

# HR SELF-SERVICE

**#HireToRetire  
Software**

ASL Consulting, a division of ASL Enterprises Inc. (ASL), is a leading provider of Human Capital Management Systems Software and Professional Services. Since 1989, ASL has provided software and professional services to private, public and not-for-profit organizations globally supporting multiple languages, currencies and country regulations. Today, our software is used in over 49 countries. For more information visit our website at [www.aslconsulting.com](http://www.aslconsulting.com)

# HR Self-Service



## Integrated Self-Service

HR Self-Service™ is a comprehensive, Web-based system that integrates seamlessly with HR Director™ Human Resources Management System, Payroll, Time & Attendance and WebHunter™ eRecruiting. It supports a variety of user roles such as employees, managers and administrators. HR Self-Service™ saves time and money by allowing employees access to information at anytime from anywhere without HR involvement and by automating manual processes using powerful workflow functionality. By allowing HR to focus on strategic initiatives such as talent acquisition, employee development and compensation planning, you can achieve a superior return on investment.

### Employee Self-Service

Employees can access and update a variety of personal, employment, compensation and benefits data. HR, payroll, training, job history, performance reviews and vacation and leave balances may be accessed at anytime without HR assistance. Requests for time-off may also be submitted for supervisor approval. Additionally, pay stubs, T4s, RL-1s, W2s, W-4s and more may be viewed, updated or downloaded.

- Centralized portal for users to manage personal data
- Improve employee satisfaction & retention by over 50%



### Manager Self-Service

Managers have access to a variety of employee information including job and pay history, performance reviews, skills, attendance, org charts and more. They can review and complete online performance appraisals, approve employee timesheets, time-off and training requests. Once approved these requests are automatically updated in the HRMS.

Reduce tactical work and increase organizational value-add.

- Approved changes are updated directly in HR databases
- Increase management focus on strategic initiatives



### Automate Business Processes with Workflow

Powerful workflow capabilities such as onboarding, requests and multi-level approvals and automated alerts and notifications allow organizations to streamline and improve the accuracy of manual, paper-based business processes.

- Improve accuracy and reliability of business processes
- Reduce HR transactions by over 70%



USA: 1.800.463.6275

CANADA: 1.800.INFO.ASL

UK: 1.800.189.3130

AUSTRALIA: 1.800.750.595

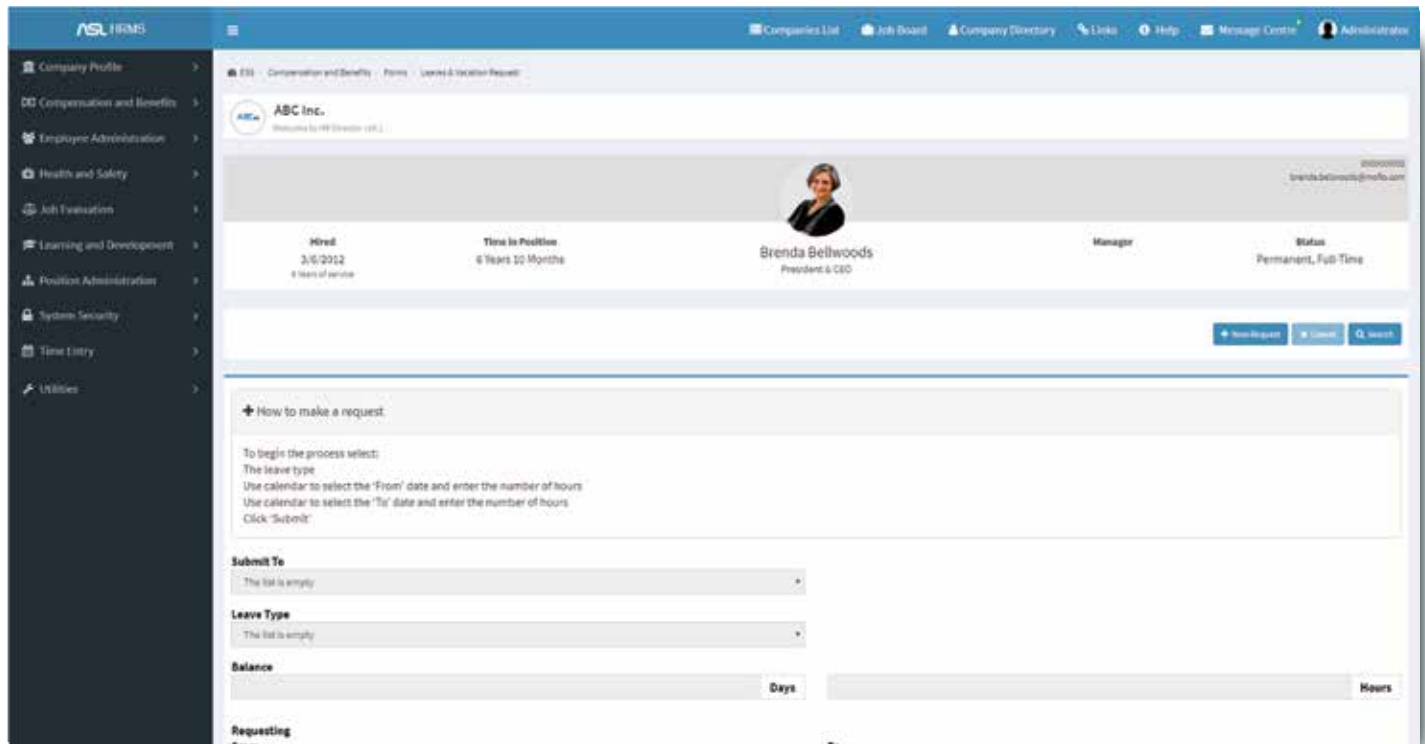
SOUTH AFRICA: 1.800.993.138

sales@aslconsulting.com | www.aslconsulting.com



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# HR Self-Service



## Ease of Use

Because we use browser-based, Internet Technology and screen flow functionality to provide step-by-step guidance, minimal employee and supervisor training is required. Integration with HR means that approvals are automatically sent to payroll for payroll runs.

- Familiar browser-based user interface
- Step-by-step screen flow to guide users



## Customizable

Our use of industry standards means that organizations can brand HR Self-Service by using logos, corporate colours and styles. Add unlimited hyperlinks, documents and functionality to create an employee portal that increases in value everyday.

- Brand Self-Service to promote your organization
- Custom portal for delivery of important information



## Guaranteed Service and Support

With over 26 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 Support directly 24/7 via Self-Service
- Get answers to your questions from Product Experts



# HR Self-Service

## Employee Access to Information

Employees can access and update a variety of information such as personal, family, medical and emergency data. They can review as much employment information as is made available for them.

## Role-based Operation

Using pre-built roles for employees, managers, executives, HR executives and administrators allows Self-Service to be deployed in days with minimal setup, no training and little internal IT involvement

## Payroll Information

Define and configure organization-specific rules, policy and procedures to ensure that the system meets your needs such as mandatory fields, data entry validation, leave administration and union agreements

## Workflow Processing

Vacation, leave and training requests and multi-level approvals with escalation significantly improve business processes throughout the enterprise.

## Manager Access to Information

Managers can view org chart data and direct reports' personal and employment data such as job history, compensation and performance reviews. They can also review submitted requests and timesheets.

## Benefits Administration

Allows organizations to easily deploy online Flex Benefits enrolment and management. Employees can review insurance benefits and premiums, dependants, beneficiaries as well as Benefits Statements.

## Time and Expenses Management

Employees can track time worked and expenses incurred using a sophisticated online Timesheet and Expense Statement. Managers can review and approve submitted timesheets and statements.

## Security Management

Data encryption coupled with secure passwords and enterprise databases ensure protection of confidential data. Use of SSL with 128-bit encryption ensure protection of data transmitted via the Internet.

## Announcements

Private and public announcements and alerts facilitate secure and open communications between employees, managers and executives without additional load on the organization's email system and HR.

## Integration with ASL Software Suite and 3rd Party Business Systems

HR Self-Service is fully integrated with ASL's HRMS, Payroll and Time & Attendance so all data is provided in real-time. Any changes to data or requests and approvals are automatically saved and available to all.

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