

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

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- FOR ANY USERS, ASSIGN ‘Microsoft 365 Business Standard License’ BY DEFAULT.

**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**
  - 2. HR Department**
  - 3. IT Department**
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## **APPLICATION DETAILS:**

- 1. Cisco Webex**
- 2. SalesForce**
- 3. Workday**