

## Electronic Record Keeping & Electronic Signatures

**Hosted by Sheppard Mullin & Payroll Resource Group**

04.25.2013

### **Registration & Breakfast**

7:30 a.m. – 8:00 a.m.

### **Program**

8:00 a.m. – 9:00 a.m.

### **Question & Answers**

9:00 a.m. – 9:30 a.m.

### **Sheppard, Mullin, Richter & Hampton**

379 Lytton Avenue

Palo Alto, CA 94301

Many companies want to move their human resource documentation systems into the electronic age, but are concerned about inadvertently violating laws or regulations. While employers are required to keep various records related to their employees, this can be achieved electronically almost as easily as in hard copy. The key to any paperless recordkeeping system is to ensure that it meets the legal requirements.

Frequently asked questions include:

- What documents must be kept and for how long?
- In what form—hard copy, electronic or both?
- When can electronic signatures be used?
- What are the risks of paperless recordkeeping versus hardcopies?

While this is an emerging and developing area of law, this seminar seeks to answer these questions.

### **Presented by:**

**Paul S. Cowie**

*Partner, Sheppard Mullin*

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## About the Hosts

**Payroll Resource Group** is a leading provider of comprehensive solutions for payroll processing, benefits administration, and human resources outsourcing. With a strong commitment to customer service, we offer innovative solutions supported by an extensive range of business outsourcing services and expertise. For more information, please visit [www.prgonline.com](http://www.prgonline.com).

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*Questions? Contact Melissa Omphroy at [momphroy@sheppardmullin.com](mailto:momphroy@sheppardmullin.com) or 415.774.2997.*

## Attorneys

Paul S. Cowie

## Practice Areas

Labor and Employment