

Cybersecurity

Keeping Your Payroll Data Safe and Sound



Protecting You: iSolved Security Features



Strong passwords are required



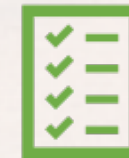
Admins cannot set passwords on behalf of users



Two-factor authentication is required



Emails sent to employees when direct deposit information changes



Workflows to require notification and approval of changes



New Hire & Change Audit report



Sensitive Information



Personally
Identifiable
Information (PII)

Social security
numbers
Driver's license
numbers
Banking
information



Tax filings



User credentials



Common Payroll-Related Cybercrime



UNAUTHORIZED DIRECT
DEPOSIT CHANGES



STOLEN PII



But how?



Phishing email



Hacked or stolen credentials



Interception of unencrypted email



How to Recognize Phishing Email



Appears to be from someone in authority



Has a sense of urgency



Is a plea for help



Asks you to release sensitive information or move funds



Phishing Examples

From: Dave Gallagher <barristerjamesmicheal1@gmail.com> **<- Display Name of Authority Figure with Mismatched Email Address**
Sent: Tuesday, April 2, 2019 11:06 AM
To: Ashley Sullivan
Subject: I NEED A QUICK REPLY **<- Sense of urgency**

Hi Ashley


Got short moment send me your personal number so you can help me with **<- Plea for help**
some assignment,


Thanks,Dave Gallagher

Sent from iphone



Phishing Examples

 **Microsoft Online Services [no-reply329e74858439959493005439501ec88aes4615bbc36ab6ce41109e@micrcsot]** <- Email Mismatch
Sep 21, 9:18 AM EDT

 **Office 365** <- Familiar logos and branding

Your Email Account password is set to expire in 1 day. <- Sense of urgency

E-mail ID: tax@dominionpayroll.com


We recommend you to click on the office 365 portal below to confirm your email password to avoid login interruptions <- Requests sensitive info

<https://portal.office.com>

Best Regards,

Note: Please do not ignore this message.

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 **Microsoft**



Phishing Examples

DIRECT DEPOSIT UPDATE



Chandler Shaheen <contact@vitnoco.com> <- Email mismatch

Tue 7/16/2019 11:42 AM

Jack Weisbrod ∨

Hi Jack

I'd like to change my Direct Deposit information. Please I'd also like it to be effective for the current pay date?

Plea for help

Sense of urgency

Thanks

Requests change in banking information

Chandler Shaheen



What to do if you think you've got phish

Stop

- Be mindful about your email
- Think before you act
- Trust your gut

Ask

- Ask a trusted co-worker to look at the request
- Report suspected phishing to your IT department

Check

- Double-confirm any requested changes to sensitive information or funds transfers
- Do not reply directly to the suspect email, click provided links, or call phone numbers provided in the body of the email
- Manually type the right address in a new window; call a trusted number if possible



How to Create a Strong Password

DO

- Minimum of 8 characters
- Use random capitalization
- Utilize pass phrases
- Unique password for each website

DON'T

- Use personal information
 - DOB
 - Names of close relations or pets
 - College references
- Use single dictionary words
- Incrementally reset
- Store in browser



How to Communicate Sensitive Information



Avoid unencrypted email and unsecured internet connections



Use Sharefile to send information to DP



Upload and/or change information directly in iSolved



Set up Workflows to allow employees to make changes via iSolved self-service portals

