

Subject:
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[Extensis HR Alert] Protecting Yourself From Cyber Criminals
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As many organizations make the transition to a dominantly "Work From Home" setup, we'd like to remind everyone to stay vigilant (and cynical) when it comes to emails and phone calls coming in from external sources. Cyber criminals are looking to take full advantage of that fact that many companies are becoming decentralized in the wake of COVID-19 and the social distancing practices that are taking place.

We are all practicing strict hand-washing and respiratory hygiene practices, and we should be just as diligent of avoiding clicking links that look suspicious and never downloading email attachments from unknown sources.

At Extensis, we take our clients and their employee's security very seriously. We want to take a moment to summarize a few items that everyone should look out for, especially now that cyber attacks, phishing attempts, and hacking attempts are becoming increasingly frequent.

1. Extensis will only ask for personal information, to verify your identity, when you directly reach out via phone call or email.
2. Every account in HRCloud has Multi-Factor Authentication activated to send a verification code to the email we have on file. That device will be remembered for 90 days.
3. Changes made to your Direct Deposit, Email Address, or Physical Address will prompt a security notification to be sent to your email we have on file. (If your Email Address is changed, the initial notification will go to the old email address). Please contact us immediately if a change comes through and you did not make it.
4. We have increased the Pre-Note period for new Direct Deposit as a backup measure. If you receive a paper check when you are accustomed to receiving Direct Deposit, please contact us immediately. As a reminder, a Pre-Note is a set amount of time to test a new Direct Deposit account.

Please do not hesitate to contact our Employee Solutions Center with any questions at 877-773-8770.

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