

DATASHEET

Security and Personal Data



Micropay Evo is a flexible payroll solution that is available in-house or via The Access Group's hosted platform. It integrates with external systems for superannuation, ATO reporting, onboarding, and payments. Security features include encrypted credentials, secure APIs, and clear customer data responsibilities.

Access to Micropay Evo

In-House

Customers using Micropay Evo in-house must control who gets access to the software and database, typically using Windows Accounts, passwords, and MFA to log in to the customer's company network.

The Micropay Evo software requires a separate username and password and provides user and user-group level access controls.

Access Payroll Online (Hosted)

When Micropay Evo is used in the Payroll Online environment, The Access Group controls access to the Micropay Evo software and database.

Customers are responsible for creating Micropay Evo users, assigning passwords and setting up user access permissions.

For more details, please refer to the Payroll Online Product Fact Sheet.



Micropay Evo's Links to External Systems

Micropay Evo sends data to several external systems either by file transfer or via API calls and in some cases receives information back.

Beam Super Clearing House

When customers agree to the Beam terms and conditions and use Micropay Evo for processing superannuation contributions, the following information is sent to the Beam Super Clearing house:

Company Details:

- Company Name
- Company BSB and Account Name and Number
- Contact name and email address (usually a work-based email address)

Employee Personal Data:

- Employee Name
- Date of birth
- Gender
- Payroll System Number
- Phone Number

Superannuation details for a pay period:

- Salary Sacrificed Amount
- Super Guarantee Amount
- Personal Contribution Amount
- Employer Additional Contribution Amount

Superannuation Fund Details:

- Super Fund ABN & USI
- Super Fund Member Number

Data Received from Beam Super

Micropay Evo gets information about the superannuation batches it has sent to the Beam clearing House largely limited to error messages or warnings regarding the information to forwarded to Beam.

Security of Data

- The information is sent via web API calls using HTTPS protocol (i.e. data is sent encrypted) with a bearer token obtained using a customer-specific ID (a GUID) and a customer-specific secret.
- The Customer ID and secret are encrypted and stored in the Micropay Evo database.
- The bearer token expires after 1 hour and is automatically requested or renewed within Micropay Evo.
- The Customer ID and secret expire after 12 months, but they are automatically and transparently renewed within Micropay Evo once they are over 6 months old.



Micropay Evo's Links to External Systems

The Access Group

When customers agree to the Beam terms and conditions and use Micropay Evo for processing superannuation contributions, the following information is sent to Beam Super Clearing house:

Super Choice for STP

Micropay Evo transmits STP data to Super Choice in compliance with ATO requirements for Single Touch Payroll 2 (STP2) reporting to the Australian Taxation Office (ATO).

The ATO website provides details of the transmitted data. All information is exchanged via APIs using the HTTPS protocol, and all credentials are securely encrypted within the Micropay Evo database.

Banks

As part of the payroll function, Micropay Evo produces flat files in ABA format for customers to send to their banks to pay employee salaries.

This file is not encrypted and contains the employee's Bank BSB, Account Name, and Account Number. Once the file is produced, it is the customer's responsibility to keep it secure, ensuring it is neither changed (fraud implications) nor accessed (privacy implications) by unauthorised personnel.

Flare HR

When the Flare HR Onboarding system is used, Micropay Evo sends the employee name and email address to Flare HR via a web API using HTTPS protocol.

The credentials are stored encrypted in the Micropay Evo database. When employees agree to use Flare HR to enter their personal details for payroll purposes, Flare HR sends these details back to Micropay Evo. Flare HR retains these employee details within Flare HR.



Payroll Online Business Partners

The Access Group Australia engages business partners to provide services and resources to maintain, secure and develop the Online service.

Third party business partners are bound by confidentiality clauses within their agreement with The Access Group Australia.

Confidential Information definition

For more info, visit: www.theaccessgroup.com/en-au
or contact us at **1800 660 670**