Payroll Security Checklist

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Protect the payroll. Protect the people behind it.

- [ ] **Use strong, unique passwords**
  Avoid reusing passwords and update them when necessary.
- [ ] **Enable multi-factor authentication**
  Add an extra layer of protection to payroll and related accounts.
- [ ] **Limit payroll system access**
  Give users access only to the payroll information and functions they need.
- [ ] **Review user access regularly**
  Remove access promptly when employees leave or no longer need payroll permissions.
- [ ] **Verify sensitive payroll changes**
  Use an additional verification step for changes to direct deposit or other sensitive employee information.
- [ ] **Protect payroll reports and employee data**
  Store and share documents containing Social Security numbers, banking information, and other sensitive data securely.
- [ ] **Watch for suspicious emails and requests**
  Be cautious of unexpected requests involving payroll, employee information, passwords, or banking changes.
- [ ] **Keep payroll devices and software secure**
  Install security updates and use appropriate protections on computers and devices that access payroll.
- [ ] **Have a plan for suspected fraud or unauthorized access**
  Know who to contact and what steps to take if payroll information or an account may have been compromised.

BOTTOM LINE: Stronger payroll security, better-protected employee data, and fewer opportunities for fraud.

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