

Deployment that works – start to finish

You've made the decision to use AsureForce™ Time & Labor Management for your organization – wise move. A well-defined project management process clearly identifies key tasks, minimizes the amount of hours your team needs to dedicate to the deployment, and keeps everyone on schedule. Our deployment process concentrates on regular communication, proven project management methodologies, expertise in your industry and close collaboration with you.

Asure Software knows how to ensure deployment success. With more than 100 years of combined experience across industries including healthcare, manufacturing, hospitality, financial services, and non-profit, Asure's Client Services team will provide the support and expertise needed to guarantee world-class service.

The result? Your organization experiences minimal impact on your time and more importantly, realizes the true value and business benefits of AsureForce Time.

The deployment process for AsureForce follows a **Plan > Deploy > Accept** framework:



PLAN

PLAN Essential to your success, we establish a partnership with you to map out the steps to deployment. From the first meeting, the “client huddle,” we review the AsureForce implementation process, introduce project team members, and determine key milestone dates. By setting a specific project timeline and capturing your company policies in our Client Requirements Questionnaire (CRO), our experienced consultants tailor the solution to your needs.

DEPLOY

DEPLOY During the Deploy phase, we translate the CRO document into settings such as pay policies, accruals and scheduling. Data conversion follows, in which we import data like employee profiles and accrual balances. AsureForce consultants conduct training sessions for solution administrators and supervisors, and optionally employees. The configuration of AsureForce Time Clocks concludes the Deploy phase.

ACCEPT

ACCEPT During the Accept stage, the project team confirms that policies generate expected results, workflows process correctly, and information successfully transmits to and from payroll and HR. At System Launch, employees are punching, supervisors are approving time, and reports are running – all with your Asure Client Services consultant readily available. Asure is committed to ensuring that you realize full benefits from the software, therefore the Accept phase concludes with an Adoption Audit.



Standard Services included in your purchase of AsureForce Time

PHASE	SERVICE
PLAN	Client Huddle Meeting
	Project Planning Meeting
	Deliverable: Implementation Timeline and Tasks
	Client Requirements Questionnaire Review Meeting
	Client Requirements Questionnaire Approval Meeting
	Data Conversion Planning Meeting
	Data Collection Device Installation Planning Meeting
	Deliverable: Data Collection Device Documentation
DEPLOY	Deliverable: Customized System Setup per CRQ
	System Setup Review Meeting
	Data Conversion: Hierarchy Employee Demographics Starting Accrual Balances
	Deliverable: Administrator Quick Sheets
	Deliverable: Supervisor Quick Sheets
	Administrator Training. A single class with up to 5 attendees
	Supervisor Training. A single class with up to 10 attendees
	Advanced Administrator Training
ACCEPT	Parallel Testing Assistance
	First and Second Live Payroll Assistance
	Support During Initial Two Live Payrolls
	Customer Support Center: Customer Support Center Introduction and Process Review
	Adoption Audit Meeting

All meetings performed virtually using Go To Meeting, Go To Webinar.
On premise meetings available at additional charge.



Collaboration for a dependable deployment

Decreasing your time and labor involvement while ensuring the success of the deployment initiative is helped considerably by close communication and collaboration from the beginning. Asure's professional Deployment Team will work with you to design an implementation plan specific to your unique industry and company workflow. Our team and your assigned staff will establish a rollout timeline designed to gain full participation. And we cooperatively oversee the implementation from start to finish, and ensure your key users are prepared with expert training and instruction.

AsureForce Deployment Methodology

Plan Phase

- **Client Huddle** – Web meeting to introduce the Client Services project manager, share implementation methodology and confirm go-live dates.
- **Project Timeline** – Web meeting to review all tasks and milestones to be completed along with dates for completion.
- **Client Requirements Questionnaire (CRQ)** – Web meeting to discuss client's time and pay policies in depth and fill out the client requirements questionnaire. The CRQ is the basis for system configuration in the Deploy phase.

Deploy Phase

- **System Setup** - Hierarchy levels are loaded, pay policies configured, accrual policies defined, holiday and pay calendars entered, etc. A sample employee is entered to test various scenarios for expected outcomes. Once the consultant completes the system setup, a detailed demo is delivered to confirm the configuration.
- **Data Conversion** - Importing or entering of employee profiles and accrual balances (and possibly schedules), and verification. This task also includes additional testing of policies.
- **Product Training** – Delivered via the Web to administrators and supervisors in various formats. Quick Sheets and Product Documentation are also provided.
- **Data Collection Device (DCD) Deployment Support** - Configuration of time clock hardware and/or mobile apps. Planning assistance and instruction on enrolling employees on the clock is also provided.

Accept Phase

- **Parallel Testing** - An opportunity for the client to compare the old system with the new or to verify expected results against actual results.
- **System Launch** - All users begin time-tracking using AsureForce, and the prior time system is taken offline. The Client Services Engineer (CSE) communicates regularly with client, answering last-minute questions and providing any needed assistance.
- **Adoption Audit** - A month or so after launch, the client administrator group and an AsureForce CSE review how the original goals for deployment have been reached.

Turbocharge your team today. Call 888.323.8835
Visit us at asuresoftware.com

