

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

GROUP DETAILS:

1. Finance Department
2. HR Department
3. IT Department

APPLICATION DETAILS:

1. Cisco Webex
2. SalesForce
3. Workday