

Automated Time Entry
and Approvals

PTO Tracking

Collect and track time automatically from any employee, any time, anywhere.

FasTime uses phones and computers as time-recording tools, allowing your employees to turn in timesheets 24 hours a day from virtually any location. This automated time collection service improves time recording for employees and your organization and is an integral part of a paperless payroll system. TALX provides an online solution for better management of employee time and an approval process to help control costs.

FasTime is flexible too, with scalability and the capacity to work in harmony with your organization's existing payroll processes. Expert planning and design allow customization for the unique processes and objectives of your operations. Plus, both phone and Internet applications of FasTime can be set to mirror your existing timesheet format; computing totals, pay period ending date, and validating entry accuracy simultaneously.

Services Snapshot

- Automated Time Entry
- Online Time Management and Approvals
- PTO Tracking



Features	Benefits
Simple user-friendly interfaces available by telephone or Web.	Reduces paper and manual processes.
Interfaces to any HR/Payroll system.	Eliminates errors for more accurate payroll.
No software or hardware purchases.	No maintenance worries.
Tracks PTO with a built-in approval process.	Reduces liabilities and unwarranted expenses.
Customized rules, processes, and design.	Highly scalable solution grows with you.

User-Friendly for Employees

FasTime provides true universal access for employee time entry. Time, expenses, and paid time off (PTO) can be reported by simply placing a phone call or accessing the Internet. This is possible virtually any time or place, keeping time entries up-to-date and accessible to managers, reducing approval delays.

FasTime Interactive Voice Response (IVR) technology is ideal for mobile employees without convenient access to the Internet. To enter time, these employees simply place a toll-free call. Time entry can be limited to calls from specific locations, if desired, as a safeguard. In addition, FasTime supports Spanish and French voice response vocabularies.

FasTime Web Time Entry encourages employee self-service by boosting your intranet traffic, making time entry access convenient through the Web or the use of a Web-enabled wireless device.

Employee Training

TALX service includes training in use and implementation. It's not cookie-cutter; it's designed to reflect the application and tailored service options you have chosen. Training topics include time entry, importing the timesheet file, exporting the verification file as well as maintenance and troubleshooting issues. FasTime service support also includes instruction on how best to educate your employees and corporate payroll team.

User-Friendly for Managers

Online approvals give managers a fully automated way to approve timesheets without signing paper. This saves time and effort, providing 100% accurate payroll data and more efficient communication channels between employees and managers. For each authorization period, approval managers receive reminder emails. These messages include an authorization site link and a password for security.

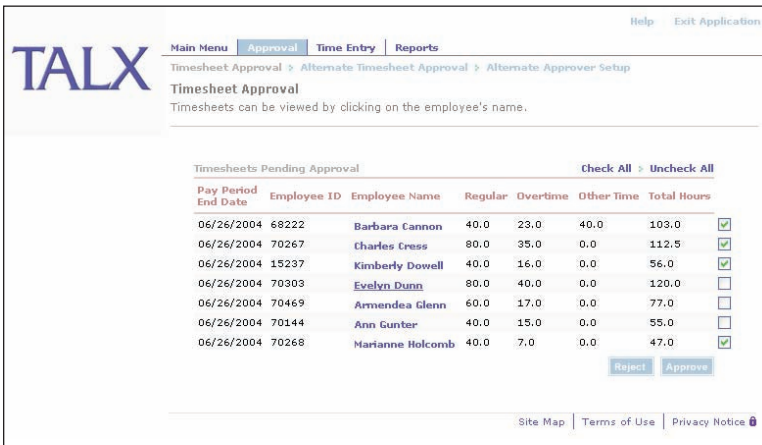
Reduce PTO Liability

Often, bookkeeping processes for collection of PTO hours are inefficient, resulting in untimely reports or no reports at all. This prevents organizations from clearing PTO liability from their books, ultimately reducing net earnings. Additionally, when an employee separates without reporting PTO, that employee is often mistakenly paid for leave that was actually taken.

FasTime provides a simple-to-follow process that allows PTO management through the online approval process. Managers review and approve leave as it taken, so they are better able to monitor entries into the system. This reduces and can even eliminate excess PTO liability as well as overpayment upon separation.



Approval Screens Formatted for Optimal Usability



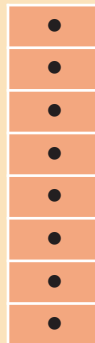
- Easy-to-read employee timesheets are displayed as a group.
- Option to approve or reject individual timesheets.
- Option to attach comments to rejected timesheets.
- Automatically totaled entries eliminate need to check calculations.
- Approved timesheet records are exported to your payroll system.

Secure

FasTime provides up-to-the-minute information on all time entry and approval activity for Web and phone entries. Multiple clearance levels allow managers and payroll administrators access to a variety of valuable reports.

Payroll

Manager	Administrator	Reports
●	●	Missing Timesheet Report
●	●	Timesheet History
●	●	Timesheet Edit
●	●	Employee Schedules
●	●	Flextime Schedules
●	●	Hours Summary
●	●	Employee Hours Detail
●	●	Paid Time Off
●	●	Approval No-Action Report
●	●	Hours Exceeding
●	●	Paid Time Off Exceptions



- Missing Timesheet Report
- Timesheet History
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- Paid Time Off Exceptions

Time entry tailored for a perfect fit.

One-size-fits-all does not work for time reporting solutions. FasTime was developed with that principle in mind. Our services support a wide range of formats and templates such as quarter-hour rounding and military time. Plus, FasTime's variety of input methods address specific employee populations as well as organization-specific rules and processes.

Punch In / Punch Out – Replaces time clocks with enhanced convenience and security. Or, if desired, FasTime can augment existing time clock systems and kiosks through data integration.

In/Out Lunch Timecard – Allows employees to enter work time and labor account information, plus paid and non-paid time off hours by phone or Web.

Summary Timesheet – Enables phone and Web recording of daily hours and pay information such as hours worked, vacation, sick and personal days, and more.

Exception Time - Sets up time entry for salaried employees. These associates are responsible only for entering information about sick days, vacation, or unusual circumstances such as jury duty.

Work Smart and Fast with FasTime

Seamless

Because FasTime integrates with many systems, the file and data exchange requirements are very straightforward. Our unique data exchange process easily integrates with back office systems, payroll, and accounting packages as well as popular ERP and HR DBMS systems. FasTime routinely exchanges data with many diverse software applications including highly customized enterprise applications and systems built in-house. In addition, FasTime has been integrated with many leading enterprise packages including: PeopleSoft®, ADP®, Oracle®, Ceridian, J.D. Edwards, Great Plains, and SAP®.

Secure

FasTime communicates with your HR and payroll systems software through the exchange of files via the Internet, or a dedicated communications link. In fact, TALX dedicates a secure FTP server for file exchange with FasTime clients. Each client also receives a secure data directory, logon ID, and password protection when the service is provisioned. To ensure optimum protection, data files will be encrypted using your choice of algorithms.



Supported

Effective project management is essential to outsourcing success. FasTime service includes training by professionals experienced with the methods and skills needed to provide data exchange guidance, verification, and testing. These implementation managers serve as a single point of contact from design specification through post-production follow-up. Their priority is to coordinate schedules and the resources needed to have your service up and running smoothly and on schedule.

TALX, Provider of Equifax Workforce Solutions

Our Roots

As business and technology have evolved, so has TALX. From our roots as the first to offer an automated employment verification service, we've grown to provide a broad portfolio of payroll and human resources services. From Web-enabled employment verification to unemployment claims management to paperless payroll and time reporting, we've built our business by understanding our clients' perspectives.

Our Philosophy

TALX is focused on replacing slow and expensive manual business functions with virtually instant, electronic-based services. We transform payroll and human resource processes by eliminating time-consuming, paper-heavy administration while increasing convenience and accuracy. TALX services make it possible for our clients to meet demands for higher service levels at reduced costs.

Our Capabilities

It's one thing to have creativity and expertise. It's another to successfully implement it. Whatever your functionality and control requirements, TALX services can be designed to fit. Every TALX client is assigned a dedicated team of specialists to deliver the best possible experience. Implementation managers work as client partners to bring TALX services live in just 30 to 90 days.

TALX Services That Save Time and Money

Employment Verification

Offer automated employment and income verifications.

Tax Management Services

Reduce your organization's tax liability and risk by managing unemployment costs, employment taxes, and tax credits and incentives.

Assessments and Talent Acquisition

Leverage psychometric tests and electronic talent acquisition solutions to find and on board new hires.

Time Entry

Collect and approve timesheets electronically and eliminate the inefficiencies of paper-based time reporting systems.

Paperless Pay

Offer electronic paystubs and better manage direct deposits, W-4s, and other employee information.

W-2 Management

Manage the disruptive tax season by enhancing your W-2 delivery from initial distribution to reissue to corrections.

Onboarding

Automate the candidate screening and hiring process from start to finish.

I-9 Management

Maintain compliance with immigration regulations by generating and storing federal I-9s electronically.

TALX

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