

## Electronic Record Keeping & Electronic Signatures

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

05.07.2013

### **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.

### **Payroll Resource Group**

505 Montgomery Street

Suite 1250

San Francisco, CA 94111

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).

**Sheppard Mullin** is a full service Global 100 firm with more than 600 attorneys in 16 offices located in the United States, Europe and Asia. Since 1927, companies have turned to Sheppard Mullin to handle corporate and technology matters, high stakes litigation and complex financial transactions. In the U.S., the firm's clients include more than half of the Fortune 100. For more information, please visit [www.sheppardmullin.com](http://www.sheppardmullin.com).

*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