

Requester: marquita.oliver@team-group.com (Submitter)

Site: HYUNDAI PAINT UC217

Reporting Manager: Kanzy Lawson (email important)

Date Requested:

Date Required By:

New Hire / Rehire:

Hourly / Salary:

Business Cards Needed: Yes/No

306090 Needed: Yes/No

First Name: Sherry

Middle Name:

Last Name: Williams

Job Title: Industrial Cleaner

Hire Date: 2025-07-22

Employee Type: Direct Hire

Rehire: No

Job Site Number: 000

Internal Employee ID: 151048

Sitedocs Job Code: Salary 2

DSS Username: JD20250414BMW

Comments:

WMAR

Section A - To be completed by Site Requester

- Requester:
- Date Requested:
- Employee Name:
- Date Required By:
- Site Name:
- Job Number / Cost Centre:
- New Hire or Rehire:

- **Position (JR Title) :**
- **Hourly or Salary:**
- **Reporting To:**
- **Business Cards Required:**
- **Google Account Required:**
- **Email Address Requested:**
- **306090 Required? (yes/No):**

ADP

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

BOSS

- **DELIVERY MODULE**
 - Job Site(s) To Be Assigned:
- **COST SHEET MODULE**
 - Job Number(s) To Be Assigned:
- **Leader Access? (Yes/No):**
- **Trip Reports Access? (Yes/No):**
- **JR Required? (Yes/No):**

Jonas Purchasing

- **JONAS PURCHASING MODULE**
 - Jonas Software Access (Yes/No):
 - Job Number(s) To Be Assigned:
- **Field Time/Field Project Access (Yes/No):**
 - Job Number(s) To Be Assigned:
- **EBI Access (Yes/No):**
 - Job Number(s) To Be Assigned:

Mobile / Web Applications

- **SiteDocs (Yes/No):**
- **Audit Apps (Yes/No):**
- **Incidents (Yes/No):**
- **CAA (Yes/No):**
- **Delivery App (Yes/No):**
- **Net Promoter Score (Yes/No):**

Vehicle / Fleetio

- **Vehicle Assigned (Yes/No):**
- **Fleetio Access Required (Yes/No):**

Equipment

- **MOBILE PHONE**
 - Required? (Yes/No):
 - If employee is being reassigned a mobile phone, Previous User Name:
 - Carrier:
 - Phone #:
 - If a new phone is required, Preferred Carrier:
- **COMPUTER**
 - Required? (Yes/No):
 - If User is receiving a computer previously assigned, please enter previous user's name:
 - Type (Desktop/Laptop):
 - Microsoft 365 License Required? (Yes/No):
- **SITEDOCS TABLET**
 - Required? (Yes/No):

Miscellaneous

- **NOTES/COMMENTS:**

Requester sign off

- **Name:**
- **Date:**

Section A - To be completed by Site Requester

- Requester Name & Email:
 - Date Requested:
 - First Name:
 - Middle Name:
 - Last Name:
 - Preferred Name:
 - Date Required By:
 - Employee Type (e.g., Direct Hire, Agency):
 - Site Name:
 - Hire Date:
 - Job Number / Cost Centre:
 - Internal Employee ID (if known):
 - Job Site Number:
 - New Hire or Rehire:
 - Position / Job Title:
 - Hourly or Salary:
 - Reporting Manager (Name & Email):
 - Google Account Required? (Yes/No):
 - Email Address Requested (e.g., `firstname.lastname`):
 - Business Cards Required? (Yes/No):
 - 306090 Plan Required? (Yes/No):
-

ADP

(Only applies to salary employees)

- **Vacation Entitlement (Number of Weeks):**
 - **Number of Days Employee Works per Week (4 or 5):**
 - **Approving Manager (if different from Reporting Manager):**
-

BOSS

- **DELIVERY MODULE**
 - Job Site(s) To Be Assigned:
- **COST SHEET MODULE**
 - Job Number(s) To Be Assigned:
- **Leader Access? (Yes/No):**
- **Trip Reports Access? (Yes/No):**
- **JR Required? (Yes/No):**

Jonas Purchasing

- **JONAS PURCHASING MODULE**
 - Jonas Software Access (Yes/No):
 - Job Number(s) To Be Assigned:
 - **Field Time/Field Project Access (Yes/No):**
 - Job Number(s) To Be Assigned:
 - **EBI Access (Yes/No):**
 - Job Number(s) To Be Assigned:
-

Mobile / Web Applications & Safety

- **SiteDocs Access? (Yes/No):**
 - **Sitedocs Job Code:**
 - **DSS Username:**
 - **Audit Apps Access? (Yes/No):**
 - **Incidents App Access? (Yes/No):**
 - **CAA App Access? (Yes/No):**
 - **Delivery App Access? (Yes/No):**
 - **Net Promoter Score Access? (Yes/No):**
-

Vehicle / Fleetio

- **Company Vehicle Assigned? (Yes/No):**
 - **Fleetio Access Required? (Yes/No):**
-

Equipment

- **MOBILE PHONE**
 - Required? (Yes/No):
 - *If reassigning a phone:*
 - Previous User's Name:
 - Carrier:
 - Phone Number:
 - *If new phone is required:*
 - Preferred Carrier:
- **COMPUTER**

- Required? (Yes/No):
 - Type (Desktop/Laptop):
 - Microsoft 365 License Required? (Yes/No):
 - *If reassigning a computer:*
 - Previous User's Name:
 - **SITEDOCS TABLET**
 - Required? (Yes/No):
-

Miscellaneous

- **Notes / Comments:**
-

Requester Sign Off

- **Submitter Name:**
- **Submission Date:**

Google Forms Format

Section 1: Requester & Employee Information

This section collects the core details for every request.

Questions to add:

- **Requester Name & Email:** (Short answer)
- **Date Requested:** (Date) - Set this to default to "Today"
- **First Name:** (Short answer)
- **Last Name:** (Short answer)
- **Middle Name:** (Short answer)
- **Preferred Name:** (Short answer)
- **Hire Date:** (Date)
- **Date Required By:** (Date)
- **Employee Type:** (Multiple choice: "Direct Hire", "Agency")
- **Site Name:** (Short answer)
- **Job Number / Cost Centre:** (Short answer)
- **Job Site Number:** (Short answer)
- **Internal Employee ID (if known):** (Short answer)
- **New Hire or Rehire:** (Multiple choice)
- **Position / Job Title:** (Short answer)
- **Hourly or Salary:** (Multiple choice)
- **Reporting Manager (Name & Email):** (Short answer)

➡ After section 1, go to: [Continue to next section](#)

Section 2: General Requirements Trigger

This section begins our conditional logic.

Questions to add:

- **Google Account Required?** (Multiple choice: "Yes", "No") (**Logic Applied**)
 - If **Yes**, go to [Section 3: Google Account Details](#)
 - If **No**, go to [Section 4: Business Cards Trigger](#)

➡ After section 2, go to: *This will be greyed out because the question above controls all navigation.*

Section 3: Google Account Details

Questions to add:

- Email Address Requested (e.g., `firstname.lastname`): (Short answer)

➡ After section 3, go to: [Section 4: Business Cards Trigger](#)

Section 4: Business Cards Trigger

Questions to add:

- **Business Cards Required?** (Multiple choice: "Yes", "No") (**Logic Applied**)
 - If **Yes**, go to [Section 5: 306090 Plan Trigger](#) (There are no details to add, this just flags the need).
 - If **No**, go to [Section 5: 306090 Plan Trigger](#)

➡ After section 4, go to: *Greyed out.*

Section 5: 306090 Plan Trigger

Questions to add:

- **306090 Plan Required?** (Multiple choice: "Yes", "No") (**Logic Applied**)
 - If **Yes**, go to [Section 6: ADP Trigger](#)
 - If **No**, go to [Section 6: ADP Trigger](#)

➡ After section 5, go to: *Greyed out.*

Section 6: ADP Trigger

Questions to add:

- **Is this a Salaried employee requiring ADP setup?** (Multiple choice: "Yes", "No") (**Logic Applied**)
 - If **Yes**, go to [Section 7: ADP Details](#)
 - If **No**, go to [Section 8: BOSS Trigger](#)

➡ After section 6, go to: *Greyed out.*

Section 7: ADP Details

Questions to add:

- **Vacation Entitlement (Number of Weeks):** (Short answer)
- **Number of Days Employee Works per Week:** (Multiple choice: "4", "5")
- **Approving Manager (if different from Reporting Manager):** (Short answer)

➡ After section 7, go to: [Section 8: BOSS Trigger](#)

Section 8: BOSS Trigger

Questions to add:

- **Is BOSS access required?** (Multiple choice: "Yes", "No") (**Logic Applied**)
 - If Yes, go to [Section 9: BOSS Details](#)
 - If No, go to [Section 10: Jonas Trigger](#)

➡ After section 8, go to: *Greyed out.*

Section 9: BOSS Details

Questions to add:

- Add a "Description" field with the title "DELIVERY MODULE"
- **Job Site(s) To Be Assigned:** (Paragraph)
- Add a "Description" field with the title "COST SHEET MODULE"
- **Job Number(s) To Be Assigned:** (Paragraph)
- **Leader Access?** (Multiple choice: "Yes", "No")
- **Trip Reports Access?** (Multiple choice: "Yes", "No")
- **JR Required?** (Multiple choice: "Yes", "No")

➡ After section 9, go to: [Section 10: Jonas Trigger](#)

Section 10: Jonas Trigger

Questions to add:

- **Is Jonas Purchasing access required?** (Multiple choice: "Yes", "No") (**Logic Applied**)

- If **Yes**, go to [Section 11: Jonas Details](#)
- If **No**, go to [Section 12: Mobile/Web Apps Trigger](#)

➡ After section 10, go to: Greyed out.

Section 11: Jonas Details

Questions to add:

- Add a "Description" field with the title "JONAS PURCHASING MODULE"
- **Jonas Software Access?** (Multiple choice: "Yes", "No")
- **Job Number(s) To Be Assigned:** (Paragraph)
- **Field Time/Field Project Access?** (Multiple choice: "Yes", "No")
- **Job Number(s) To Be Assigned:** (Paragraph)
- **EBI Access?** (Multiple choice: "Yes", "No")
- **Job Number(s) To Be Assigned:** (Paragraph)

➡ After section 11, go to: [Section 12: Mobile/Web Apps Trigger](#)

Section 12: Mobile/Web Apps Trigger

Questions to add:

- **Is access to Mobile / Web Applications or Safety platforms required? (Logic Applied)** (Multiple choice: "Yes", "No")
 - If **Yes**, go to [Section 13: Mobile/Web Apps Details](#)
 - If **No**, go to [Section 14: Vehicle/Fleetio Trigger](#)

➡ After section 12, go to: Greyed out.

Section 13: Mobile/Web Apps Details

Questions to add:

- **SiteDocs Access?** (Multiple choice: "Yes", "No")
- **Sitedocs Job Code:** (Short answer)
- **DSS Username:** (Short answer)
- **Audit Apps Access?** (Multiple choice: "Yes", "No")
- **Incidents App Access?** (Multiple choice: "Yes", "No")

- **CAA App Access?** (Multiple choice: "Yes", "No")
- **Delivery App Access?** (Multiple choice: "Yes", "No")
- **Net Promoter Score Access?** (Multiple choice: "Yes", "No")

➡ After section 13, go to: [Section 14: Vehicle/Fleetio Trigger](#)

Section 14: Vehicle/Fleetio Trigger

Questions to add:

- **Is a Company Vehicle or Fleetio access required?** (Multiple choice: "Yes", "No") (**Logic Applied**)
 - If **Yes**, go to [Section 15: Vehicle/Fleetio Details](#)
 - If **No**, go to [Section 16: Equipment Trigger](#)

➡ After section 14, go to: *Greyed out.*

Section 15: Vehicle/Fleetio Details

Questions to add:

- **Company Vehicle Assigned?** (Multiple choice: "Yes", "No")
- **Fleetio Access Required?** (Multiple choice: "Yes", "No")

➡ After section 15, go to: [Section 16: Equipment Trigger](#)

Section 16: Equipment Trigger

Questions to add:

- **Is Equipment (Phone, Computer, or Tablet) required?** (Multiple choice: "Yes", "No") (**Logic Applied**)
 - If **Yes**, go to [Section 17: Mobile Phone Trigger](#)
 - If **No**, go to [Section 24: Final Comments](#)

➡ After section 16, go to: *Greyed out.*

Section 17: Mobile Phone Trigger

Questions to add:

- Is a MOBILE PHONE required? (Multiple choice: "Yes", "No") (**Logic Applied**)
 - If Yes, go to [Section 18: Mobile Phone Assignment Type](#)
 - If No, go to [Section 20: Computer Trigger](#)

➡ After section 17, go to: Greyed out.

Section 18: Mobile Phone Assignment Type

Questions to add:

- Are you reassigning a previous user's phone or is this a new phone? (Multiple choice: "Reassigning a phone", "New phone") (**Logic Applied**)
 - If Reassigning a phone, go to [Section 19: Reassigned Phone Details](#)
 - If New phone, go to [Section 20: Computer Trigger](#) (*It seems you only have a field for "Preferred Carrier" for a new phone, which can be in the final notes or added as a new section if needed. For simplicity, we'll skip adding a new section just for that one field for now.*)

➡ After section 18, go to: Greyed out.

Section 19: Reassigned Phone Details

Questions to add:

- Previous User's Name: (Short answer)
- Carrier: (Short answer)
- Phone Number: (Short answer)

➡ After section 19, go to: [Section 20: Computer Trigger](#)

Section 20: Computer Trigger

Questions to add:

- Is a COMPUTER required? (Multiple choice: "Yes", "No") (**Logic Applied**)
 - If Yes, go to [Section 21: Computer Details](#)
 - If No, go to [Section 23: SiteDocs Tablet Trigger](#)

➡ After section 20, go to: Greyed out.

Section 21: Computer Details

Questions to add:

- **Type:** (Multiple choice: "Desktop", "Laptop")
- **Microsoft 365 License Required?** (Multiple choice: "Yes", "No")
- **Is this a reassigned computer?** (Multiple choice: "Yes", "No") (**Logic Applied**)
 - If Yes, go to [Section 22: Reassigned Computer Details](#)
 - If No, go to [Section 23: SiteDocs Tablet Trigger](#)

➡ After section 21, go to: Greyed out.

Section 22: Reassigned Computer Details

Questions to add:

- **Previous User's Name:** (Short answer)

➡ After section 22, go to: [Section 23: SiteDocs Tablet Trigger](#)

Section 23: SiteDocs Tablet Trigger

Questions to add:

- **Is a SITEDOCS TABLET required?** (Multiple choice: "Yes", "No") (**Logic Applied**)
 - If Yes, go to [Section 24: Final Comments](#)
 - If No, go to [Section 24: Final Comments](#)

➡ After section 23, go to: Greyed out.

Section 24: Final Comments & Submission

This is the last stop. All paths lead here.

Questions to add:

- **Notes / Comments:** (Paragraph)
- **Submitter Name:** (Short answer)
- **Submission Date:** (Date) - Set this to default to "Today"

➡ After section 24, go to: [Submit form](#)

Logic

The basic idea is that almost every Yes/No question has conditional formatting. In this I'm only adding the questions that have conditional triggers

1. Employee Request Form (Requester)

a. Have all Recruiting Requirements been met? (Yes/No)

- i. Yes: If yes, then proceed to next question
- ii. No: If no, then the user gets a message saying something like "Please ensure all recruiting requirement have been met, then try again"

b. Access / Equipment Needed (Checkboxes.

For each option that's been checked, the consequent questions for that option appear, if not checked, keep hidden.

- i. Business Card
 - 1.
- ii. 30-60-90
- iii. ADP Manager Access
- iv. BOSS
- v. JONAS Purchasing
- vi. Mobile / Web Applications (SiteDocs, Incidents, Delivery, Audit etc.)
- vii. Fleetio / Vehicle
- viii. Credit Card
- ix. Google Account
- x. Delivery App