



8. Red Flag Rules (Identity Theft Protection)

Policy Statement

The Payroll Department will comply with the University of Georgia Identify Theft Prevention Program (Red Flag Rules) to aid in the protection of sensitive employee information.

Reason for policy

The Payroll Red Flag Rules policy is needed to ensure that Payroll is in compliance with the University of Georgia Identity Theft Prevention Program. The UGA Identity Theft Prevention Program (Red Flag Rules) was created due to a mandate from the Federal Trade Commission (FTC) that seeks to ensure that financial institutions and creditors are alert for signs or indicators that an identity thief may be attempting to misuse sensitive data

Procedures

When changing data in the Payroll/Personnel system, Payroll staff will abide by the following:

1) Payroll forms must be signed by the employee in order for data to be changed in the Payroll/Personnel system:

- W-4 form or state withholding forms
- Direct deposit form to set up an employee's bank account for direct deposit

2) In order for an employee to initiate a change of their Social Security Number (SSN) in the Payroll/Personnel system, the employee must show his or her Social Security card to their department administrator. The administrator must verify the SSN and send the valid SSN to confirm@uga.edu through send files

(<https://secarc.uga.edu/human.aspx?r=1242954337&transaction=signoff>)

3) An employee needing to change his/her address in the Payroll/Personnel system should initiate the change in the UGA self-service website or email the new address to the Payroll Department (payroll@uga.edu). Email documentation will be maintained in the Payroll Department's electronic files.

Additionally, the Payroll Department staff will not provide personal information such as SSN's, birthdates, pay information, bank account information, etc. over the phone. The staff will not change an employee address as a result of a phone call. As stated above, an employee can change their address via the UGA self-service website or by sending an email to payroll@uga.edu. Paper checks will only be sent to an employee's department and not to a home address.

Forms/Instructions

[W-4 Employee's Withholding Allowance Certificate](#)

[G-4 Employee's Georgia Withholding Allowance Certificate](#)

[Direct Deposit](#)

UGA self-service website: <https://employee.uga.edu/FacStaff/index.jsp>

Additional contacts

[Julie Camp](#)

Phone Number: 706-542-3431

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Finance Division

Policy Owner: [Payroll](#)

Policy Contact: [Julie Camp](#)

Phone Number: 706-542-3431

[‹ Rehired Retirees Policy | Payroll Deductions ›](#)

Policy Dates

Effective Date:

Date Last Updated: 01/06/2017

Date of Last Review:

Date of Approval:

Previous Version of Policy: