



# Paylocity's Guide to General Data Protection Regulation (GDPR)

## OVERVIEW

The [European General Data Protection Regulation](#) (EU GDPR) that becomes effective on May 25, 2018 is intended to advance personal data and privacy protection for European Union residents. EU data protection law provides data subjects with a wide array of rights that can be enforced against organizations that process personal data. These rights may limit the ability of organizations to lawfully process the personal data of data subjects, and in some cases these rights can have a significant impact upon an organization's business model.

All organizations that act as controllers are directly affected by the rights afforded to data subjects. Organizations that act as processors are affected to a lesser degree, but should still be aware of these rights.

We (data processor/Paylocity) have tools available that allow you (data controller/client) to meet the data subject rights under GDPR.

## RIGHT TO BE FORGOTTEN/RIGHT OF DELETION

Clients may want to delete an employee for a number of reasons. Employee records may only be deleted if the following are all true:

- The employee has no pay history in Web Pay.
- No payrolls have included the employee since they were added to Web Pay (even if the employee was not paid in the payroll).
- The employee was not added to Web Pay via Onboarding.
- In rare cases, other factors may prevent employee deletion even if the above items are all true.

If an employee was added to Web Pay via Onboarding, then that employee record must be deleted from the Onboarding module. *Note: For auditing reasons, only Company Administrators should delete employees.*

In accordance with the General Data Protection Regulation (GDPR), if an employee has not been paid, they are able to be deleted from Web Pay. If they have payroll history, they are not able to be deleted.

## RIGHT OF ACCESS

In accordance with the General Data Protection Regulation (GDPR), Administrators are able to provide employees access to view their employee portal at any time as long as they register. Upon termination, the Administrator enters in an User Account Deactivation Date to end access and disable their user account. Standard timeframe to end access to user data is typically 30 days.



## RIGHT TO RECEIVE A COPY OF DATA/DATA PORTABILITY

In accordance with the General Data Protection Regulation (GDPR), clients can run reports through the Reporting Dashboard in Web Pay and filter it down to only display information about a single employee.

- Use the Employee ID fields to limit the report to a certain range of employees or a single employee in accordance to the GDPR - General Data Protection Regulation.
- Use the Employee Last Name fields to limit the report to a certain range of employees or a single employee in accordance to the GDPR - General Data Protection Regulation.

## RIGHT OF RECTIFICATION/CORRECTION

In accordance with the General Data Protection Regulation (GDPR), users depending on their security rights, are able to edit their personal demographic information. Client Administrators also have access to edit data in the Paylocity applications. Any employee making edits will inform the Company Administrator to approve pending changes.

## RIGHT OF EXPLANATION

The right of explanation is not applicable as Paylocity does not use automated mechanisms to make decisions that impact client employees.

## REPORTS

In accordance with the General Data Protection Regulation (GDPR),\* denotes payroll and HR reports that Company Administrators can run for an employee depending on the information needed. Company Administrators can also use report writing tools to create reports as needed.

Audit Trail Detail*	Chicago Head Tax Report
Audit Trail Employee Changes	COBRA Premium Payments
Batch Totals Report	Company Property
Benefit Class Report	Company Setup
Benefit Elections with Dependents	Compensation Detail
Benefit Enrollment Summary	Compensation Report
Benefit Plan Enrollment Listing	Compensation Report By Employee
Benefits Reconciliation Report	CT Paid Sick Leave Eligibility
Birthday Listing*	Deduction Import History
Blocked Login IP Address Audit	Deduction Listing
BPAS Payroll Retirement Data Export	Deductions Listing-Recurring
California Workers Comp Report	Deductions Not Taken
Certified Payroll	Department Roster
Certified Payroll Cover Sheet	Department Summary
Check Register	Dependent List
Check Stub	Dependent Listing



Direct Deposit Setup	Job Costing
Direct Deposit Taken	Labor Allocation Listing
Earnings Listing	Labor Distribution
Earnings Listing-Recurring	Labor Distribution Data Export
Earnings Taken Report	Leave Report
Education Report	Leave Tracking FMLA
EEO Detail	Lookup Values
EEO Headcount	Manual Check Summary Report
Effective Dated Changes	Manual Employee Import
EFT Child Support Listing	Master Control Report
Emergency Contacts	Master Employee Report*
Employee Census*	Multiple Worksite
Employee Copy Transfer Comparison	Multiple Worksite By State
Employee Data Export	New Hire Date
Employee Events	New Hire Report
Employee Last Paid Date	New Hire Retention Act Credit
Employee Listing*	No Pay Prior to Process
Employee Name Listing*	Notifications by User
Employee Phone List*	Notifications Setup
Employee Setup Audit	Open Enrollment Status
Employee Setup Issue List	Open Position Report
Employee Skills	OSHA 300
Employee Snap Shot*	OSHA 300A
Employee Supervisors-Reviewers List	OSHA 300A Advance
Employees Not Paid Report	Outstanding Checks Report
Employer Sponsored Health	Payroll Changes
Employment History	Payroll Register
Entry Audit Report	Payroll Register Data Export
Fair Share Contributions	Payroll Register Data Export YTD
FICA Tip Credit	Payroll Register with ER Taxes
FICA Variance	Payroll Register With Pers
Filled Open Position Report	Payroll Register With YTD
FMLA Related Time Off Requests	Payroll Register With YTD and Pers
GL Flat File Format	Payroll Summary
GL Report	Payroll Summary By Cost Center
Hours Worked	Payroll Summary No Billing
Hours Worked for Payroll	Performance Review List-Completed
HSA Report	Performance Review List-Scheduled
Illinois Child Support Report	Performance Review Status List
Illinois Form 45	Personnel Change
Impressions Report	Personnel Register*
Input Worksheet	Positive Pay File
Invoice Co	Pre Process Active EE No Pay Data
Invoice Details by Prod by Company	Pre Process Agency Check Summary



Pre Process Check Reconciliation  
Pre Process Deductions Not Taken  
Pre Process Inactive EE Pay Data  
Pre Process Labor Alloc - ER Taxes  
Pre Process Labor Distribution  
Pre Process Net Check Audit  
Pre Process Pay Data Full  
Pre Process Payroll Register  
Pre Process Payroll Summary  
Pre Process Register Data Export  
PreNote Register  
Prior Quarters Tax Review  
Privacy Case Log  
Puerto Rico W2 control numbers  
Quarterly Wage and Tax Summary  
Rate History with Salary  
Safety Log Details  
Salary History Report  
Security Role Rights  
Security Roles Summary Export  
Seniority Report\*  
Separator Sheet Report  
Sharps Injury Log  
Short Fall

SSN Verification  
Stanley FSA  
State Wage Summary  
Tax Liability Debit Notice  
Tax Liability Variance  
Taxable Wages  
Termination Listing\*  
Time Off Requests  
Time Off Requests Listing by Day  
Tip Sign Off  
User Account List  
User Login Audit  
Verification of Employment  
VETS 4212  
Wage Attachment Report  
WebTime Accrual Pay Type Combos  
Workers Comp Advance  
Workers Compensation  
WTPA  
WTPA Hourly  
WTPA Salary  
Year To Date Report