

**Identity and Access Management (IAM) Workflows**

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### New Hires

Onboarding new employees needs to begin with a presentation on the type of work they would be performing and the security guidelines they would need to ensure based on the job assigned to them. Post which there needs to be employee safety training providing them with security training that involves phishing awareness, tailgating at turnstiles, switching badges hampering access controls proper, handling of company data and password best practices, the entire knowledge session must have a questionnaire with a minimum qualification requirement thereby evaluating the understanding of the employee(Cloud, n.d.). After this employers need to decide which employees are required to be given personal equipment depending on the type of workflow that would be provided to employees in their work routine and update them to the IT team inventory with the employee information, employers can then run through guidelines about account and profile creation and educate the users on the single sign in, passkey usage, etc within the company domain with the help of a password manager. Role Assignment must be initiated to assign roles based on job function and department that ensures employees are only working on areas they are assigned(Trevino, 2024). Once that is completed, access must be reviewed and approved by relevant managers. Finally, employees need to be briefed with an overview of the step-by-step safety procedures and protocols, like swiping badges at the turnstile, and security clearance each time they enter and exit the company premises, etc that they would follow throughout an entire workday.

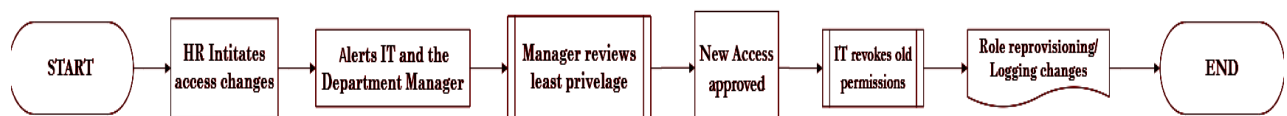
As an employee, it is the company's responsibility to ensure that all personal data is fully encrypted enable Employees with a secure password manager, a tool that aids with creating, managing, securely storing and sharing passwords, besides which admins will have complete visibility into employee password practices, making it easier to enforce strong password creation and management(*User Access Controls: 11 Best Practices for Businesses*,

2024). Additionally incorporating the role-based access control ensures the company complies with the Principle of least privilege such that each employee only has access to the resources they need to perform their job duties. If the company is a multinational organisation expanding in the European landscape it is crucial to follow the guidelines laid down by the law. The GDPR law ensures the rights of the employees are protected in terms of guaranteeing individuals the right to manage their data and that companies can only keep personal data as long as is necessary for the purposes for which it was obtained and granting employees the ability to update and verify the accuracy of their information at any time.



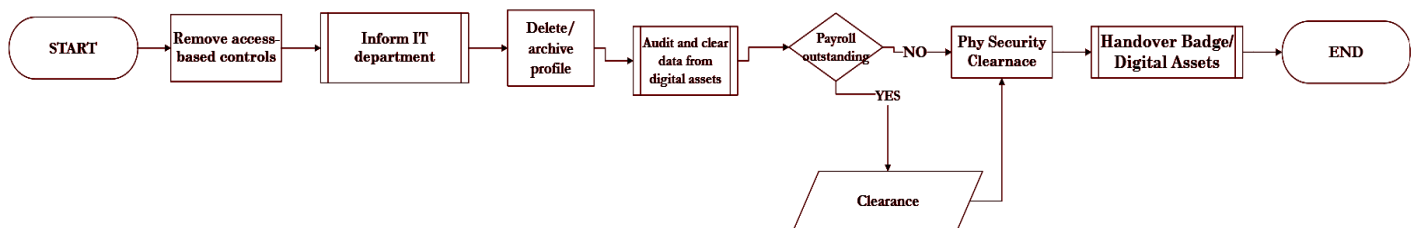
### Transfers and Promotions

When an Employee changes their role or workflow within an organisation, the old manager and the new manager as well as the IT department must be first notified of this change. Post this the old manager needs to deactivate any access the employee might have to the existing workflow and notify the IT department to reassign the employee's credentials (OWinfreyATL, 2024) to the new team, throughout this entire process it is necessary to ensure the HR is notified of the changes and kept in the loop. The new manager then needs to assign new workflow access since It's vital to update their access controls to match their new responsibilities. These workflow changes could be automated as well. Finally, ensure audit log update, that is documenting the access change for compliance and future reviews.



## Offboarding

Offboarding of an employee should include, the manager removing all access the employee has and updating any ongoing or upcoming project detail the employee is involved in, informing IT to permanently revoke permissions and delete or archive accounts after a specified period and informing HR about the offboarding. Finally, payroll needs to be updated, if the employee is being fired, severance needs to be updated if not, any outstanding payments and benefits the employee is eligible for should be cleared. Finally, on the last official working day, the employee is expected to turn in their badge at the IT department, and hand in any official equipment provided by the office after transferring any necessary data, email accounts, or files to relevant managers. and get their security clearance by verifying that all access is revoked and logging the process for audit and compliance purposes before exiting the work premises(*What Is “User Account Offboarding”?* n.d.).



## IAM Entitlement Reviews and Approvals

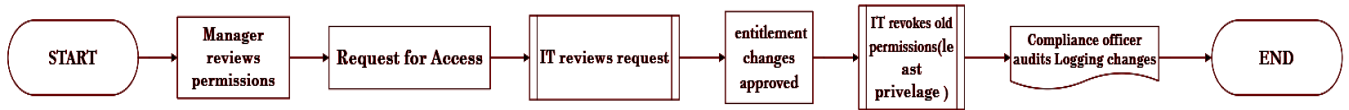
Companies can choose a specific timeline for example every quarter, they should conduct an audit to verify their security standards and protocols comply with company policies. Managers must review employee access identify outdated or excessive permissions and automatically generate a list of current user permissions. If any anomaly is found, Submit requests for modifying or removing unnecessary permissions, Finally, document details of all user accounts, along with information about their roles and access privileges for

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compliance—the review and approval process to support compliance audits(*User Access*

*Reviews: Process & Best Practices Checklist*, n.d.).



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