

FileGuardian

from SwipeClock

A partner management utility for administering HUB and securely delivering sensitive files to employers and employees

FileGuardian – HUB Administration and File Transfer Services

All versions of HUB from SwipeClock (HUBbasic, HUB and Workforce HUB™) allow payroll partners to securely deliver, store and manage sensitive pay data and HR files for both employers and employees.

Examples include pay stubs, W2s and employment verification as well as individual work agreements, performance reviews and any other employee files that need secure, authenticated access.

FileGuardian - Admin Utility — HUB provides a secure file repository for each employee. All payroll and HR files are securely encrypted and only accessible by the employee or an approved supervisor. FileGuardian is used by partners to initially create employer and employee accounts for HUB. HR documents can include employment agreements, garnishment notices, performance reviews, employment contracts, and others.

Automated Delivery — FileGuardian also provides automated delivery of payroll documents directly to employers or employees via email and payroll alerts via text (SMS). Common documents include payroll reports, pay stubs, quarterly reports, quarterly tax files, end-of year reports, W2s, 1099s and more.

Secure Document Management — FileGuardian enables payroll providers to send and receive any file securely with vendors and clients. Common uses include sending custom reports to a partner or secure receipt of client onboarding documents directly from a web site. Whether through an automated workflow, an Outlook plug-in or direct access, FileGuardian ensures receipt without vulnerability or unauthorized access.



Benefits for Employees, Employers and Providers

Employees — All documents are secure and accessible from any web device at any time with authorized credentials.

Employers — Enjoy peace of mind knowing all confidential and personally identifiable information is encrypted in transfer or at rest.

Payroll Providers — Provide a valuable and secure service while keeping in compliance with the latest regulatory legislation.

File Types Supported

Any file type can be delivered or managed through FileGuardian including: .pdf, .doc, .docx, .xls, .xlsx, .qbb, .qbx, .qbw, .zip, .ppt, .pptx, .txt, .log.

Contact your CDM for more information

888.223.3450

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