workbooks.

Chronologically, here's how it works:

1. HR adds or references the employee's workbook link in a master sheet
2. When a new document or section is needed, they tick a checkbox
3. The system automatically:
 - Reads the employee workbook link
 - Extracts the Spreadsheet ID
 - Copies the correct template from a central source
 - Renames it consistently
 - Moves it to the proper position
 - Skips creation if it already exists

No manual copying.

No hunting for the correct template.

No duplicates.

It turns a repetitive process into a controlled system.

The tools used

- Google Sheets
- Google Drive
- Google Apps Script with onEdit trigger logic

Everything runs inside Google Workspace, no external software required.

The measurable result

For a small to mid-sized team:

Before automation:

~5 to 10 minutes per workbook update

After automation:

~10 to 30 seconds of clicking and reviewing

Estimated 80 to 90% reduction in admin time

More importantly:

- Standardized structure across all employee files
 - Reduced human error
 - Easier reporting
 - Cleaner handovers between HR staff
 - Better audit readiness
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Why this matters

As teams grow, file systems either become structured or chaotic. There is rarely an in-between.

A structured automation like this ensures:

- Every employee file follows the same logic

- Managers can rely on consistent data placement
- Reporting and dashboards pull from predictable sheet names
- New HR staff can follow the process without needing tribal knowledge

It is not just about saving time.

It is about making your internal system scalable.

What this same pattern can support

The same logic can be extended to:

- Auto-generating employee dashboards
- Monthly reporting tabs
- Compliance checklists
- Performance tracking sheets
- Management summary reports
- Structured folder organization workflows

Simple trigger. Clean structure. Scalable system.