

A service of TALX Corporation



Situation

Today, the staffing industry is facing a number of new challenges and competitive pressures. Regulatory requirements like the **Sarbanes-Oxley Act** are forcing staffing companies to have documented processes and create audit trails for their clients. As a result, your clients want efficient electronic timesheet approval and reporting. Your employees want easy, convenient time reporting and fast, accurate paychecks.

The largest staffing companies have invested in sophisticated time reporting and approval systems that can track projects, expenses and employee and client satisfaction. Their branch staff spends more time on revenue generating activities instead of chasing down missing information and timecard errors. Now there is a way you can level the playing field.

Solution

TALX has developed an automated time capture and reporting service designed specifically around the needs of your staffing company. TALX has a strong history of serving the staffing industry and has become the most widely-used time capture and reporting service in the staffing industry. More than just time and attendance, TALX better connects your company to your clients and employees. FasTime Staffing is the solution designed by TALX to meet the increasingly complex timesheet needs of a growing company. Now you can leverage powerful technology that had previously only been available to the staffing industry's biggest players.

With TALX you can:

- Reduce your costs
- Improve client retention
- Help retain your best temporary employees
- Eliminate manual data entry

- Drive traffic to your Web site
- Enhance communication
- Ensure correct payroll and billing
- Reduce your DSO

Using FasTime Staffing, temporary employees enter their timesheets via the telephone or Internet. TALX provides online client approvals and reports, employee expense and mileage reporting, quality surveys and instant availability updates. Integration with your front office and back office software is simple, allowing you to realize the benefits of automation immediately. And there is no expensive hardware or software for you to buy!

Paperless Timecards

FasTime Staffing allows employees to enter time, expenses, and availability information via the telephone and/or the Internet in a fast and cost effective manner. TALX delivers accurate, preformatted time, expense, and availability data into your back office software.

The screenshot shows the 'Contractor Timecard Entry' page. It includes a header with 'TALX' and 'FasTime Services'. Below the header are navigation links for 'Home' and 'Logout'. The main content area contains instructions for entering time, such as 'Select week ending date' and 'Enter your time in hours and minutes in HH:MM format'. A dropdown menu shows the 'Week Ending Date' as 'Sat 8/6/05'. Below this is a table for recording hours worked.

Time Type	Sun 7/31	Mon 8/01	Tue 8/02	Wed 8/03	Thu 8/04	Fri 8/05	Sat 8/06	Total
Hours Worked		08:00	08:00	08:00	08:00	08:00	02:00	42:00
Holiday Hours		00:00	00:00	00:00	00:00	00:00	00:00	00:00
Total:								42:00

... continued

Employee Availability

The TALX solution is an efficient and effective way to keep track of employee availability in real-time. This is particularly important in today's competitive recruiting environment. Availability updating can be added to the time sheet phone script or the Web form. Branch offices are notified immediately when an employee indicates they are available for another assignment.

Online Client Approval

Online client approvals have revolutionized time capture. Your clients link to an approval Web site where they can view timesheets and approve or reject them on an individual basis. The results are returned to your back office system for billing or account manager action. When reviewing timesheets, your client can also enter comments that are immediately delivered by e-mail to your office.

Data Security and Reliability

Data security and reliability are of utmost importance at TALX. With years of experience protecting highly sensitive employee data, we've earned our clients' trust by passing some of the most demanding security audits in corporate America. TALX stays abreast of the federal and state legislation as well as the leading trends in security and privacy of information. TALX sets the industry standard with state-of-the-art security resources, unparalleled up-time performance, and we are SAS 70 audited. In addition, FasTime Staffing is configured in an active/active environment, with multiple data centers operating in separate geographic locations providing comprehensive data and service recovery in the unlikely event of a major disaster.

Value

FasTime Staffing is designed to easily adapt to your company's needs. We realize each company has different systems, processes, and structures. TALX lets you choose the timesheet formats, processing and approval schedules, reports, software integration, and notification structure that fit your company, clients and employees. TALX has even designed customized time entry for secondary suppliers.

Another important benefit of partnering with TALX is the ability to integrate with other TALX services. You can seamlessly leverage our outbound voice messaging service that allows you to quickly fill orders or conduct employee and client surveys with voice-activated interactivity.

Positioning your business to take advantage of new technology is critical . . . and time collection is a golden opportunity. TALX has a proven track record in the staffing industry. Take the opportunity to see how our automated services help companies lower costs, increase revenues, and improve communication with temporary employees and clients.

For more information, please call us at **1-800-888-8277** or visit us at www.talx.com.