

act. Computing, Inc.

PrimeHRIS

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THE COMPANY

ACIT Computing, Inc. is the proud developer of the country's leading human resource information system (Prime HRIS). Founded in 1994, it has grown to be the market leader of homegrown software that was able to capture the attention and loyalty of continuously growing number of both multinational and local companies across various industries. ACIT has transcend the barriers of perceived struggling industry and has proved to be a good source of good talents and great ideas. Continuously improving its products to adapt to changing technologies and working environments, ACIT has stayed with its clients through the may ups and downs of the economy.

MARKET TECHNOLOGY LEADERSHIP

ACIT is ahead in many ways. It has accomplished many "firsts" in the industry.

The company was the first to launch a Payroll software package in windows environment in the country. It was the first company who installed the first local 'off the shelf' client server application developed using object oriented programming. It was the first local software company who was able to replace mainframe payroll systems with a window-based software package running in distributed local network systems. It was also the first company who has successfully interpreted into package software the most difficult time and attendance monitoring requirements of manufacturing companies, hotels, call centers, and many other time-based payroll companies. ACIT was also the first to market and installed a software package developed in asp for internet based employee portals and kiosks.

VISON

We are the preferred global provider of Human Resource Information System Solutions of the highest standard.

MISSION

We forge enriching long-term relationship with customers by providing quality and reliable service that exceeds expectations.

We nurture our employees by providing an environment for their personal development and professional growth.

We offer the best returns for our stockholders.

We commit ourselves to the upliftment of society by advancing technologies that enhances the human potential.

VALUES

Our values and culture are rooted on our conviction that customers, both internal and external, are the most important asset of an organization. Inspired by our commitment to society, our desire to make a difference, and our faith in our own capabilities, we continue to journey the path to excellence through hard work, continuous learning and education, unity and cooperation, and promoting quality service and value for customers.

EXPERIENCES AND EXPERTISE

We are the only local company who has won and is continuously serving almost 100 groups of companies, with a total of more than 100,000 employees, and with more than 200 users and 400 databases, all served with our very own Prime HRIS.

Prime HRIS: myPrime ESS/MSS

my201

Users can view their own personal profile in my201 module. He can browse basic information about himself that the company wants to show to the employee. These may include position, department, local number, address, and pertinent numbers such as TIN, SSS, etc.

Leave Type	Name	Entitlement Used	Remaining
Birthday Leave		0.00	0.00
Sick Leave		0.00	5.00
Vacation Leave		14.98	0.00

myTime

Highlights of myTime is online viewing, filing, and approving of Leaves, Overtime, change of Shifts, and online browsing of daily time records. Following certain workflow, myTime can be customized to adapt to different policies and guidelines to facilitate sharing of responsibility with employees the accuracy of timekeeping information. myTime is designed to eliminate manual administration and minimize time spent on paperwork.

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DEDUCTIONS	Amount
Deduction Late	55.89
Withholding Tax	861.32
SSS Employee Contribution	233.30
Medicare Employee Contribution	75.00
PhilBSG Employee C	
CA - released 01/09	
Gross Deduction	1175.51

EARNINGS	Amount
Basic Salary	14.98
Over Time	14.98
Shift Differential	14.98
Other Allowance	14.98
Gross Earnings	59.92

myPay

When the employee access myPay, he will see in this web application his payroll data. Displayed on this module are his payroll transactions from historical to current pay period. He can check his taxes withheld, loan payments and balances, contributions to SSS/GSIS and other government agencies and other information. He can even print his payslip if access to printer is rightly available.

Prime HRIS: myPrime ESS/MSS

myCB

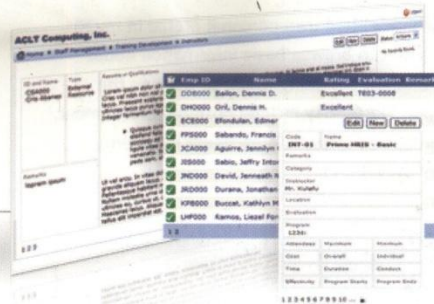
myCB reinforces the information retrieved in myPay. In addition to viewing of all payroll transactions, myCB also allows online availment of benefits not included in payroll. Claims such as hospital reimbursements, medical or insurance benefits can now be requested online. myCB also allows individual selection of desired benefit packages subject to governing policies and approval by management.



myPA

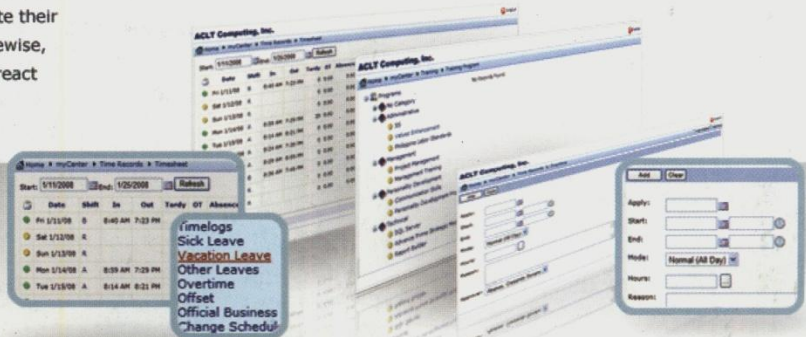
There is no better and faster way of learning than constant feedback of employee performance. myPA facilitates easy and online appraisal so that boss and subordinates can talk more often and make appraisals more frequent and less subjective and strenuous. myPA allows superiors rate their subordinates online, and subordinates likewise, can view their own PA results online and react immediately.

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myTraining

Management and administration of training programs is made much easier by myPrime with its myTraining module. Tasks like checking and requesting for an available room or equipment for training use can now be done online. Browsing for training schedules and making reservations for desired training programs can also be done through the web. All these quick response ultimately leads to proper planning and information based decisions.



Prime HRIS: Strategic Modules

Employee Relations

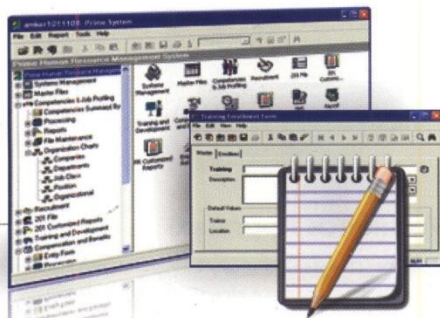
The Employee Relations module aims to help companies achieve and maintain high employee satisfaction index. Through ER, employee requests, suggestions, comments, and complaints can now be heard and put to a databank. Top executives and management can now plan and execute more appropriate actions or design business process enhancements that lead to organizational growth.



Health and Safety

The health and safety module keeps medical records of employees and monitors incidents of accidents and injuries. This module also keeps records of clinic activities from patient's visits, service costing, and monitoring of medicine inventories.

This module is particularly important in hazardous work environments.



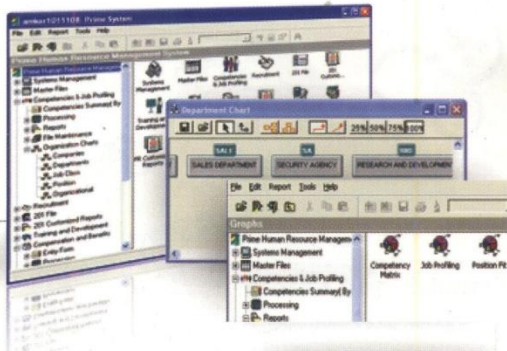
Training and Development

The training and development module facilitates the flow of designing and conducting training programs in house. This module monitors schedules, costing, selection, and enrollment of attendees. It has a facility for setting training objectives and evaluating training effectiveness. After completion of training, the 201-File of trainees are automatically updated.



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Prime HRIS: Strategic Modules



Competencies and Job Profiling

The competencies and job profiling module handles information related to jobs and required competencies. This module contains job descriptions, duties and responsibilities, job specifications, and inventory of competencies required per job.

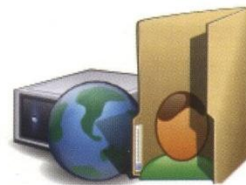
This module also maintains employee competencies and required training programs as a result of job assignment.

Recruitment

The recruitment module facilitates the complete process of selection and hiring. From the filing of item request, encoding of applications and bio-data, interview, to final hiring or rejection. The module supports selection based on established criteria and guidelines. It has provisions for adapting multiple types of rating and come up with one final average rating to allow ranking of candidates.

Compensations and Benefits

The compensation and benefits module keeps records and summarizes all types of compensation and benefits granted to employees either collectively or individually. This module also monitors other costs related to human resource development and facilitates salary modeling, budget planning, and administration of compensation and benefits. Summary of benefits are posted in the 201-File of employees.



Performance Appraisal

The performance appraisal module supports performance management activities from identification and definition of criterion or dimension to the actual performance evaluation activity. Data maintained in this module includes various evaluation forms customized for particular employee grouping or category, types of rating scales and its representation, description of dimensions and criteria, and summary of performance evaluation per employee. Results are automatically reflected in the employee 201-File.

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Prime HRIS: Core Modules



Systems Manager

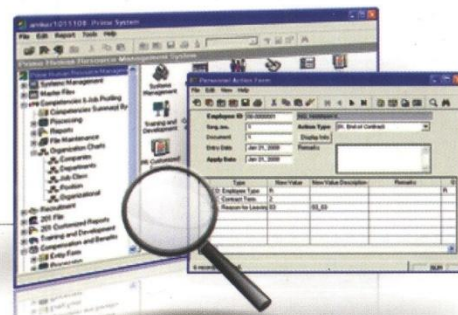
The System Manager is the pre-requisite of all Prime HRIS modules. It manages database setting, access controls on the different forms and tables, number of users allowed to connect, and records all access to the application for audit trail purposes. It also handles approver matrix and rules of delegation.

Payroll

The payroll module handles the processing and computation of the various transactions covered for any given pay period. This module provides flexible data entry forms, easy to follow routines and process flow, flexible modes of computation and taxation, generates modifiable reports, and provides summarized results in diskette format. It has provision for interfaces linking the system to any barcode/magnetic readers, finger-scanning devices, and proximity machines.

201 File

The 201-File module records and maintains all employees' basic information. This is the starting point of building a comprehensive knowledge and databank systems of all members of the organization. 201-File is a pre-requisite to any module supporting HR functions. All other modules will be accessing the same basic information from this module to maintain consistent and accurate data across the enterprise.



Time and Attendance

The time and attendance module handles the monitoring of attendance, tardiness, leaves, work schedules, and overtime. This module facilitates changes of shifts, leave application and approval, overtime application and approval, monitoring of tardiness, and links with Payroll module for netpay computation. The link and passing of data to Payroll is transparent and on-line because of the centralized database.

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Clientele



SOFTWARE BUSINESS APPLICATIONS

ACLT takes pride in the brilliant design of its line of software products developed. All software were created with a future end in mind – it should never become obsolete, it should be flexible to adapt to changing business environment, it should be easy to use, it should not require huge investments, and it should deliver desired benefits.

That is the foundation of Prime HRIS. Complete with all HR related modules, each module supports a particular HR function. Prime HRIS makes it easy for HR officers and executives to manage its people regardless of number and business operation.

The entire suite is composed of the following modules, each with corresponding internet employee portals that can be configured depending on employee roles and functions:

- System Manager
- 201-File
- Recruitment
- Time and Attendance
- Payroll
- Compensation and Benefits
- Training and Development
- Performance Appraisal
- Health and Safety
- Competency and Job Profiling
- Online Kiosk

(Inquiry/Filing of Requests and Applications)

SUPPORT SERVICES

Through more than a decade of serving the most demanding clients in the most labor-intensive industries, ACLT has developed working methodologies and frameworks adaptive to the demands of varying types of clients.

With their growing needs, ACLT recognizes that the greater challenge lies not in winning and closing these accounts but satisfying their needs today and anticipating their needs in the future.

Growing with the clients, we have developed experience and expertise in the following support services:

- Project Management
- Implementation Assistance
- Software Maintenance Support
- Systems Audit and Diagnosis
- Customization Development
- Help Desk / Phone / Email Support
- Users Training
- IT Consulting
- HR Consulting
- Payroll Outsourcing
- Temporary User Outsourcing
- Hosting Services
(Server / Applications)

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