Scheduled Automatic Removal of Google Workspace Users

On-boarding, Off-boarding & Modifying · https://gatlabs.com/knowledge/tech-tips/scheduled-automatic-removal-of-google-workspace-users/

With **GAT Flow** you can set up a workflow to automatically suspend or delete users from your G Suite environment

Ideal for temporary G Suite accounts in your Domain.

Flow can be used to onboard user's details on this page

Schedule

If the **accounts are temporary**, the admin can **schedule** the **workflow to happen on a future date.**

- **OffBoard** users - delete them from your domain
- **Modify** - Suspend the users, if they need to be 'reactivated' at a later time.

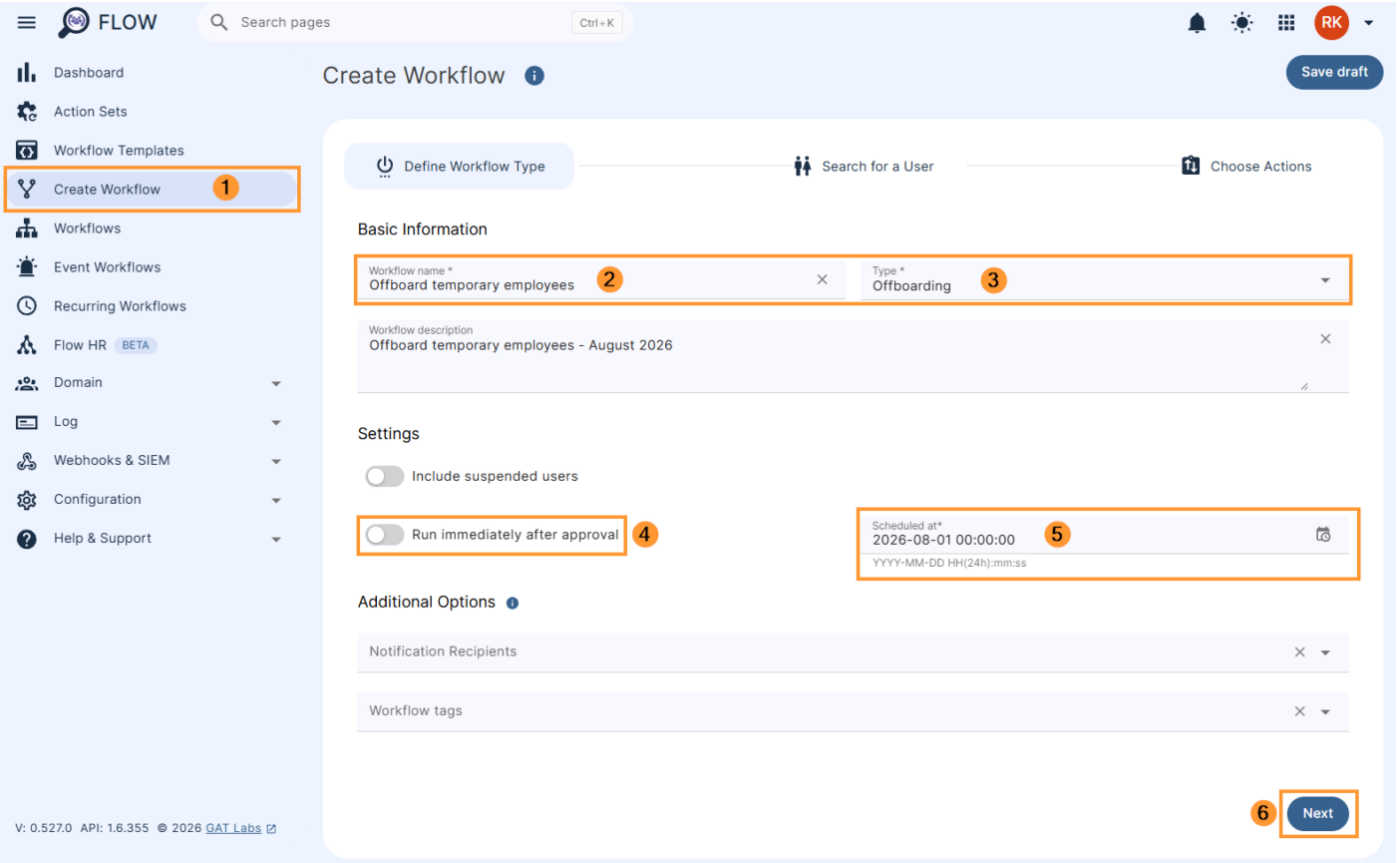
Create workflow

A new window will be opened.

Select **Create workflow** from the menu on left

In "**Workflow type"** add a name and pick the workflow type to Offboarding or Modify

- Modify - you can 'suspend user', that can be re-activated.
- **Offboard - user will either be archived/suspended/deleted from your domain depending on the offboarding action chosen.**



- Conditional workflow can be used - the workflow can be set to run based on different conditions met
- Run immediately after approval (4) (5) - **click** and **select the time** when the **workflow is to be executed.**

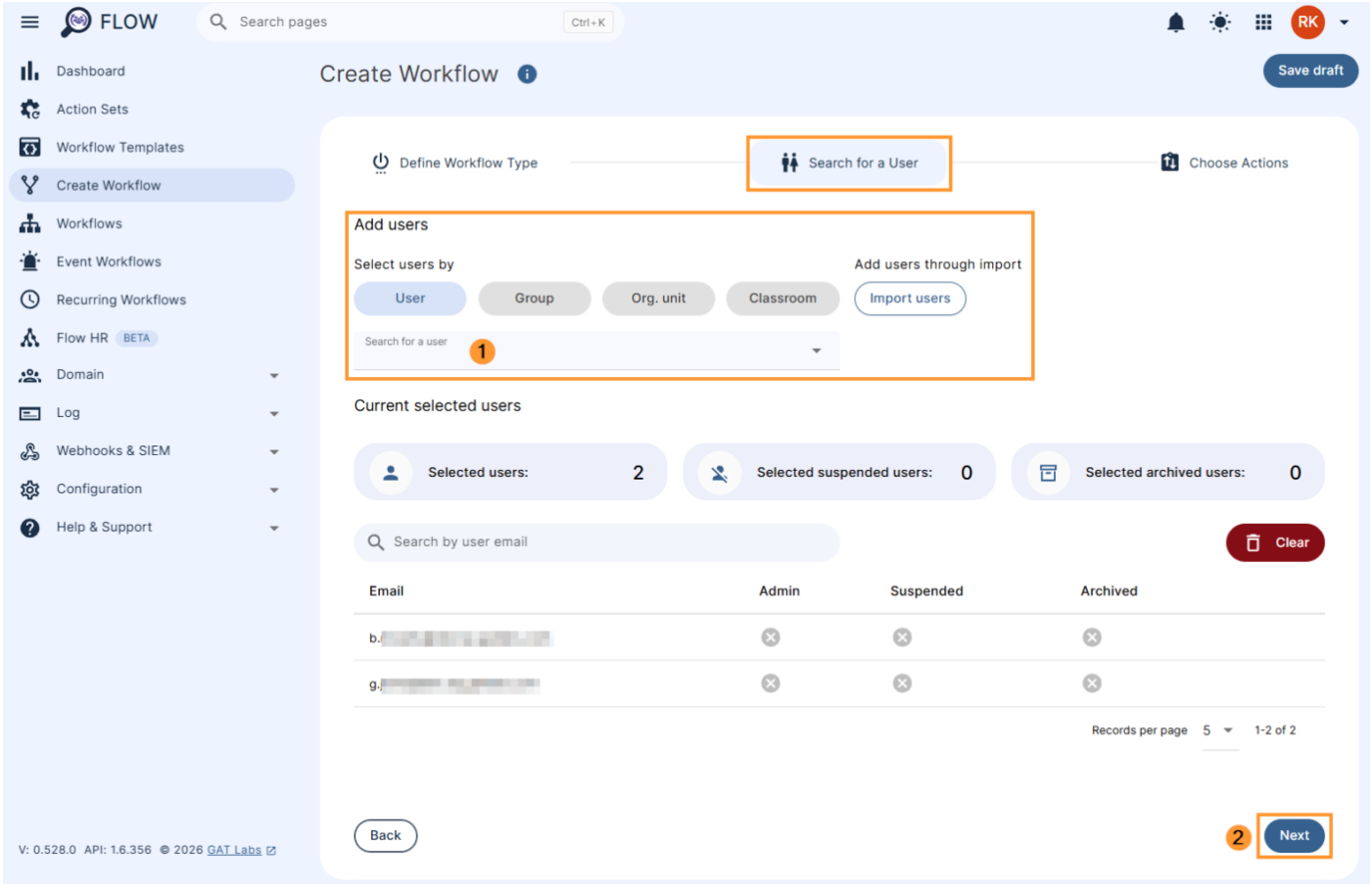
The Workflow can be set up to run in the selected future time

Click on the **Next** button to proceed

Search user

In **Search for a user** pick the users that **will be offboarded when the scheduled time comes in**.

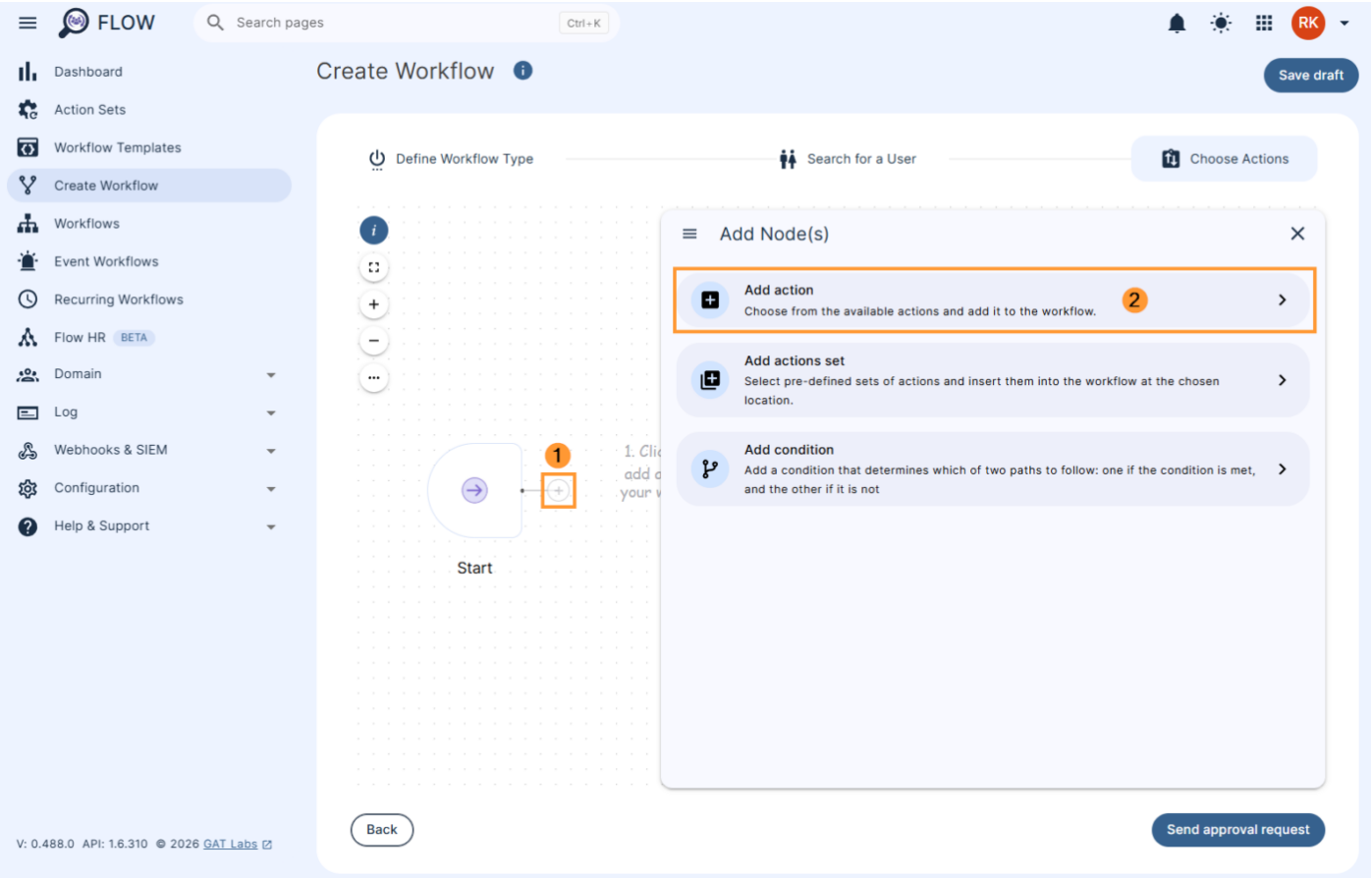
- Search for users, groups of users, or org. unit of users
- Import users - you can also import users via Google sheet



Click the "**Next**" button.

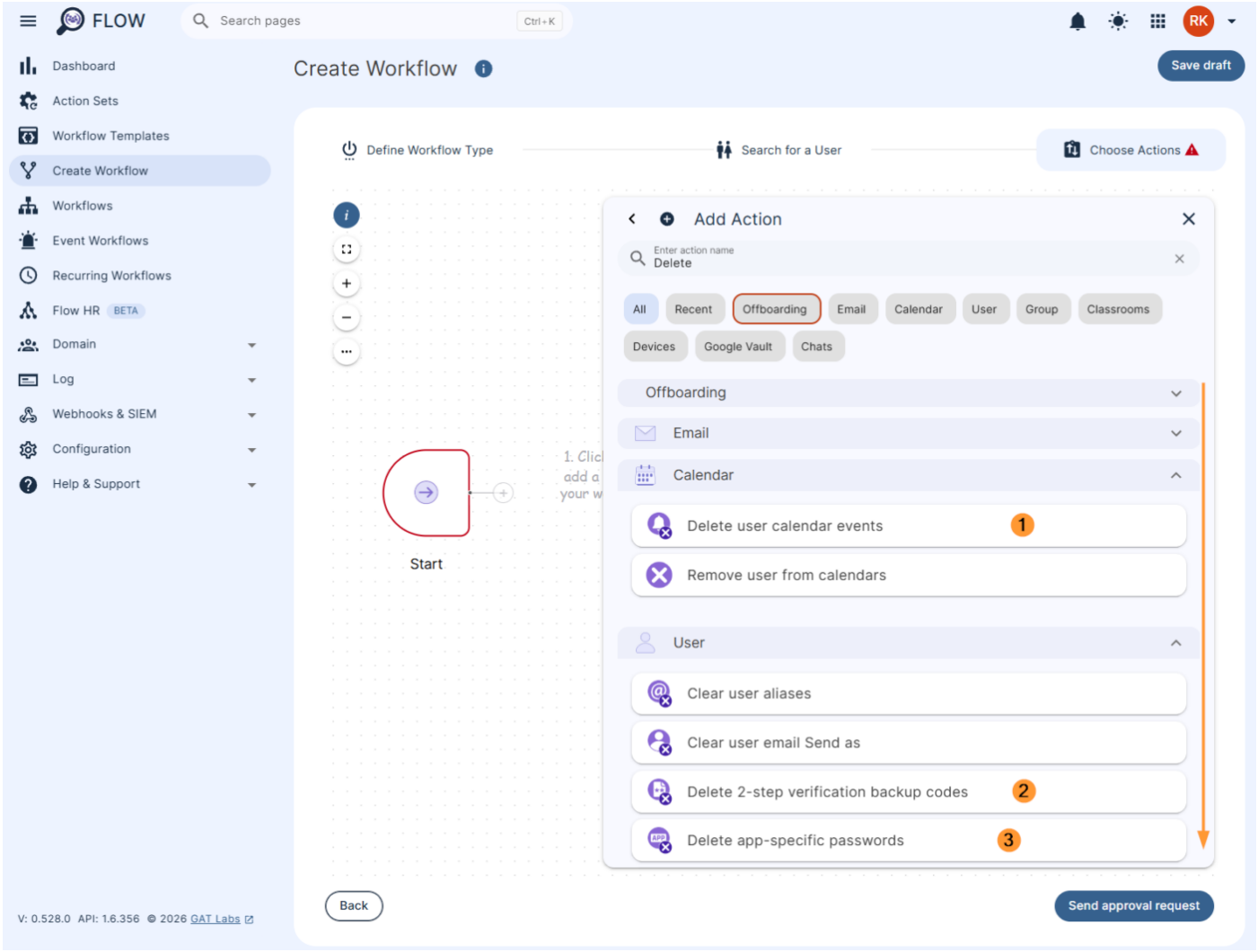
Choose actions

On the actions page, click on the **(+) button** (1) and then click the **Add action** button (2). If you do have an action set already configured, you can choose the 'Add actions set' option.

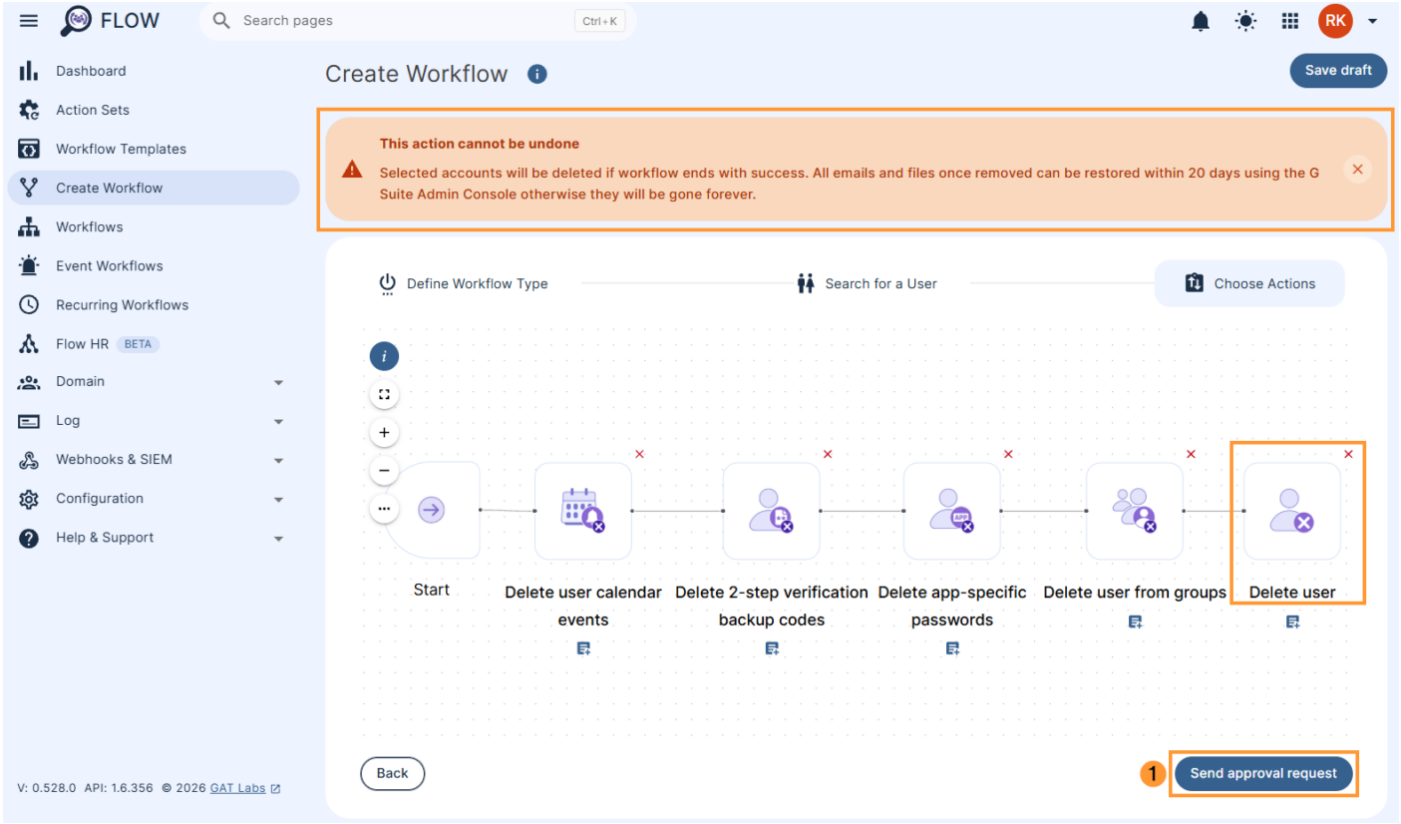


If the process hasn’t been set before (**no action set created**), please use ***Add action*** button and **create the node.**

Search for the action **using the search field** and **select the action you want to take.**



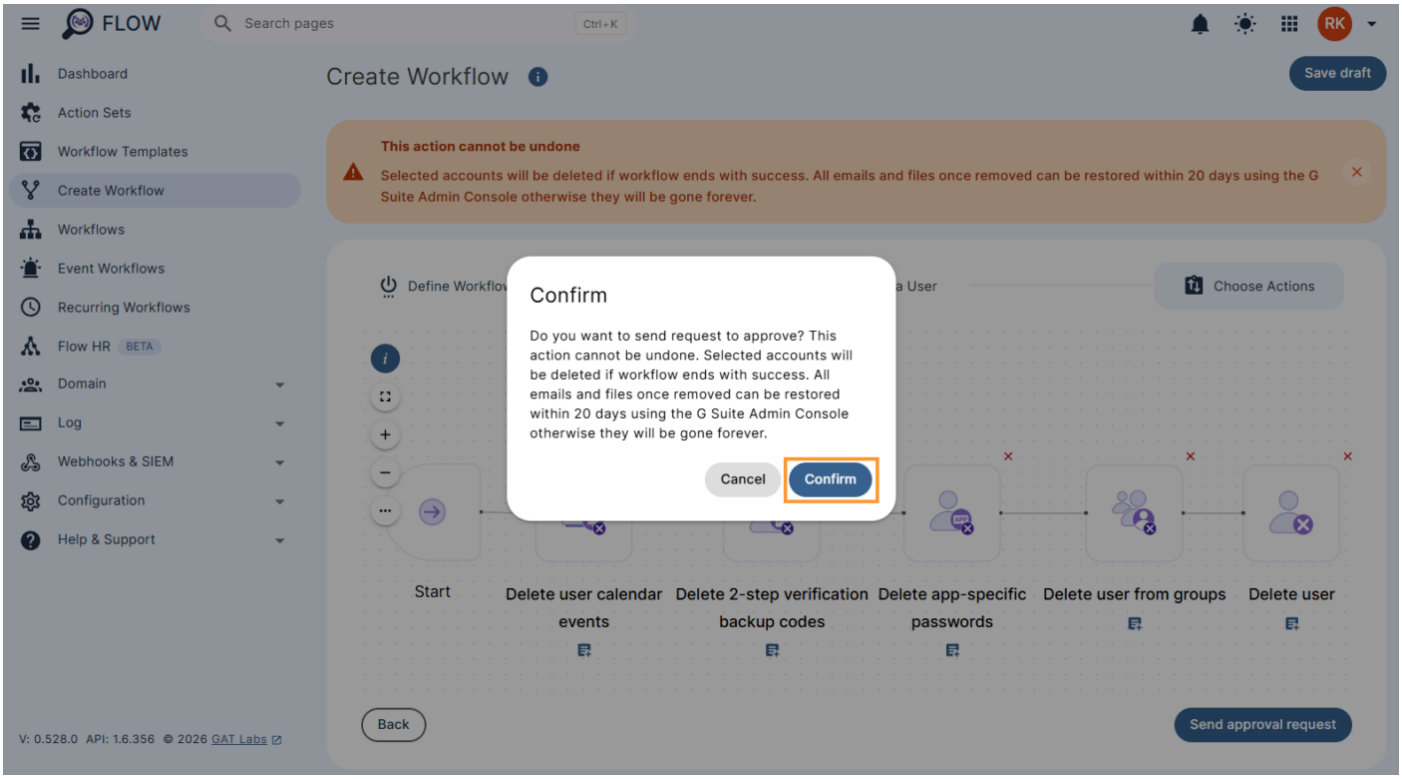
Once the actions are selected fill in the required details for each of them by double clicking on the action nodes.



Lastly, we will need to add our final offboarding action. This can be either to Archive the user, Suspend the user or Delete the user. We will use Delete user for this example.

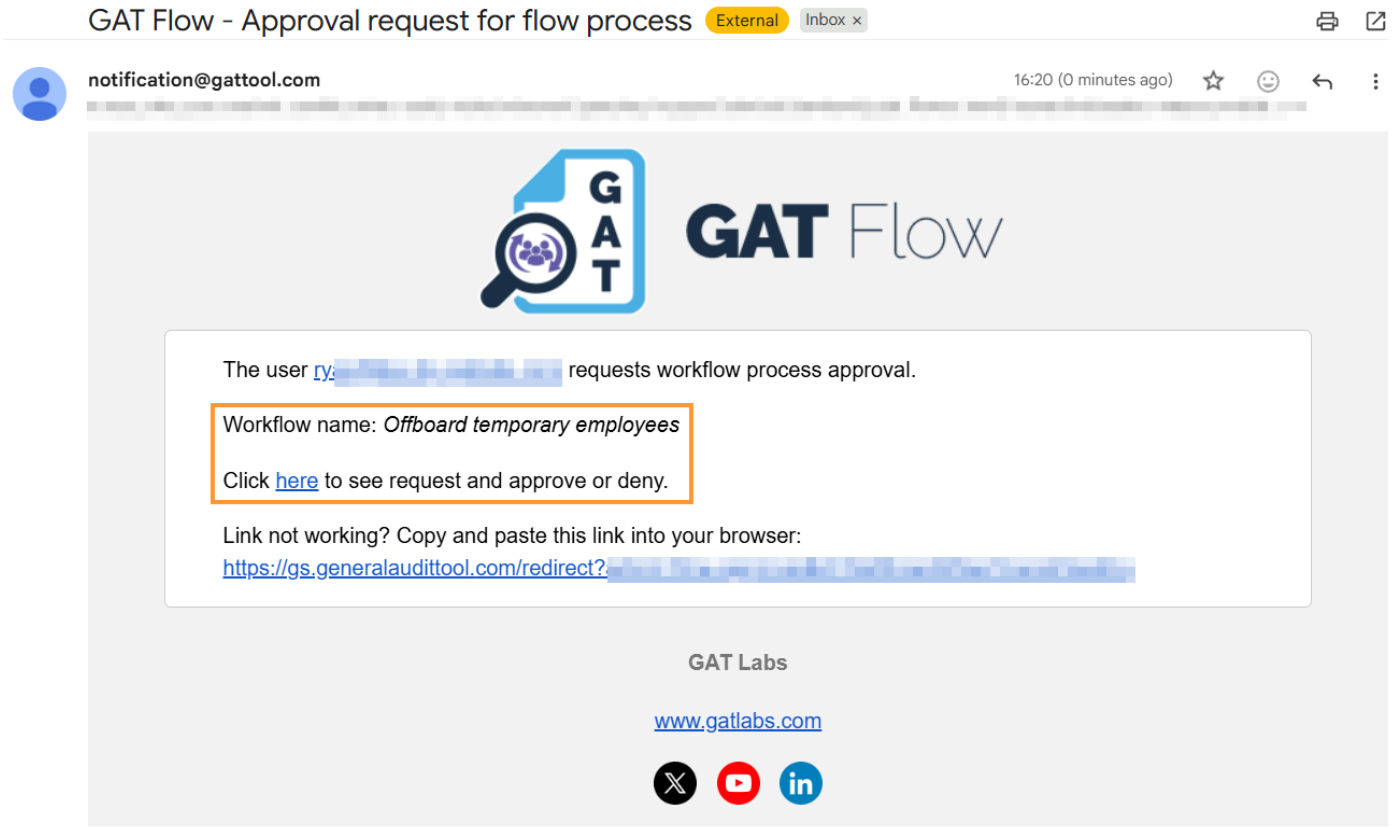
Click on **Send approval request** on the bottom right side.

A **pop-up confirmation message will be displayed.**

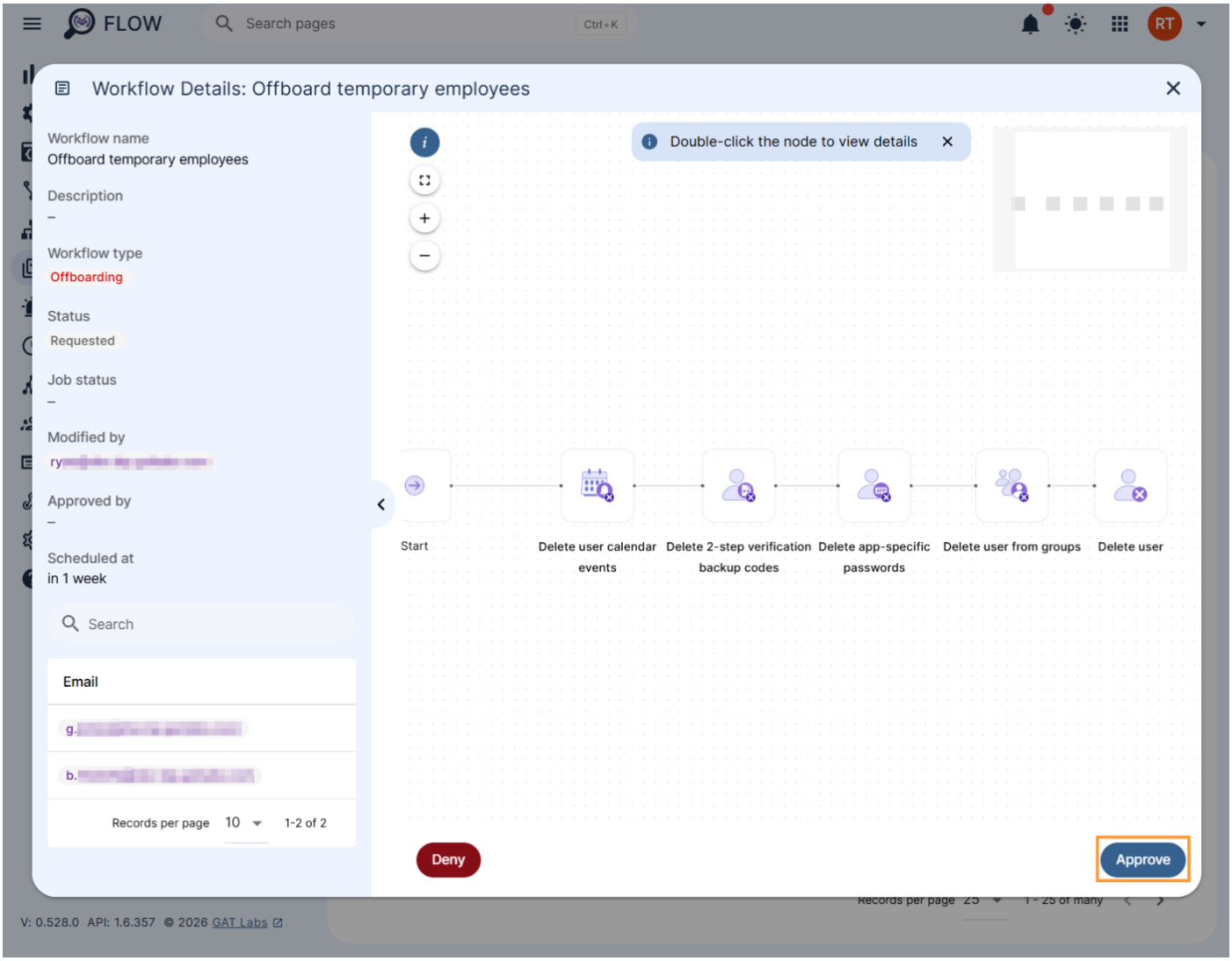


Approval

The **request email** will be **sent** to the **Security officer for approval.**



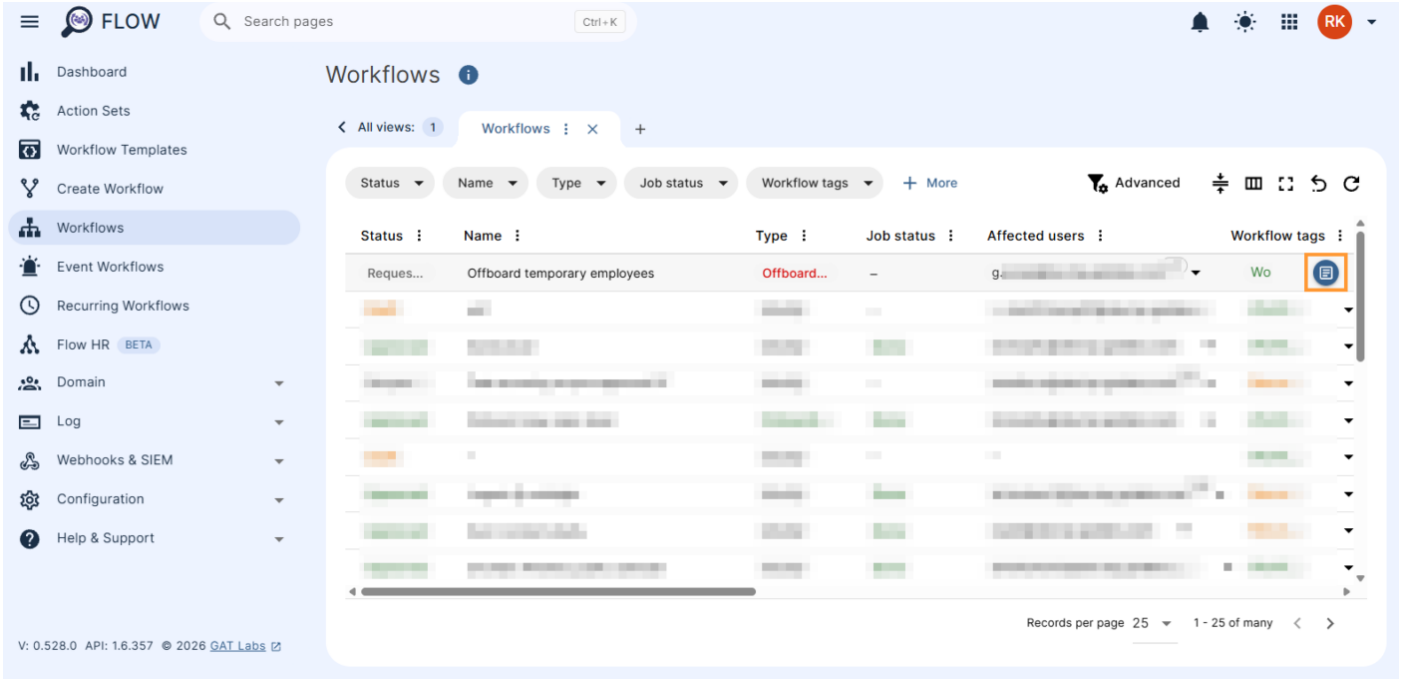
This will lead them to the **Approval** page, and under the "**eye**" icon, the request can be **approved or denied**



Result

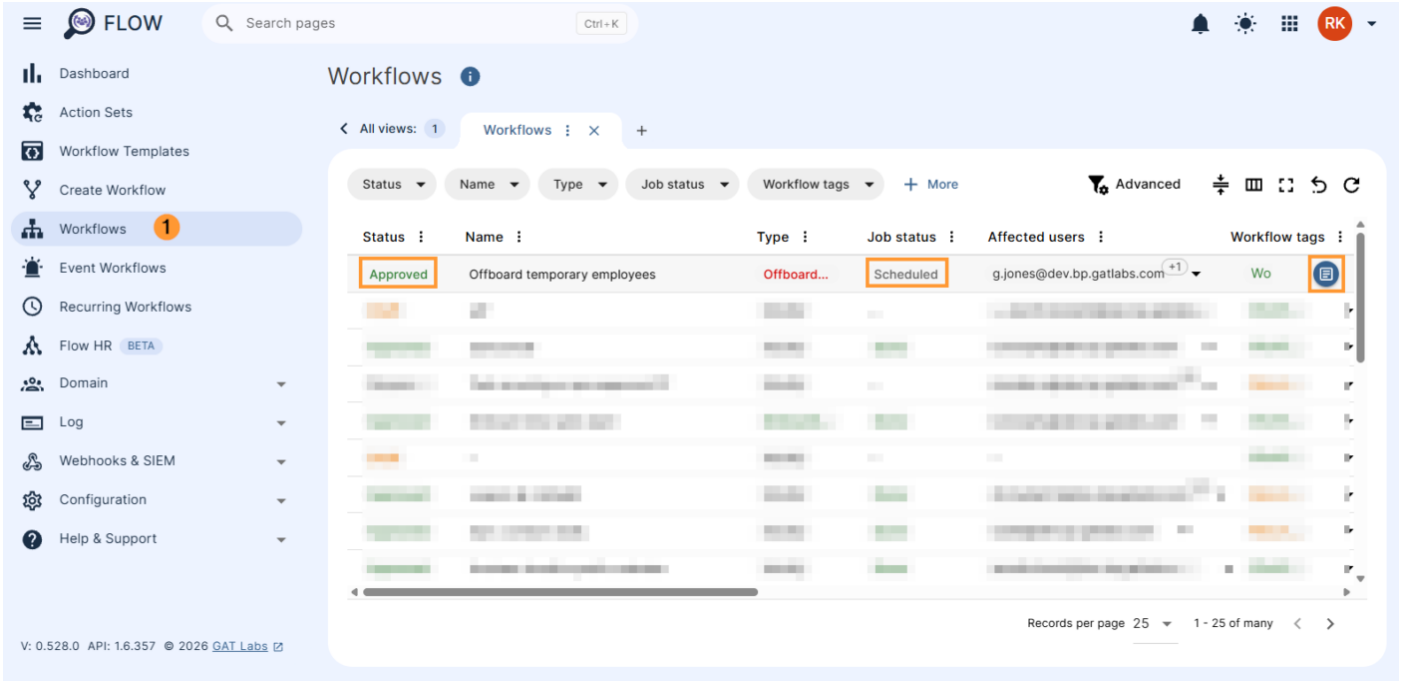
When **approved**, the result in Flow can be seen in Approval (for Security Officers) and Workflow tab for the Admins (non-security officers)

Click on the **"page" icon** on the right side for more details



The job will be of **Status** equal **Scheduled.**

This means the Workflow is **Scheduled to run on the selected time** (1 August 2026)



Note: The request can be scheduled and approved at any time before the scheduled time

The Workflow has been scheduled and approved.

When the scheduled time arrives (1 August 2026), the workflow **will be executed** and **users deleted**.