Add Delay For New And Existing Workflows in GAT Flow

On-boarding, Off-boarding & Modifying · https://gatlabs.com/knowledge/tech-tips/add-delay-for-new-and-existing-workflows-in-gat-flow/

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Why Use Workflow Delays?

GAT Flow’s **Delay Workflow** feature allows Google Workspace admins to pause actions for a specified duration before automatically executing the next step. Instead of managing temporary changes manually, you can automate entire user lifecycles in a single workflow.

Key Benefits:

- **Automate Temporary Access:** Set actions like email forwarding or temporary privileges to automatically revert, eliminating the risk of human error.
- **Streamline Offboarding:** Create grace periods (e.g., forward a departed employee’s email for 30 days before deleting the account).
- **Phased Onboarding:** Stagger account creation, training group invites, and tool access over a new hire's first few weeks.
- **Prevent Leftover Access:** Automatically revoke a short-term contractor's or vendor's access as soon as their project ends, keeping your domain secure without extra manual work.

Video

Embedded media:

https://www.youtube.com/embed/ZrD9UM6KhYQ?feature=oembed&color=red&rel=0&controls=1&start=&end=&fs=0&iv_l

Delay on workflows

The Admins can add "**delay workflow**" **before and after any of the Actions available.**

This delay is used to **separate the actions** and **when they are run.**

Example:

- **Add email forwarding** to the selected **delay for a few days,** then **remove the forwarding**
- **Add users to the Shared Drive**, **delay for 2 weeks**, and then **remove access to the Shared Drive**
- **Add an auto-reply for the user**, **delay for 1 month**, and then **remove the auto-reply**

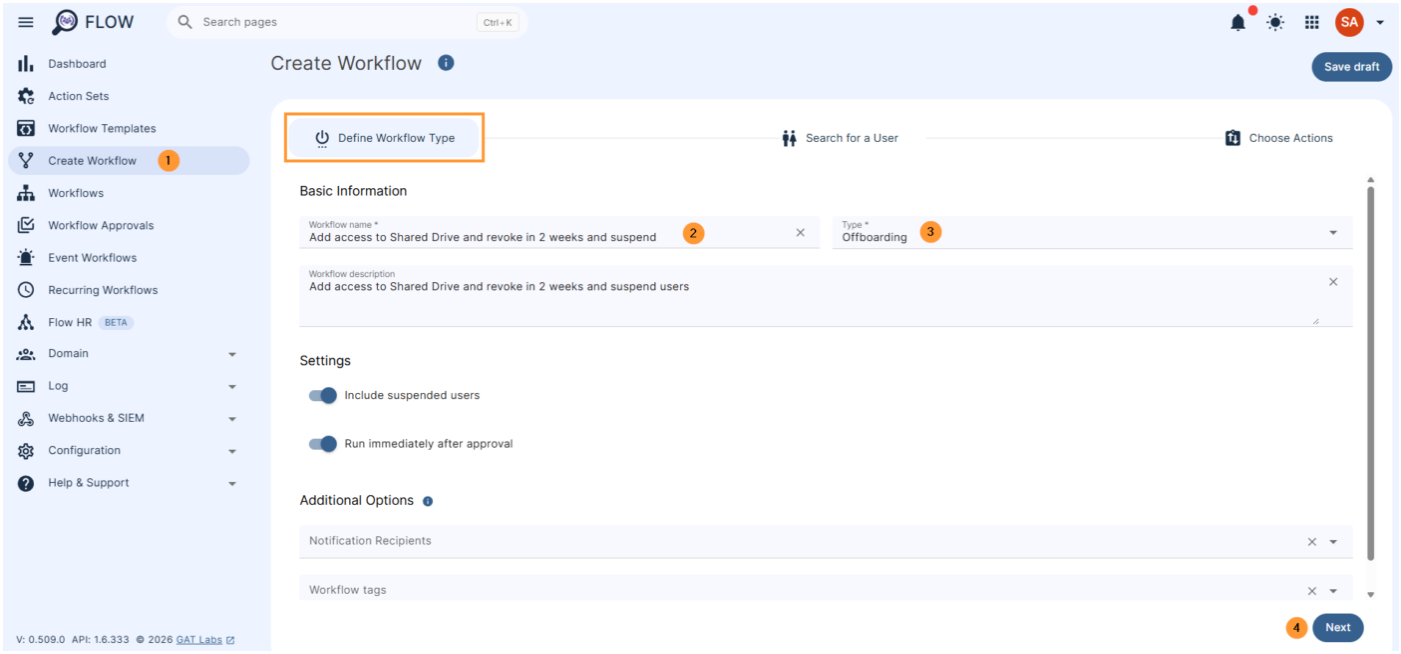
Create workflow

Navigate to **Flow > Create workflow**

Note: This delay can be used for **Event** and **Recurring workflows** too.

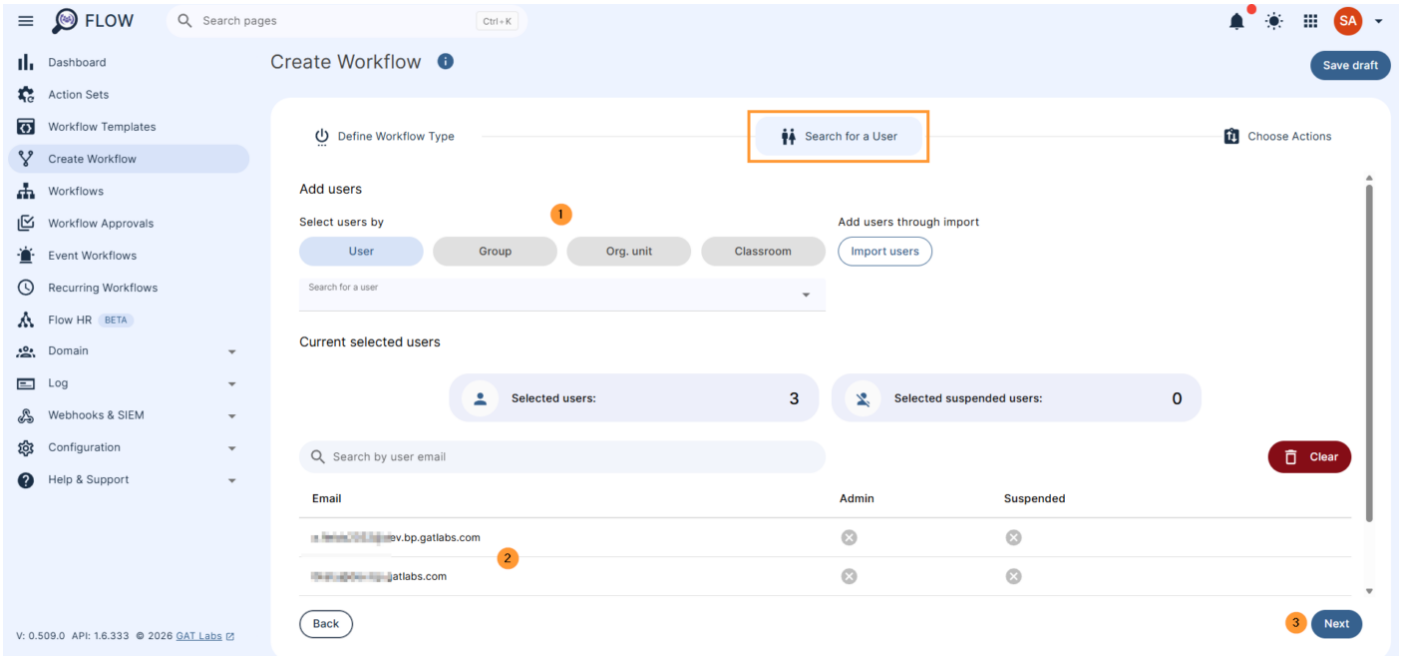
Fill in the details for the Define Workflow type

- **Name** - enter a name for the workflow
- **Description** (optional) - enter a description for the workflow
- **Type** of workflow - **Offboard**
  - Modify and Onboard can also be selected
- **Next** - click to proceed and select the users



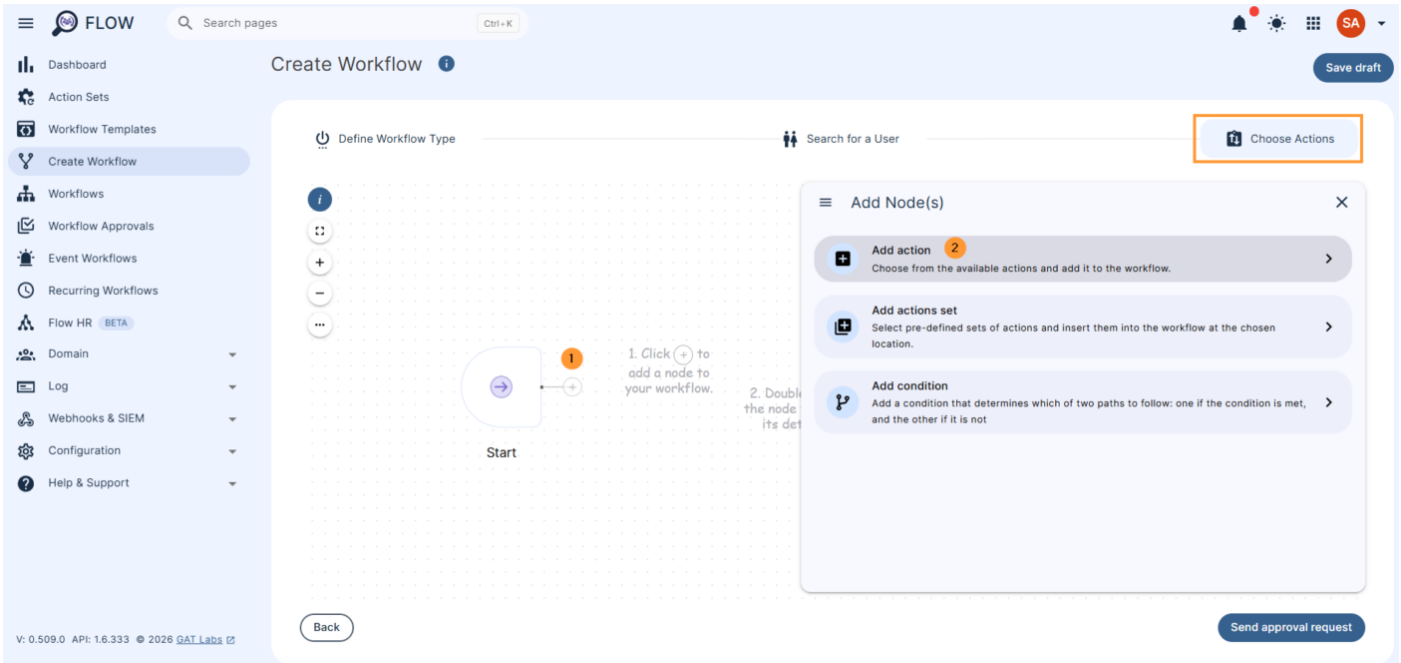
In the next step, **Search for a user** - search for the user (or users) you'd like to set the forwarding for.

- **Enter the users** individually, by group, or as part of an Org. Unit, or import them directly via spreadsheet.
- **Next** - click to proceed and take actions on the chosen users



Next, in **Choose actions,** select the actions you want to take.

Click on the **+ button** (1), then **Add action** (2)



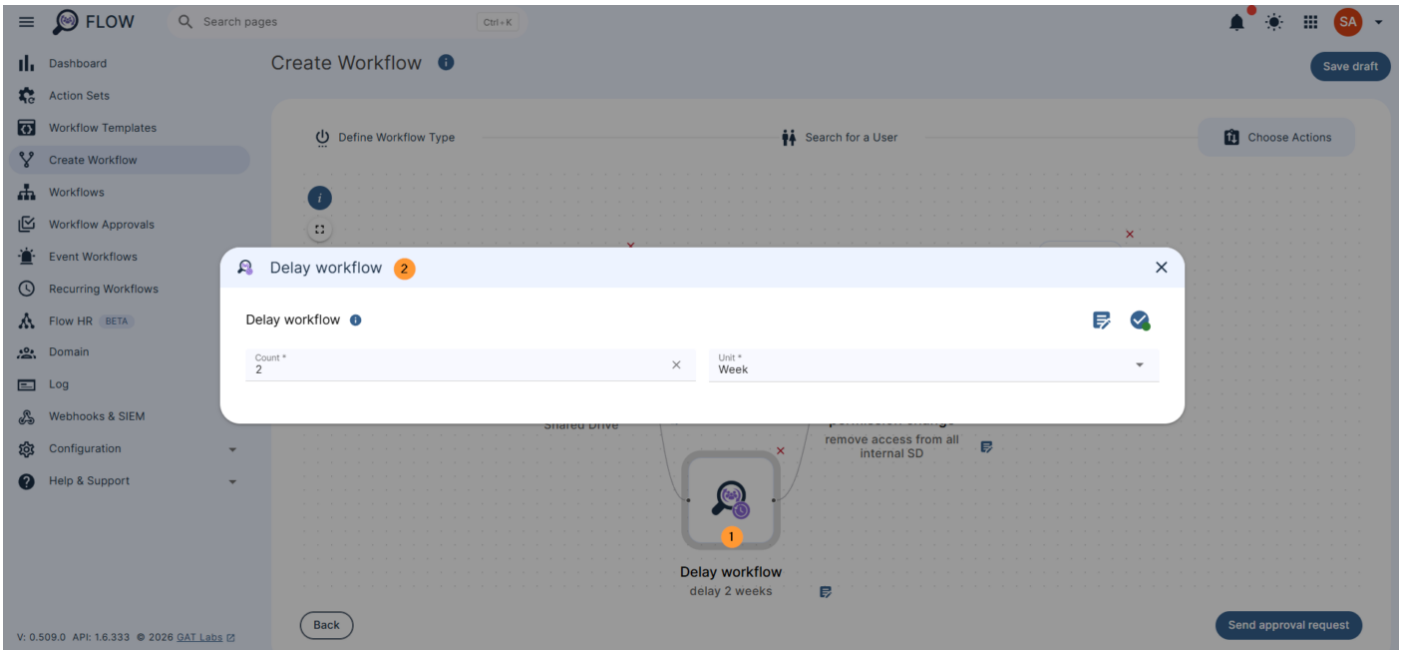
Search and select the action you want.

Delay workflow

The delay workflow can be set for any time needed.

Note: *Delay workflow - Delays workflow for the specified time. You should also expect a marginal time delay for processing after the delay action.*

Double-click (1) to open and **fill in its details (2)**



- **Count** - enter the value you need
- **Unit** - select any of the units available
  - Minutes - enter the minutes for the delay
  - Hours - enter the hours for the delay
  - Days - enter the days for the delay
  - Weeks - enter the weeks for the delay
  - Months - enter the months for the delay
  - Custom - select a specific time when the workflow resumes.

Double-click to open and fill in its details for all actions.



Send approval request

When the actions are selected, send a request for approval.

Note: If pre-approval is enabled, no approval will be required.

Click on **Send approval request**

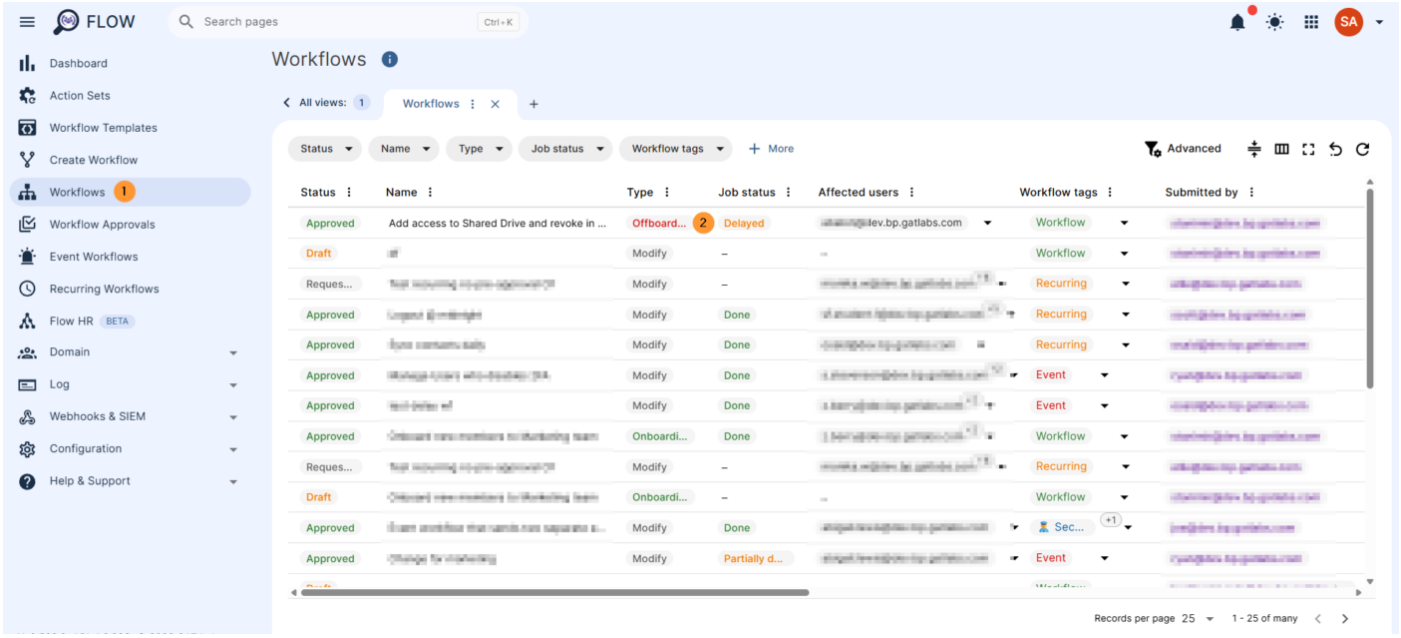
Note: This workflow can be saved as an action set for use again at any time.

Result

The workflow will run.

- The first part will be executed.
- The **delay** will kick off
- The status of the workflow will be "delayed".
- Will be resumed when the time comes
- The workflow will continue automatically

This can be viewed in Workflow > Job status will be **delayed**



Conclusion

The **Delay Workflow** feature in GAT Flow transforms routine, multi-step user management into a hands-off, automated process. By removing the need for manual tracking, calendar reminders, and second-stage interventions, Google Workspace admins can confidently schedule complex user lifecycles from start to finish.

Whether you are implementing a phased onboarding sequence, a secure offboarding grace period, or setting up temporary project access, adding a delay ensures your domain remains secure, compliant, and efficient with minimal effort.

Related Posts

- Scheduled Time-Based Workflows
- Conditional Event Workflows for Google Workspace
- Conditional Workflow: Complex Use Cases in GAT Flow