



Employee OnBoarding Online Employee OnBoarding System



Integrated Employee OnBoarding

Impress new hires and streamline employee OnBoarding by allowing new hires to complete manual paperwork before they start. With ASL's OnBoarding solution, you can configure unlimited onboarding processes to enable collection, signoff, and capture of new hire documents electronically before an employee's first day of work.

Standardized Processes To Guide New Hires

Collect data required for TD-1 Federal & Provincial, W-4, I-9, Tax forms, Employment Equity/EEOC and more by using pre-defined processes. You can also present company introduction videos, hiring manager welcome messages, obtain new hires' acknowledgement of company policies, employee handbook and other mandatory documents. A step-by-step approach guides new hires at all times so that all required information is collected.

Eliminate Missing Documentation

Enable new hires to complete requisite paperwork online via the Web from any PC, Tablet or smartphone.

Reduce Administration & Associated Costs

Minimize HR data entry and associated costs with unlimited online, user-defined, processes that are accessible at anytime from anywhere.

User-defined OnBoarding

Create and manage unlimited onboarding processes to support regional differences and ensure regulatory compliance at the Federal, State or Provincial level. If needed, you can configure a unique onboarding process for each filled job.

Ease of Use

Because we use browser-based, Internet Technology and screen flow functionality to provide step-by-step guidance, no user training is required. Integration means that appropriate information is automatically sent to management, HR and executives.

- ✓ Familiar browser-based user interface
- ✓ Step-by-step configurable workflow to guide users

Person	Process	HIRE	From	To	Status bar
Turner, Gerard	OnBoarding Canada	10/07/2017	1/1/2017	11/11/2017	0%
Wallace, Harvey	OnBoarding USA	04/07/2017			100%
Hayes, Marlon	OnBoarding Asia	06/07/2017			0%
Robbins, Josephine	OnBoarding USA	05/07/2017			100%
Fowler, Ismael	OnBoarding Canada	10/07/2017			0%
Melanie, Barnett	OnBoarding Europe	03/07/2017			100%
Shields, Marcella	OnBoarding Europe	01/07/2017			100%

OnBoarding Dashboard

See new hire onboarding progress and status throughout the process and receive email alerts and notifications. This ensures a proactive approach to managing onboarding.

Standalone System

Use OnBoarding as a standalone solution - No Applicant Tracking System or HRMS required. Securely store, manage and download all completed documents from the OnBoarding System's Document Vault.

Secure Solution

All new hire information is encrypted in-transit and at-rest and ASL's OnBoarding System utilizes multi-factor authentication for an additional level of security. All new hire documents may be securely transmitted to your HRMS software with a complete audit trail.

Guaranteed Service and Support

With over 28 years of excellence in providing powerful Human Resources Information Technology solutions, we are uniquely positioned to provide and support our applications. Personalized assistance is available directly from our highly skilled and respected customer support specialists or by self-service via the Internet. Access is available 24/7 via self-service.

Reduce Paperwork	Using Employee OnBoarding allows significant reduction of paperwork from recruiting to HR administration and it can be used globally for onboarding in virtually any language.
Role-based Operation	Using pre-built roles for Admins, Managers, Employees and more, ASL's OnBoarding can be deployed in days with minimal setup, no training and little or no IT involvement.
Decrease Turnover	Implementing an onboarding program goes a long way towards ensuring a better employee/employer fit, right from the start, as well as opening up the lines of communication.
Reduce Costs	Paperless OnBoarding reduces the need for paper, ink, filing storage space, pens, paperclips, and many other company expenses that may add up. ASL's OnBoarding also saves labour costs.
Maximize Face Time	By transferring to ASL's OnBoarding software, you can spend more time having meaningful discussions with your new employees and less time reciting answers to frequently asked questions.
Make a Good Impression	Onboarding software will make your organization's new hire onboarding process more efficient, accurate and compliant. New employees appreciate the efficiency.
Accuracy & Accountability	Paperwork offers less opportunity for feedback which often means more time is spent on fixing broken processes. ASL's OnBoarding software uses a variety of techniques designed to track employee progress.
Security Management	Data encryption coupled with secure passwords and enterprise databases ensure protection of confidential data. Use of TLS/SSL with 128+ bit encryption ensure protection of data transmitted via the Internet.
Compliant with Any Applicant Tracking System	ASL's OnBoarding works with virtually any industry-standard HRMS using standardized APIs so there is no need for costly customization or to replace your existing Applicant Tracking System.
Integration with ASL Software Suite and 3rd Party Business Systems	ASL's OnBoarding is integrated with ASL's Software Suite and connects via APIs to 3rd Party Systems so there is no need for costly integration.

RECOMMENDED SYSTEM REQUIREMENTS

SOFTWARE	Client	Windows XP/Vista/7.0/8.0/10 with IE 9.0; Chrome 42; FireFox 52 or later
	Web/Database Server	Windows 2003/2008/2008R2 with IIS 7.0 or later MS SQL Server 2008 or later
HARDWARE	Client	PC with CPU Pentium or better with 512Mb RAM; 500Mb+ of available disk space
	Web Server	PC with CPU Pentium or better with 2Gb RAM; 100Gb+ of available disk space
	Database Server	PC with CPU Pentium or better with 2Gb RAM; 100Gb+ of available disk space per 200 employees; RAID storage; Backup device

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