

## Smith, Kylie

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**From:** Office of Management and Enterprise Services <servicedesk@info.omes.ok.gov>  
**Sent:** Friday, August 03, 2018 11:28 AM  
**To:** Smith, Kylie  
**Subject:** AAA Memo: Payroll Fraud



Within the past week, two state entities have been the targets of phishing scams aimed at fraudulently changing employee direct deposit information.

#### Immediate Steps to Take:

- OMES recommends all agencies immediately pull all Payroll Change/Direct Deposit forms from their public websites and move the forms to an intranet or distribute by employee request only.
- Additionally, until otherwise notified, personnel who handle employee payroll direct deposit procedures should verify ALL requests for changes to direct deposit by directly contacting the employee by phone and verifying information such as employee ID number, employment start date, etc.
- Agencies may want to set a time delay when changing direct deposit information to decrease the chance of the theft of wages.

#### Tips on how to Protect Yourself from this Scam:

- Roll your cursor over the links received via e-mail and look for inconsistencies. If it is not the website the e-mail claims to be directing you to, then the link is to a fraudulent site.
- Never provide credentials of any sort via e-mail. This includes after clicking on links sent via e-mail.
- Be suspicious of any payroll change requests that come from a personal or outside email address. It is important to note that email addresses will often look like they come from an internal source. Instead of replying to the email, start a new email thread to the employee's internal organizational email account.
- Call the OMES Service Desk at 405-521-2444 or contact the appropriate IT or security support for your organization if you receive a suspicious phone call or e-mail.



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