TEAM GROUP

WEB M...

Section A - To be completed

Requester:	
Employee Name:	
Site Name:	
Job Number / Cost Centre:	
Position (JR Title) :	
Reporting To:	
Google Account Required:	
Email Address Requested:	

Enter what you would like the email address to be prior t...

Only applies to salary employees
If this WMAR is for an hourly employee the ADP section can be left blank

ADP

Vacation Entitlement (number of weeks):	
# of days employee works per week (4 or 5):	

Enter name of the site(s) to be assigned
(i.e. Stellantis Brampton Assembly)

SMART MODULE

Job Site(s) To Be Assigned:	

COST SHEET MODULE

If cost sheet access is required enter the job #(s)
(i.e. TW004)

Job Number(s) To Be Assigned:	

Need to run reports or add/remove members?
Will the employee travel to other sites?

Leader Access? (Yes/No)		Allows user to mo...
Trip Reports Access? (Yes/No)		Allows user to add...

EREQUESTER MODULE

If purchasing access is required, IT will advise
Finance through email

eRequester Access (Yes/No):	
Job Number(s) To Be Assigned:	

Mo...

Please select YES or NO for allmobile apps
the employee will need access to

SiteDocs (Yes/No):	
Incidents (Yes/No):	
Delivery App (Yes/No):	

Please select whether a company vehicle is being assigned
and/or if
Fleetio access is required

Vehicle Assigned (Yes/No):	

Please select yes or no for mobile phone required

MOBILE PHONE   Required? (Yes/No)

If employee is being reassigned a mobile phone please enter the previous users name,

select the carrier, and input the phone number

If a new phone is required please select the carrier required

Please select yes or no for computer requirements

If a computer is required please select desktop or laptop

If Microsoft Office is required, please justify in the Miscellaneous section

Please select yes or no for the SiteDocs tablet requirement

Enter any miscellaneous notes or comments in this section

Type your name and date the WMAR and email as a Google Drive file to HR per below:

TEAM Canada - Sarah. TEAM USA - Amanda. Robinson - Site HR

Is User getting a previous user assi

If Yes

Previous User Name :

Carrier:

Phone #:

COMPUTER   Required? (Yes/No)

If it's a shared workstation computer section is not requi

Type (Desktop/Laptop):

Chromebox or Chromebook will be provided unless otherwise justified in

Microsoft 365 License Required? (Yes/No)

SITEDOCS TABLET   Required? (Yes/No)

NOTES/COMMENTS

Requester sign off:

_____

Name

Cor

HR to confirm accuracy of name above, complete this section, print name and enter date completed at the bottom of the form then email as a Google Drive file to it-wmar@team-group.com

ADP MODULE

Associate ID / Employee #:

JR Title:

Section C

IT creates Google account, BOSS account, and any Mobile accounts

IT orders and ships phone if new is required, or updates mobile allocation on carrier

portals if mobile phone is reassigned

IT enters a link to the approved computer and coordinates

If Microsoft 365 is justified IT will add license info

If Vehicle/Fleetio access is required, IT to forward to Fleet and Equipment Manager (Nick), if not

IT to print name and enter date completed and send to Administrator (Lexi) for Site-Docs and DSS

GOOGLE ACCOUNT

Email Address:

Password:

COMPUTER (authorized model)

Section D

Fleet and Equipment Manager to enter TRU Number, Vehicle Identification Number, and Fleetio credentials. Print name and enter date completed and send to Health and Safety Administrator (Lexi)

VEHICLE

TRU Number:

VIN :

Fleet Manager (print):

Sect

Safety to create DSS+ account and Site-Docs account and print name and enter date completed at

bottom of form. Email as PDF to Requester and CC's HR and IT

DSS+ MODULE

Username:

Password :

NOTES/COMMENTS

Step 1 - HR

When document is 100% complete IT will move to
Completed WMARs folder on Team Shared Drive

HR (print):
Date Completed:

Date

ODULE ACCESS REQUEST FORM

by Site Requester - once completed send to HR

Date Requested:

Date Required By:

*** allow up to 3 business days for processing***

Hourly or Salary:

Business Cards Required:

*** if YES electronic QR code will be sent with reply***

o the @domain.com (standard format is firstname.lastname eg. john.doe@team-group.com)

ADP

Approving Manager

BOSS

dify site members and create reports

or view Corporate Trip Reports Module

eRequester

bile / Web Applications

Audit Apps (Yes/No):

CAA (Yes/No):

Net Promoter Score (Yes/No):

Vehicle / Fleetio

Fleetio Access Required (Yes/No):

Equipment

gned Phone?

If NO

Preferred Carrier:

Miscellaneous

_____

Date

porate Support Section

on B - Human Resources

Required to create BOSS Account.

Confirmed by HR.

C - Information Technology

MOBILE PHONE

Carrier:

Cell #:

MICROSOFT 365 If request is justified and approved

Username:

Password:

- Fleet Section (if required)

FLEETIO

Username:

Password :

Date Completed:

tion E - Safety Section

Sitedocs

Username:

Password :

PROCESSING

Step 2 - IT   **Step 3 -**

IT (print):

Completed:

SAFETY (print):

Date Completed: