

County of Sonoma Countywide Cost Saving Ideas		<u>FOR OFFICIAL USE ONLY</u>
NAME OF ORGANIZATION CRA (ROV)		DATE RECEIVED
NAME OF PERSON SUBMITTING IDEA	WORK PHONE #	EMAIL
TITLE OR SUBJECT OF COST SAVING IDEA Timesaver/leave slips		
EXISTING CONDITION (if more space is needed, please summarize and attach additional sheet/s) Timecards are completed and approved electronically yet leave slips must still be submitted in hard copy and routed for approval, are sometimes copied for records, and then forwarded to payroll.		
SUGGESTED COST SAVINGS IDEA (if more space is needed, please summarize and attach additional sheet/s) Create electronic leave request forms that can be submitted electronically by an employee to the appropriate person for approval, which can then be forwarded to payroll electronically as well. The form could have a location to mark approval/denial and date. Or, forms could be saved in a department shared drive that can be accessed by payroll and managers for review rather than emailed as attachments.		
BENEFITS OF IDEA (Cash savings, revenue, labor, space, service) (if more space is needed, please summarize and attach additional sheet/s) Cash: paper, ink, filing space Human resources: staff time		
ISSUES (legal, costs, MOU, space) THAT COULD POTENTIALLY LIMIT IMPLEMENTATION OF THIS IDEA Legal? (Retention periods for documents, actual signatures?)		

Send to _____, at CAO's office