

October Newsletter

- **Employee Benefit Timeframes for Calendar Year Plans.**
 - **Employee Benefit Annual Enrollment.** Now is the time to plan benefit communications announcing any 2018 changes. In order to provide enough time for employees to make decisions, benefit communications should be sent out the end of October.
 - **Filing of 5500's for Benefit Plans.** If you filed for an extension on filing the 5500's for your benefit and 401(k) plans, the deadline is October 15th.
- **Cyber Security.** With the recent announcement of a security breach at Equifax, it is a good time to review how you protect employee data. To start, you should make sure the following employee information is confidential and kept in a locked cabinet. Only those employees that "need to know" should have access.

• Employee Names
• Date of Birth
• Social Security Number
• Employee's Address
• Hire Dates

• Medical Information
• All Benefit Information
• Compensation Information
• Personal Bank Account information
• Individual Asset Balance Information

Other areas include ensuring emails with confidential information are encrypted, securing data on laptops, requiring employee's approval for release of their information to a third party and understanding how your service providers handle your data. *We can perform a security review of your policies and provide recommendations on the best way to protect your data.*

- **Disaster Unemployment Assistance (DUA).** For employees whose employment has been interrupted as a direct result of Hurricane Harvey and who are not eligible for regular unemployment insurance (UI) benefits may still be eligible for financial assistance. The Employment Administration (ETA) is assisting and administering the DUA. Go to [Unemployment Link](#) , 1-800-939-6631.

For assistance in Benefit plan design, communications, filings, or any of the above items, please contact locke@humanresourcesolutionsllc.com

"Whether you think you can or think you can't, you're right" Henry Ford