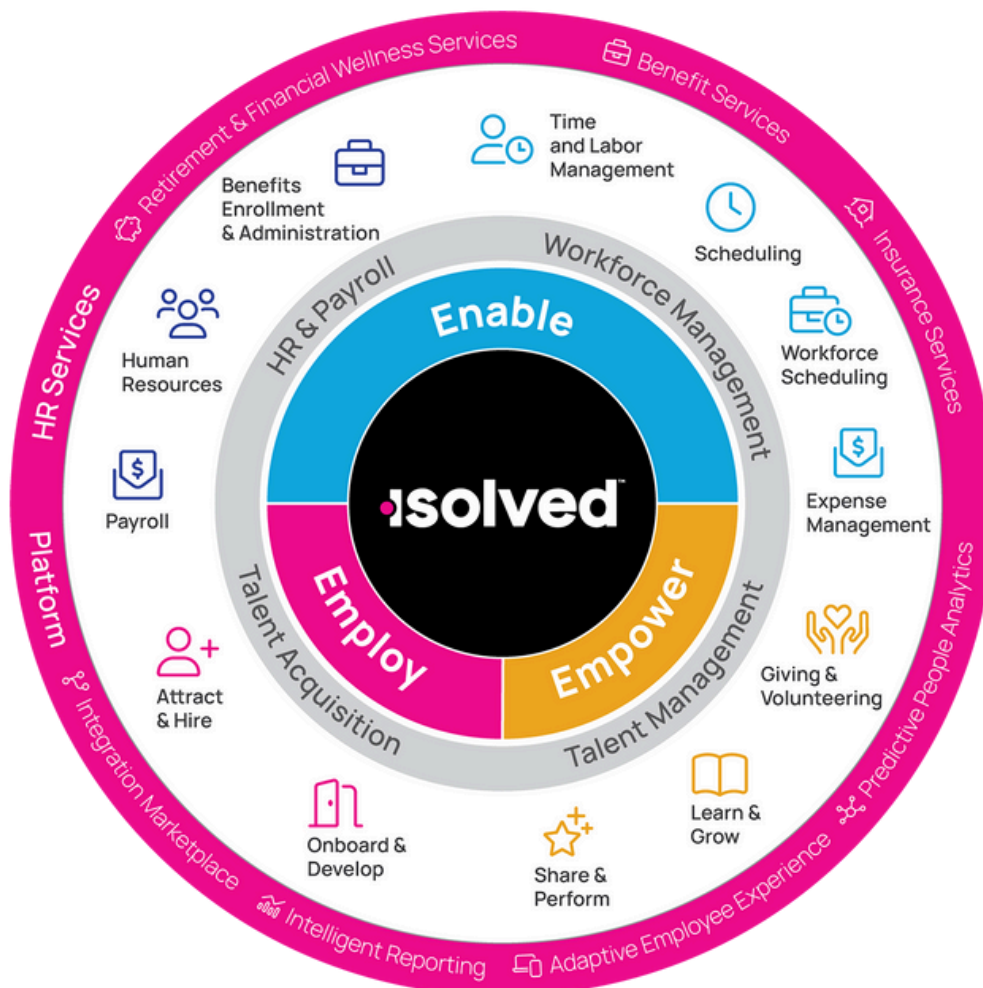




SOLEX HUMAN CAPITAL MANAGEMENT (HCM)

Solex HCM is a full service workforce management consulting firm based in Stoughton, MA. Founded in 1998, Solex couples an industry leading HCM software technology with white glove implementation, dedicated customer support and ongoing training. We offer a deep understanding of the isolved HCM solution and can service all of your HR and payroll compliance and regulatory needs throughout the US.





SOLEX™
HCM

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Payroll and HR Solutions Made Simple | (781) 297-9300



Compliance
Corner

Your Credentials Matter: How to Keep Them Safe

- Ensure users are not using Google, Bing, or other search engines to access the isolated login site. We recommend they bookmark the core URL (<https://solex.mysolved.com>) and the AEE URL (<https://aee.isolved.com>) for direct access.
- Implement a direct deposit change workflow for client administrators. This ensures visibility and control over direct deposit updates for both client and employees. When employees update their direct deposit information, the system should either:
 - a. Trigger an approval workflow requiring administrator review and approve before changes take effect
 - b. Send notifications to designated client users and the employee confirming that a change has been made.
- Review the New Employee and Change Audit Report with payroll to monitor direct deposit changes. This ensures all updates are verified and appropriately tracked for accuracy and compliance.
- Set up IP restrictions for logins to enhance security and limit access to authorized networks only.
- Implement password-less authentication or require the use of an authenticator app to strengthen account security and reduce reliance on traditional passwords.
- Employees will automatically receive a system-generated email notification whenever a direct deposit update is made. If an employee receives this notification but did not initiate the change, they must notify the employer immediately so the update can be investigated.
- Be Alert to Phishing Attempts
 - a. Don't click links or download attachments from suspicious emails.
 - b. Verify any unexpected messages from HR, payroll, or IT—especially those requesting login credentials.



Keeping You Secure: Important Alert

Solex HCM (via the isolated HCM platform) offers a robust internal notification system and secure architecture that addresses many alert-worthy scenarios:

Workflow Notifications (built-in alert engine)

The “Workflow Notifications” feature provides real-time alerts for events such as:

- Approaching overtime limits
- Direct deposit or salary changes
- Unauthorized clock-ins or schedule deviations
- Expiring licenses or certifications
- Address updates, PTO requests, schedule shifts
- These are delivered via email, SMS, or mobile push—helping catch payroll discrepancies early.

Secure Integrations & Data Governance

All integrations (e.g., time clocks, benefits feeds, 401(k)) are vetted under strict security standards to protect data integrity and privacy. This minimizes risk from third-party connections.

Platform Security & Access Controls

While specific alerts aren’t listed, isolated emphasizes:

- Role-based security profiles
- Customizable access (e.g., who can view or edit payroll vs. HR data)
- Audit capability for data role changes

These controls allow administrators to set up alerts for suspicious activities like mass data role changes or unusual payroll file downloads.

Offboarding Safeguards

The offboarding module automates deprovisioning—asset recovery, credential revocation, benefit terminations—to reduce the chance of unauthorized post-employment access.



A Message from the Prez

Cybercriminals and the cybercrimes they commit effect both business and consumers alike. We as individuals and business owners have to remain constantly vigilant as attacks can come as very simple and sophisticated scams. NEVER click on links or attachments in emails or texts that have come from someone you don't know and even if you do know and were not expecting. Always verify with who the expected sender is. Never take direct deposit changes from employees by email or text and if you do always verify with the employee on a known contact number in their file. Lastly never google

URL sites as fake ones can be setup just to steal your login credentials and always make sure to use complex passwords that would be difficult to guess based on what someone can learn about you online.

Solex takes cyber security very seriously. Our Isolved platform and our partners have put in measures to mitigate risk of these types of scams and are always looking at new ways to thwart them. Reach out to us for more information at any time..

“Powerful People, Powerful Platform.”

More From Solex HCM

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