



Kelverion

Employee Onboarding & Offboarding Solution for Azure Automation

Automate employee joiner, mover and leaver processes with secure self-service, consistent Azure Automation runbooks and low-code automation powered by Kelverion Runbook Studio.

The Employee Onboarding & Offboarding Solution gives IT teams a ready-to-deploy automation framework for managing employee lifecycle processes in Azure Automation. It combines the Kelverion Automation Portal, Azure Automation and Kelverion Runbook Studio so approved users can request onboarding, mover and offboarding actions while Azure Automation performs the underlying work in a controlled, repeatable and auditable way.

The solution helps organisations reduce service desk workload, accelerate new employee productivity, improve offboarding security, limit direct administrative access and standardise the way accounts, licences, groups and access are provisioned, changed or removed.

The Challenge: Manual Employee Onboarding and Offboarding Slows IT Down

Processing new Onboarding and offboarding is a complex, high-volume activity that often spans HR, IT, security, service desk, cloud, collaboration, endpoint and application teams. A single new hire may require hardware ordering, account creation, Microsoft 365 licensing, group membership, Teams or Slack access, SharePoint access, VPN permissions, workstation preparation, service desk updates and access to cloud or business applications. When these steps are performed manually, the process can be slow, inconsistent and difficult to govern

- New employees wait for access to email, collaboration tools, applications and devices before they can become productive
- Service desk and frontline support teams become bottlenecks for routine lifecycle requests
- Manual fulfilment increases the risk of missed steps, inconsistent execution and configuration errors
- Security teams must balance fast service delivery with the risk of giving too many people direct administrative rights
- Offboarding is especially time-critical because delays can leave unnecessary access in place after an employee leaves.
- Approval, change and audit processes can be disconnected from the work being performed, creating governance gaps

The solution is positioned for organisations that want to modernise employee lifecycle management without replacing their existing Microsoft automation investment, service desk processes or operational tooling. It wraps common onboarding, mover and offboarding tasks in controlled, reusable automation so IT teams can deliver faster service while maintaining governance, consistency and security.

For Azure Automation customers, the solution accelerates value by providing a practical framework and prebuilt action runbooks for high-impact employee lifecycle scenarios. For Runbook Studio customers, it demonstrates how low-code graphical authoring can turn repeatable IT tasks into reliable automation services that are easier to build, maintain and extend.

Runbooks

- Kelverion_JML_30-1_New_Joiner.GraphRunbook
- Kelverion_JML_30-2_Move_User.GraphRunbook
- Kelverion_JML_30-3_Leaver.GraphRunbook
- Kelverion_JML_90-01_KAP_Get_Request.GraphRunbook
- Kelverion_JML_95-01_KAP_ConvertToRequestData.GraphRunbook
- Kelverion_JML_97-01_KAP_Return_Status.GraphRunbook
- Kelverion_O365_10-12_Add-User-ToGroups.GraphRunbook
- Kelverion_O365_10-13_Remove-User-FromGroups.GraphRunbook
- Kelverion_O365_10-14_Enable-Litigation.GraphRunbook
- Kelverion_O365_10-16_Create-User.GraphRunbook
- Kelverion_O365_10-2_Worker-Enable-User.GraphRunbook
- Kelverion_O365_10-3_Worker-Delete-User.GraphRunbook
- Kelverion_O365_10-4_Worker-Disable-User.GraphRunbook
- Kelverion_O365_10-5_Worker-Assign-License.GraphRunbook
- Kelverion_O365_10-6_Worker-Unassign-License.GraphRunbook
- Kelverion_O365_30-2_PDSDData-Users.GraphRunbook
- Kelverion_O365_30-3_PDSDData-SKUs.GraphRunbook
- Kelverion_O365_30-4_PDSDData-GroupMembers.GraphRunbook
- Kelverion_O365_30-5_PDSDData-MSOLUser.GraphRunbook
- Kelverion_O365_30-8_PDSDData-Mailbox.GraphRunbook
- Kelverion_STSK_20-1_Worker_AD-Create-User.GraphRunbook
- Kelverion_STSK_21-1_Worker_AD-Add-User-To-Group.GraphRunbook
- Kelverion_STSK_23-1_Worker_AD-Enable-Disable.GraphRunbook
- Kelverion_STSK_40-1_Worker_Add-User-Mailbox.GraphRunbook



Benefits for Azure Automation and Runbook Studio Customers

- **Reduce Manual Effort**

Automate repetitive onboarding, mover and offboarding tasks so skilled IT staff can focus on higher-value work

- **Improve Consistency**

Runbooks execute approved processes the same way every time, reducing variation and human error

- **Accelerate Productivity**

Provision access, licences and services faster so new employees can start contributing sooner

- **Strengthen Security**

Remove or disable access quickly during offboarding and avoid giving requesters direct administrative rights

- **Increase Auditability**

Actions are performed and logged through Azure Automation, creating a clearer operational record

- **Support Governance**

Align request submission, approval and fulfilment with existing IT service management controls

- **Enable Low-Code Automation**

Runbook Studio provides graphical authoring so coder and non-coder team members can build, maintain and support automation

- **Extend Over Time**

Use the supplied framework as a starting point for additional service desk, HR, cloud, endpoint and application automation

Services

Business User Service Request

New Starter (JML Demo) - New Request

Fields

FirstName

Josephine

LastName

Smith

User Friendly Name

Jo

User Preferred name e.g. Andy instead of Andrew

StartDate

2021-04-29

EmployeeType

Permanent

BusinessUnit

Manufacturing

Department

Production Control

JobTitle

Scheduling Assistant

Manager

Search

Name	JobTitle
☒ A. Scott Wright	Master Scheduler
☐ Alan Brewer	Scheduling Assistant

Typical Automation Scenarios

- Create a new employee account in Active Directory, Entra ID or Microsoft 365
- Add users to the right groups, distribution lists, Teams, SharePoint sites and network resources
- Assign or remove Microsoft 365 licences and cloud application access based on role or location
- Trigger associated service desk, HR, endpoint, application or facilities tasks from a single request
- Change user access when an employee moves department, role or location
- Disable login, remove licences, remove group membership and revoke access when an employee leaves
- Create an audit trail for employee lifecycle changes performed through Azure Automation
- Use approvals and sequential or parallel process steps to match customer governance requirements



Key Capabilities

- Self-Service Request Submission**
 Give managers, team leaders and approved users a controlled way to request onboarding, mover and offboarding services
- Azure Automation Execution**
 Run lifecycle actions from an Azure Automation account for repeatable, logged fulfilment
- Framework Runbooks**
 Use starter, mover and leaver frameworks to orchestrate multiple action runbooks as part of an end-to-end process
- Prebuilt Action Runbooks**
 Start with supplied runbooks for common Microsoft 365, Active Directory and access management tasks
- Role-Separated Access**
 Provide portal access without giving requesters direct rights to manage users, licences or groups
- Discovery-Driven Data**
 Keep portal forms aligned with current users, groups, licences and configuration options
- Runbook Studio Authoring**
 Build, maintain and extend automation using a graphical, low-code design experience
- Smart Integrations**
 Extend processes into service desks, cloud platforms, collaboration tools and enterprise management systems

Automation Use Cases Included

Automation Area	Included Use Cases	Customer Values
User Onboarding	Create a Microsoft 365 user; create an Active Directory user; enable the user; create an Exchange user; add the user to groups; assign licences and access	Standardises new hire fulfilment and helps employees become productive faster
Access and Group Management	Add users to groups; remove users from groups; manage Active Directory group membership; assign access to resources and applications	Improves consistency and reduces reliance on multiple administrators for routine access changes
Mover Processes	Change group membership, licences, permissions and application access when an employee changes role, team or location	Helps ensure access remains aligned to current responsibilities
Offboarding	Disable login; remove licences; remove group membership; disable or delete user accounts; remove access to connected services	Reduces security risks by ensuring leaver actions are completed quickly and consistently
Microsoft 365 Administration	Create Office 365 users; remove licences; enable Office 365 litigation; manage Exchange-related user actions	Automates common Microsoft 365 administration through a controlled request-and-fulfilment process
Service Desk and Enterprise Tool Integration	Connect onboarding and offboarding steps to service desk workflows, approvals, tickets and third-party management systems	Links employee lifecycle automation to existing IT operations and governance processes



Jump Start Service

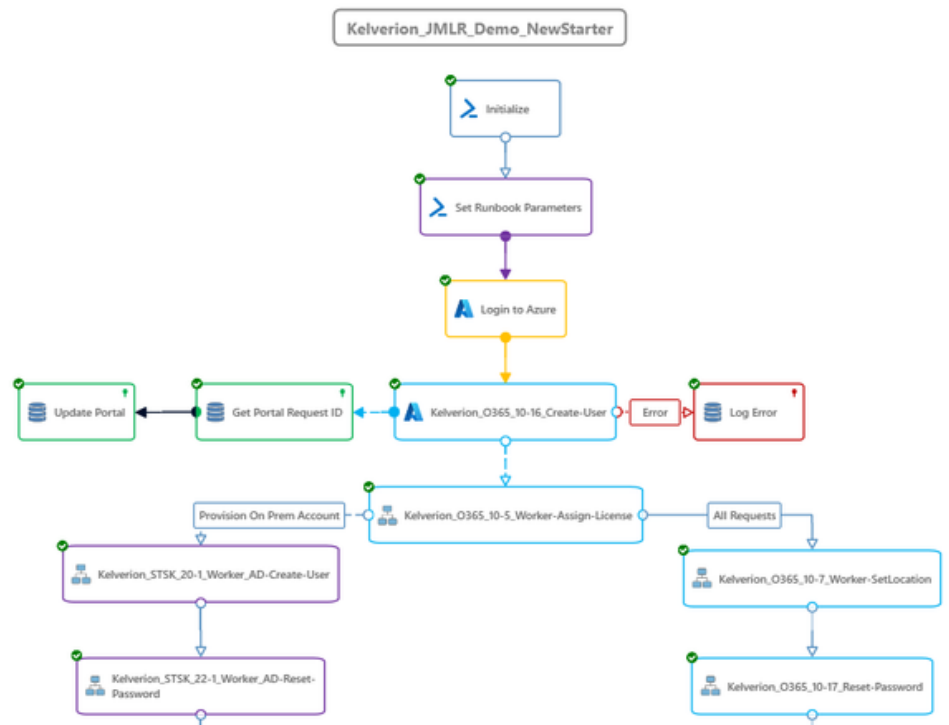
Kelverion can provide a led implementation service to help deploy and configure the Employee Onboarding & Offboarding Solution in the customer environment. In this option, the customer provides remote access and subject matter expertise around their onboarding tools, processes and environment, while a Kelverion consultant leads the installation and configuration of the solution.

The scope of the Kelverion-led implementation is defined as:

- Deployment into a single Azure Automation Account
- Integration of the solution with one Azure compute subscription
- Configuration of the integration to the Kelverion Automation Portal
- Integration with a single Microsoft 365 subscription and Active Directory domain
- Implementation of either a Joiner, Mover or Leaver process containing up to three of the action runbooks
- An approved user will enter the Kelverion Automation Portal and request the provision of a new joiner, mover or leaver, creating a new request in the portal
- Azure Automation will detect the request and execute the appropriate framework runbook
- Azure Automation will mark the request as complete when the user lifecycle action has been completed

Customer responsibilities are:

- Configure the Azure subscription, resource groups, Automation Account, Microsoft 365 subscription and Active Directory domain
- Grant Kelverion access to the Azure subscription and required systems for implementation
- Ensure Microsoft 365 is set up and licences are available
- Manually test that users can be successfully created, moved or deleted from the Microsoft 365 subscription and Active Directory domain
- Provide subject matter expertise for onboarding, mover and offboarding requirements, approvals and process rules





Why Kolverion?

Kolverion specialises in Microsoft automation and helps organisations simplify IT operations across Azure Automation, Runbook Studio, Power Automate, Logic Apps, PowerShell and System Center Orchestrator. Kolverion solutions are designed to wrap existing operational systems and service desks, enabling customers to automate cross-functional IT processes without replacing the tools they already use.

- Experts in Microsoft Automation with deep Azure Automation and Runbook Studio experience
- Ready-built automation solution packs that reduce time to value
- Smart integrations with enterprise management, service desk and data platforms
- Low-code and no-code design approaches that broaden automation ownership across IT teams
- Consultancy and implementation support to help customers deploy, configure and extend automation successfully

Ready to Simplify Employee Onboarding and Offboarding?

Speak to Kolverion about the Employee Onboarding & Offboarding Solution for Azure Automation and Runbook Studio. Arrange a demonstration, discuss the Kolverion Jump Start service and see how quickly your organisation can move from manual lifecycle fulfilment to secure, self-service automation.



For more information contact our helpful team today

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