

Payrollnews

MARCH 2017

Get Data & Payroll Security with DM Payroll Services

Data Management Payroll Services keeps our clients' payroll data safe and secure. We understand the importance of reliable security solutions, and we protect company payroll and employee information.

We make security a priority with confidential access procedures, periodic password changes and e-mail notifications, as well as access to change and preview reports – and that's just the beginning.

Your data and payroll information will be kept secure. We provide a secure, HTTPS and Citrix® protected platform that will enable you to access your employees' private payroll information without the risk of outside intrusion.

And, while we protect your payroll information, we'll help you further protect company and employee personal data. Monitoring access to your payroll system, and protecting your private data, is the first step.

Confidential User Setup Procedures

Our **DMPS** form for *CLIENT APPROVED USERS* is the best way to protect your company information. Its initial purpose is to designate Administrator Contacts and set-up approved

Company Users.

After that, setting-up, adding, changing or removing approved Company Users who can access private company payroll and employee information is a snap.

Required Password Changes

We take security seriously at **DMPS**. One way of protecting your information within the payroll system is requiring client users to change their passwords every 90 days.

For additional password protection, after three incorrectly entered passwords users are locked-out and only a phone call to Customer Service can unlock their user access.

Your payroll staff has access to private employee and company payroll information. Basic rules to follow at your office are (1) keep passwords safe, (2) require passwords to access computers, and (3) actively scan computers using antivirus software.

Employee Change Reports

Our *Employee Master Change Report* helps monitor all the changes that have been made in between pay dates, **BEFORE** each payroll submission, and serves as a great record of all employee changes.

The report details each payroll system section and field affected, the approved users' names that made changes to the employee data, and the dates and times the changes were made.



Payroll Preview

It's easy to double check hours and wages, gross to net, garnishment payments, company summary totals, and more – **EACH TIME** before you process payroll. View our *Payroll Preview Report* for added accuracy.

Client User & Employee Notifications

Any employee set up on the **DMPS myinfo** site is automatically alerted, via email, when a change has been made to

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MARCH WEB PICKS



NEW OVERTIME REGS IN JEOPARDY?

Check out this BenefitsPRO article about the recent overtime regs!

<http://www.benefitspro.com/2017/01/06/the-obama-overtime-rule-is-likely-dead?slreturn=1486522276>

FSA QUIZ for HR PROS

Take this Health Equity FSA quiz to test your knowledge of Flexible Spending Accounts: pre-tax money set aside in an account used to pay for certain out-of-pocket health care expenses!

<http://learn.healthequity.com/quiz/fsa>

UPDATED Form I9 for NEW HIRES

Click this for the USCIS Form I9 – electronic version and pdf links – for the Employment Eligibility Verification form for all new hires, effective January 22, 2017.

<https://www.uscis.gov/i-9>

Security...

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their bank account.

And, when client users submit payroll, they are prompted for approval with a listing of ALL employee bank account and/or pay rate changes that were made since their last payroll was processed.

At **Data Management Payroll Services**, payroll security is our priority. Let us help you keep your data safe and secure – check out our complete list of payroll processing services and call us today.

Keep Your Data Safe & Secure with DMPS!

- ✓ Check Signing & Stuffing
- ✓ Data Transfers
- ✓ Direct Deposit / EFT
- ✓ Employee Earnings Records
- ✓ 401(k) Reporting
- ✓ FOC / Garnishments
- ✓ General Ledger
- ✓ HR – ACA Reporting
- ✓ HR – Applicant Tracking
- ✓ HR – On-Boarding
- ✓ HR – Personnel Records
- ✓ HR – Employee Self-Service
- ✓ Online Payroll Processing
- ✓ Paperless Payroll
- ✓ Payroll Control™
- ✓ Tax Filing
- ✓ Time & Attendance
- ✓ Unemployment Claims
- ✓ Vacation / Sick Accruals
- ✓ W-2 Electronic Filing
- ✓ Workers' Comp Reporting

Through *Payroll News*, Data Management Payroll Services may provide general information on legal developments related to payroll administration. If such developments appear relevant to your specific situation, you should discuss them with your professional advisor before taking any action.