



# BENEFITS ADMINISTRATION

**#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)

# Benefits Administration



ASL's Benefits Administration is a comprehensive, Web-based system for managing flexible benefits plans, rules and eligibility, enrollment, configuration, workflow and annual maintenance. It is completely integrated with HRMS and Payroll and can provide electronic enrollment and eligibility data directly to benefits providers. By eliminating time-consuming manual processes and paperwork, ASL's Benefits Administration saves time and money and allows organizations to respond faster to employee requests thereby increasing employee satisfaction and overall morale.

## Online Flexible Benefits Management

Using only a browser, employees can manage and update personal and family benefits information at anytime via the Internet or private Intranet. Administrators can define benefits plans, configure enrollment rules and schedule and monitor the status of employee enrollment. ASL's Benefits Administration allows organization of all sizes to manage multiple benefits years concurrently so that a new year's rules may be configured even though the current year is still in progress and employees are making status changes, enrolling and more. Employees use a guided approach to the selection of benefits depending on their benefits program and eligibility. Users can perform unlimited "what if" scenarios to determine the best suite of benefits for their particular situation. The system automatically calculates all premium costs, tax implications and allows users to stop and resume when desired without losing any information. ASL's Benefits Administration also includes sophisticated workflow including alerts, reminder messaging and reports to keep both administrators and employees informed of the enrollment process. For example, eligible employees automatically receive an email informing them of the start of a new enrollment year or reminding them that they have not submitted a confirmed or completed enrollment. Administrators are notified of the number of completed and outstanding enrollments, errors in enrollment and can run reports at anytime to monitor the progress of annual enrollment



## Self-Serve Benefits

Because the system is available 24/7 via the Internet or private Intranet, both employees and administrators can work when it is most efficient. Employees can access the system from home and compare costs and make annual benefits selections in conjunction with their spouses or partners. Employees can enter life events impacting their benefits needs directly into the system at any time. Events such as changes to marital status, dependents, TD1 and W4 elections are supported. At the end of the enrollment process, employees can confirm their selections by digitally signing their



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# Benefits Administration

The screenshot displays the ASL HRMS interface for Benefits Administration. The top navigation bar includes links for Companies List, Job Board, Company Directory, Links, Help, Message Centre, and Administrator. The left sidebar lists various HR functions, with 'Compensation and Benefits' expanded to show 'Forms' and 'Group Benefits'. The main content area shows the profile of Daniel Davison, a Marketing Manager, with details on his hire date (4/7/2008), time in position (4 Years 8 Months), manager (Charles Cushing), and status (Permanent, Full-Time). Below this, there are tabs for History, Future, Allocation, Benefits Coverage, and Provider Member. The 'Benefits Coverage' tab is active, showing a 'Benefit' section with fields for Benefits Package, Effective Date, Company Premium, Principal Beneficiary, and Pension Status. There are also checkboxes for 'Eligible for benefits', 'Eligible for COBRA', and 'Multi employer coverage'.

confirmation again eliminating cumbersome paperwork. They can also print hardcopies of their enrollment for their records. Administrators can define unlimited flex plans, start and end dates for annual enrollment/re-enrollment, applicable benefits plans and rules to limit employees to those benefit plans to which they are eligible. By linking benefits providers websites into an ASL's Benefits Administration Portal, users can access valuable provider information. At the core of ASL's Benefits Administration solution is its powerful, global, HRMS which provides unparalleled functionality and security utilizing SSL with 128-bit encryption.

## Guaranteed Service and Support

Since 1989 our proven track-record for providing powerful HR software and support means you will benefit from our expertise in Information Technology, regulatory compliance, documentation, training and technical support. Personalized assistance is available directly from our highly skilled customer support specialists or by self-service via the Worldwide Web. By using the Worldwide Web users are no longer limited to defined support hours but can download files, receive communication and support themselves in a self-paced format at anytime from anywhere.



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# Benefits Administration

## Flexible Benefits Administration

Administer unlimited Flex plans for unlimited employees with unlimited eligibility rules

## Sophisticated Workflow

All employees and administrators can receive and respond online to secured messages

## Integrated Solution

Automatic submission of employee premiums to payroll and HR using business rules defined in HRMS

## Employee Enrollment

Employees can compare elected benefits and review company-specific plan information before confirmation without any training

## Change Event Management

Employees can change personal information such as TDI/W4, marital status and dependents when necessary

## Guided Enrollment Process

Employees can do unlimited comparisons, review coordination of benefits with a spouse and enroll at anytime from anywhere

## Benefits Portal Integration

Integration of enrollment, benefits provider information, policy and rules

## Management Reports

Standard enrollment, confirmation and other reports are included along with a report writer

## Concurrent Year Administration

Support for configuration of a new benefits year while the current year is still in effect

## Secure Enrollment

Allow users to work in a completely secured environment using SSL with 128-bit encryption



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