

Ways to Safeguard Your Employee's Personal Information

With identity theft on the rise, we've included some tips for safeguarding your employee's personal information in the workplace...

- Keep documents with confidential information such as social security numbers and bank account direct deposit information locked up in a cabinet. You can also scan these documents keeping them in password protected electronic format and shred the originals.
- Do not send any documents with social security numbers or bank information via an unsecured email. Programs such as Adobe Acrobat X Pro allow you to secure attachments in an email with a password before sending.
- When external requests for information come in, such as employment verification for an employee, it is always important to verify the person at the other end of the communication is legitimate. Also, ask your employee if you have their permission to give out this information.
- The fewer documents and information on hand means less possibility for a security breach. When possible, limit the number of items kept unless needed for tax or auditing reasons. When you do get rid of documents, proper disposal is essential. Establish guidelines for handling sensitive documents, which should include secure shredding of the materials.



Another type of theft is on the rise...employee time theft!

With an automated system from 5 Star Timekeeper, employers can:

- Minimize human error
- Cut down on wasted labor time
- Calculate data in seconds
- Save time and money each pay period



Contact 5 Star Payroll Services today for more information!