



# HR TIME & ATTENDANCE

**#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 Time & Attendance



## Integrated Time, Attendance and Expenses

HR Time & Attendance™ is a comprehensive, Web-based system that integrates seamlessly with HR Director™ Human Resources Management System, Payroll and Time capture hardware including biometrics. It provides the ability to track attendance plans, time worked, shifts, project costs and expense statements with online review and approvals.

### Time Management

In addition to tracking time worked, absenteeism and tardiness, the system can be configured to fit your specific needs such as mass data entry for standard work, rotating shifts, blocked off periods and more. Record time worked on individual tasks and projects for allocation to cost centers. Using the expense statement functionality allows you to track expenses and details associated with each task.

- Increase workforce readiness with real-time tracking
- Improve cost control with project & task costing



### Superior Monitoring, Reporting and Analytics

Unmatched reporting and analytics provide you with the ability to track absences by department, averages, hours absent, FMLA returns, trend analyses and much more with unique drill-down. Alerts provide real-time monitoring of schedule variations, lateness, exceptions to rules and more.

- Improve productivity with easy absence trend analysis
- Control labour costs with real-time reports & analytics



### 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 payroll means that approved time is automatically sent to payroll for payroll runs.

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



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



© ASL Consulting a division of ASL Enterprises Inc. All Rights Reserved. The ASL logo, "Connecting People with Technology" and ASL product names are owned by ASL Enterprises Inc. All other products or company names mentioned herein may be the property of their respective owners.

HRTA\_EN\_1218

# HR Time & Attendance

The screenshot displays the ASL HRMS interface for employee Daniel Davison. The interface includes a navigation menu on the left with categories like Company Profile, Compensation and Benefits, Employee Administration, Health and Safety, Job Evaluation, Learning and Development, Position Administration, System Security, Time Entry, Forms, Reports, and Utilities. The main content area shows the employee's profile, including a photo, name, and job title (Marketing Manager). Below this, there are tabs for Time Sheet, Time Sheet Adjustments, Time Sheet Expenses, Time Sheet Status Review, Time Stamp Record, Reports, and Utilities. The Time Sheet section is active, showing a payroll period from Monday, November 5, 2018, to Sunday, November 11, 2018, with a total of 8.02 hours. A 'Work Sheet Summary' table is displayed, showing time worked by day and project.

Project	Task	Job	Rate Type	Mon, Nov 5	Tue, Nov 6	Wed, Nov 7	Thu, Nov 8	Fri, Nov 9	Sat, Nov 10	Sun, Nov 11	Total:
New Accounting System	Implementation	(MGR 1A) NMarketing Manager	Regular Pay	Time	Time	8.02	Time	Time	Time	Time	8.02
Total:				0.00	0.00	8.02	0.00	0.00	0.00	0.00	8.02

## Flexible and Rules-based

You can create unlimited leave and attendance plans with complete rules for shift schedules, blocked off vacations, accruals, carryover balances and more. Define cut-off dates for time entry, approvals, payroll runs and more.

- Unlimited leave & attendance plans per employee
- Automatic schedule allocations for any time period



## Guaranteed Service and Support

With over 30 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 Time & Attendance

## Time Management

Employees can access their timesheets from anywhere and enter time worked and expenses incurred by individual project and task for supervisor approval and transmittal to payroll.

## Attendance Management

Track absenteeism and tardiness by project, task, department, cost centre and more to improve productivity and control labour costs.

## Expense Statements

Employees can track expenses incurred using sophisticated online Expense Statements. Managers can review and approve submitted expense statements reducing queries and reimbursement times.

## Ease of Use

Browser-based user interface coupled with step-by-step guidance means that minimal or no employee or supervisor training is required.

## Powerful Monitoring, Reporting & Analytics

Standard reports such as shift schedules, pay period hours worked and overtime levels allow you to provide point-in-time analyses with drill down. Alerts monitor exceptions and activities in real-time.

## FMLA Support

Family and Medical Leaves Act support allows you to manage and report on unlimited leaves of absence covered under FMLA.

## Multi-level Security

Assign the required access levels to employees and supervisors to enable time entry, expense tracking, access to specific projects & tasks and the ability to review and approve timesheets.

## Online Approvals

Multi-level approvals of time worked with escalation and automatic transfer to payroll significantly improve business processes for time management throughout the enterprise.

## Customizable

Define organization-specific rules, policy and procedures to ensure that the system meets your needs such as overtime, shift schedule templates, blocked off time, cut-off dates, pay runs and more.

## Integrated

HR Time & Attendance is fully integrated with ASL's HRMS, Payroll and Time capture hardware. Time and expenses data and approvals are automatically saved and available throughout the organization.

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](mailto:sales@aslconsulting.com) | [www.aslconsulting.com](http://www.aslconsulting.com)

