General Policies for Onboarding/Offboarding users for Company 'Time Travelers Inc.', Headquarters.

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User Role: Admin

1. When onboarding.
    a. A designated admin user must have the admin role specified in the active directory.
    b. An admin user must have access (with full control) to,
        i. Given applications
2. When offboarding,
    a. Remove all access from all applications.
    b. Remove the id from the active directory

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User Role: Employee

1. When onboarding,
    a. A designated admin user must have the employee role specified in the active directory.
    b. An admin user only has access to the applications,
        i. Specified by the onboarding request
    c. They must not have access to,
        i. 'payroll' app
        ii. 'timesheets' app
2. When offboarding,
    a. Remove all access from all applications.
    b. Remove the id from the active directory

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User Role: View-Only

1. When onboarding,
    a. A view-only user does not have to be included in the active directory.
    b. These users are only temporary users who has limited access to a specified application for a limited time period.
    c. They can be entered into the local database only.
    d. They must only have view-only access to the applications,
        i. Specified by the onboarding request
2. When offboarding,
    a. Remove all access from the previous applications.
    b. Remove the id from the local database

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GROUP DETAILS:
1. **Finance Department – Obj ID: a86406a3-f8eb-47b5-8dbd-2e7a656e105b**
2. **HR Department - Obj ID: 92317e17-6438-4f12-995d-76635e178383**
3. **IT Department – Obj ID: 4a9777e6-36cb-4aa5-a41e-b49edfaa4b48**

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APPLICATION DETAILS:

1. Application – Cisco Webex
    a. Application ID: c2681db5-1446-4ab8-a74d-f0aa4e862d8e
2. Application – WorkDay
    a. Application ID: 23e475ff-34a2-41fd-be62-638e1140423b
3. Application – Salesforce
    a. Application ID: 4eea052e-7c7d-4e59-b9a9-2c0220a686e1