

## EIGHT ACTIONS TO SECURE YOUR PAYROLL SYSTEM



- ☐ Strictly control access to business systems and information.
- ☐ Restrict staff's ability to make payroll changes in the self-service system inside work hours.
- ☐ Add Multiple Factor Authentication (MFA) to your employee self-service system.
- ☐ Regularly review creditors' codes and inactivate those not recently used.
- ☐ Requests for new codes should come from authorised delegates only.
- ☐ Automate workflow to route and assign activity to authorised personnel.
- ☐ Implement a review process for system access, roles and responsibilities.
- ☐ Remove ex-employees from database on the day of separation.



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