Employee/Contractor Enrollment Application

Process

Angular App	Database	BOX	Adobe Sign
Form Submitted	Request Details Added in Database	Employee Folder Created in BOX	Forms generated using Adobe API

Status
Submit forms for esign

Add Signed Documents into BOX ← All Documents signed
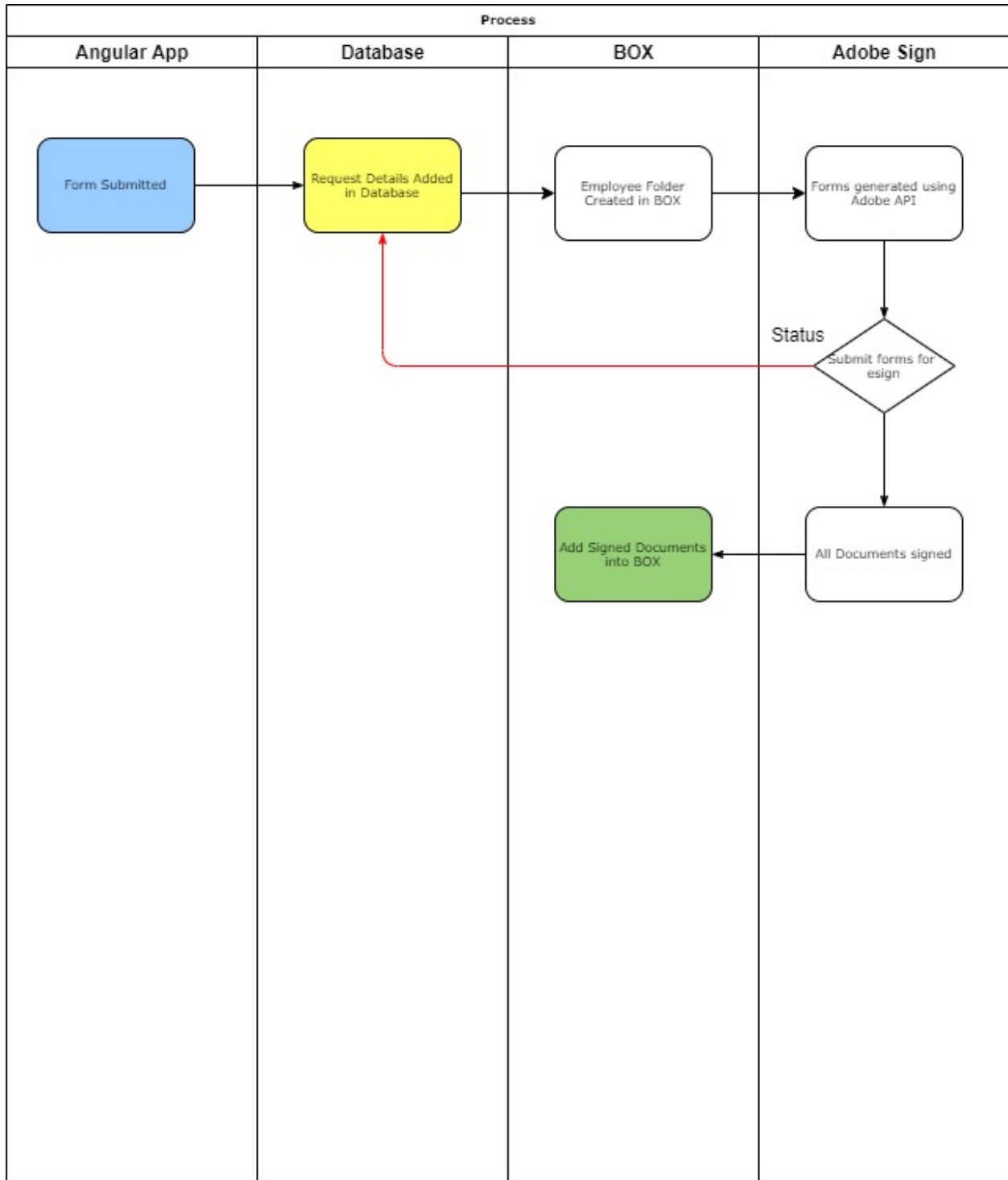
1) AngularApp

a) Develop Custom Form using Angularjs to capture employee/contractor form specific information

Employee form Key Fields:
- First Name
- Last Name
- Telephone
- Address (Street, City, State, Zip Code)
- Email ID
- Employee Type (Defaults to Employee)
- Employee ID
- Submission Date (Default to Current Date)
- ==Requestor Name==
- ==Requestor Email==
- Approvers (Name, Email) (should be able to dynamically add Approvers) -> Follow sequence like Approver 1, 2 , 3 ...
    - Department Info Security Officer
    - Manager Name
    - Department Head Name
    - Division Chief
- Department Number
- Department Name

Contractor form Key Fields:
- First Name
- Last Name
- Contracting Company (Only available if Employee Type is Contractor)
- Telephone
- Address (Street, City, State, Zip Code)
- Company Email ID
- Employee Type (Defaults to Contractor)
- Employee ID(Only available if Employee Type is Employee)
- Submission Date (Default to Current Date)
- ==Requestor Name==
- ==Requestor Email==
- Approvers (Name, Email) (should be able to dynamically add Approvers) -> Follow sequence like Approver 1, 2 , 3 ...
    - Department Info Security Officer
    - Manager Name
    - Department Head Name
    - Division Chief
- Department Number
- Contract Work Order #

- Contract Expiration Date
- Business Street Address
- Department Name

b) Status Page

Within the Angularapp there should be a Request Status page. The following fields shall be searchable from the search page:

- Request ID
- EmployeeID
- Contracting Company
- FirstName
- LastName

The result set datagrid shall display the following:

RequestID	RequestStatus	FirstName	LastName	ManagerName

2) Form Submission
- Upon submission of Form (Request is recorded and an entry is added in the database and status is sent to "Initial Request Sent" and "RequestID" is presented back to the requestor.
- Generate the folder in BOX for the employee under In Progress folder.

3) Template generation
   Use the PDF templates provided and depending on employee/contractor type generate the specific forms and input the data captured in the forms

4) Generate the workflow automatically by sending the generated documents to the Requestor for their review

5) Requestor reviews/preps the documents and sends the forms to parties for review

6) Upon successful completion documents are parked in box