



# EMPLOYEE ONBOARDING

**#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)

# Employee OnBoarding



## Integrated Employee Onboarding

Impress newhires and streamline employee Onboarding by allowing newhires 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 newhire documents electronically before an employee's first day of work.

### Standardized Processes To Guide Newhires

Collect data required for TD-1 Federal & Provincial, W-4, I9, Tax forms, Employment Equity/EEOC and more by using pre-defined processes. You can also present company introduction videos, hiring manager welcome messages, obtain newhires' acknowledgement of company policies, employee handbook and other mandatory documents. A step-by-step approach guides newhires at all times so that all required information is collected.



### Eliminate Missing Documentation

Enable newhires 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.



### Easy 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



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# Employee OnBoarding

The screenshot shows the ASL Onboarding Dashboard for a user named Nicole Wallace. The interface includes a top navigation bar with links to Companies List, Job Board, Company Directory, Links, Help, Message Centre, and the user's name (Nicole). A left sidebar lists various HR functions like Company Profile, Compensation and Benefits, Employee Administration, Health and Safety, Job Evaluation, Learning and Development, Position Administration, System Security, and Utilities. The main content area is titled 'Onboarding information' and features a 'Personal information' section with a profile picture and email (nwallace@test.com). To the right, a table displays key onboarding details: Onboarding Status (Finished), Start Date, Gender (Female), Date of Birth (October 17, 2000), Address (123 Somewhere, Toronto, HI, USA, 3L4 5LOSKOXO), and Telephone ((933) 333-3333). Below this, expandable sections for Additional Information, Emergency Contact Information, Equal Employment Opportunity (EEO) - US, Dependant Information, and Banking information are shown. At the bottom, a 'Downloaded' section contains three buttons: 'Download documents', 'Tax forms download', and 'Policy Review'.

## Onboarding Dashboard

See newhire 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 newhire information is encrypted in-transit and at-rest and ASL's System utilizes multi-factor authentication for an additional level of security. All newhire 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.



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## 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.



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