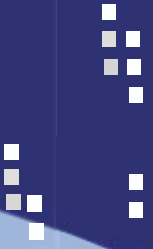# orisoft

unifiedHCM solutions

Innovative Solutions
That Nurture Human Capital

Our VISION

To Lead The Asian Market with our World Class HCMS Products and Services.

Our MISSION

Our customers are our number one priority. We strive to provide flexible and innovative solutions of exceptional quality to satisfy every needs of our customers.

Our PEOPLE

The nature of business operation at Orisoft depends heavily on our dedicated and highly skilled employees. In order to achieve its objective as a true leader in HCMS solutions, the people within the organization have to be highly motivated, well trained and to channel their sense of personal pride through constructive contributions.

Orisoft is a breeding ground for the innovative ideas where employees are encouraged to exchange ideas, knowledge and experiences with one another. After all, it is the people in Orisoft that determines the future of the company. Management systems and methods are of course required, but their effectiveness is totally dependent on the quality of the people who implement them.

Orisoft strongly believes that every individual in its staff base has to play an integral part in the organization and to significantly contribute as team players. This belief has provided a great source of strength that motivates our staff to build Orisoft to the established company it is today.

Company Profile

Established since 1987, Orisoft has emerged as Malaysia's leading provider of IT-enabled turnkey Human Resource Management System, Time Management System and Payroll System solutions for businesses.

The company began under humble beginnings, but even during its infancy stage, its mission to provide quality products and services to the Asian business community was evident then. Over the course of time, Orisoft has gained praise and recognition for their efforts, claiming the status as one of the top players in the industry. It received many accolades, such as the PIONEER STATUS award received from the Malaysian government in 1992.

The key to Orisoft's success is its emphasis on professionalism when handling our customer requests. This is clearly evedent in their impressive support staff base that serves to supply training and assistance whenever necessary. Projects are overseen by our project team, whose role include ensuring projects are completed within the targeted time frame, and their methods include industry standard project procedures and methods like business requirement studies (or fit-gap analysis), pre-implementation study for hardware installation, post-analysis, and so on. But most important of all, is behind the scenes where the project development takes place. Orisoft is built on their dedicated team of programmers and engineers that strive to continuously maintain and improve the Orisoft software applications.

Orisoft's approach to success had inevitably brought the company to new heights and great relations with established organizations of all sizes (small, medium, large) that are adopting its solutions for their in-house and group usage. With the clientele extending across a wide spectrum of industries (hotel, government, construction, engineering, telecommunication, trading, transportation, manufacturing), Orisoft has a prominent and well-established presence in the business community (especially the hotel industry). As a proven industry leader, Orisoft don't just want to follow the standard, they want to set it. It is the drive to stay one step ahead of the competition, and the desire to stay steadfastly on this growth path in the future years that keeps Orisoft the company that it is today.

1 the company

"more than 21 years of experience and specializing only in Human Capital Management Solution. (HCMS)"

Orisoft has tremendous experiences in providing SOLUTIONS to more than 500 large, medium to small scale organizations. The whole company is dedicated to providing the best solutions to our clients hence we work very closely as PARTNERS rather than Vendor-Client relationship.

2 the people

"You need the right PEOPLE to make the right solutions work"

Orisoft consists of a solid team from HR practitioners, IT & Project Manager totaling 400+ man years.

3 security

"You need comprehensive security to secure private & confidential information"

Comprehensive Access Control up to field level, Comprehensive Audit Trail up to field level. Bank Negara IT control compliance.

4 technology

"Peace of Mind"

Single version control for easy maintenance. Rule based Event Driven Solution thus empowering users for future setup and configuration.

5 proven implementation methodology

"The success of a project depends on implementation"

Organize Weekly & Monthly Status meeting. Clearly define Blueprint of Requirements. Structured Change Control Board (CCB).

Chronological List of Achievement Awards

1992   Nominated for NST PIKOM award under the Best Software Category for its FUTURE HCMS system.

1992   Awarded PIONEER STATUS for the full range of in-house software application such as the accounting software, Multi Level Marketing software and HCMS software by Ministry of International Trade and Industry Malaysia, under the Promotion of Investments Act, 1986.

1996   R&D Division was set up in Orisoft for the design and development of Orisoft Object Oriented HCMS on the client/server environment.

1997   Certified as a Microsoft Certificate Solution Provider by Microsoft Corporation.

1999   Successfully launched the first version of Orisoft Object-Oriented HCMS Suite that consists of the Payroll and Human Resource Modules.

2000   Successfully launched the second version of Orisoft Object-Oriented HCMS Suite, which consists of the Payroll, Time Management System with an enhanced Human Resource Module.

2001   Orisoft was granted the MSC STATUS from MDeC for carrying out R&D activities of design and development of Orisoft Object-Oriented HCMS Suite.

2001   Orisoft joined the Oracle Partner Network empowering Orisoft with Oracle latest RDBMS technology and integration.

2002   Successfully launched the third version of Orisoft Object-Oriented HCMS Suite with enhanced modules for the Human Resource Software such as alert services, enhance workflow and web capability.

2004   Orisoft has successfully received the MEKO (Malaysian Emerging Knowledge Organization) Awards.

2008   Certified as a Microsoft Gold Provider by Microsoft Corporation.

2008   Successfully launched the UNIFIED version of Orisoft Object-Oriented HCMS Suite with full enhancement to the web enabled version.

2009   Orisoft was acquired by Exact, a company headquartered in Delft, the Netherlands. Exact is listed on the NYSE Euronext Amsterdam and it serves more than 100,000 local and international companies in more than 125 countries.

unifiedHCMS Suite Application Overview

Core Modules
- Employee Profile
- Security
- Leave
- Correspondence

Talent Management
- Workforce Planning
- Recruitment
- Appraisal
- Training
- Career & Succession Planning

Elective Modules
- Claims
- Benefits & ESOS
- Business Alert
- Medical
- Loan
- Exit Procedures
- Casual Labour
- Hostel & Locker
- Industrial Relations

unifiedHCMS Solutions

Orisoft's latest unifiedHCMS solutions employs on ASP.NET technology and it runs on three-tier architecture with the browser client, unifiedHCMS components on the IIS server as the middle tier and database application.

unifiedPAY - payroll software that allows multiple database storage of information where more than one user is allowed to access the same database at any one time. It assist users in handling the entire payroll function, ranging from capturing employees information, calculation of salaries, documentation and acting as an analytical tool for HR planning and generating reports for submission to authorities.

Nominated by the New Straits Times in 1992 for the Best Software Category under PIKOM IT AWARD, unified**PAY** is currently assisting HCM in the diversified industries in the country, ranging from Hospitalities, Manufacturing, Trading, Services, Education, Engineering, Government and etc.

unifiedHCM - a Human Capital Management System to assist users in managing its human resource optimally and with greater effectiveness and efficiency. It comprises various functions and features that will meet the essential requirements for Human Capital Management. In addition to this, the software can be preset to collectively sum up reports in graphical formats accordingly. The end-result is a highly acclaimed product currently being used by many of the best-known companies.

Below are some major features of unifed**HCM**:

- Effective tools to monitor the progress of your people
- Essential gear to plan for employees' growth towards achieving organizations aspiration
- User friendly: Point and Click
- Establish standardization in the management of HR - through standardized user-defined codes
- Build and view queries instantly with total flexibility
- Ability to generate report formats can be stored as standard templates within the system
- Innovative features such as Organization Chart and Imaging

unifiedTMS - a system for managing employees attendance records through a sophisticated and user-friendly system, which covers employee clocks in and out using a time-recording terminal. This software integrates Orisoft's unified**PAY** System with electronic Time Clocking Devices. Data captured to the Time Clocking Device by means of proximity cards reader, biometrics, hand punch or iris scanner is downloaded to this software for further processing.

Below are some of the major features of the unified**TMS**:

- Clock-in/ Clock-out data can be directly uploaded onto host computer that runs the unified**TMS** software
- Reports generated by this system include:
- Daily/ Monthly Attendance
- Irregularities Clocking
- Late Attendance & Absenteeism
- Working Less Than Stipulated Hours
- Overtime & Summary for Overtime
- Late Attendance & Total Working Hours
- Analysis by Location/ Department
- Employee's are able to clock-in/clock-out using various time attendance hardware available in the market

ESS/Work Flow Application Overview

Employee Self-Service or ESS is a web-based application that allows a registered employee to access and update his or her personal and employment information online, using either an Internet browser or the company network. Although the self-service features of individual profile maintenance and updates are already an existing trend in most web-based environments, it is the overall user-friendliness and the seamless integration of the Orisoft HCMS to the organization's Orisoft HR software system that makes ESS a compelling technological solution for HR.

Workflow, which is essentially the automation of a business process, in whole or part, during which documents, information, or tasks are distributed from one participant to another for action, in accordance to a set of pre-defined procedural rules.

The following are some of the examples of business e-form processes that are automated by Orisoft workflow technology:

- E-Leave
- E-Appraisal
- E-Pre Travelling Claims
- E-Employee Profile
- E-Post Travelling Claim
- Other requisition & order forms
- E-Claim
- E-Scheduling
- E-EA Forms
- E-Attendance
- E-Payslips
- E-Training Nomination
- E-Recruitment Requisition
- E-Loan
- E-Bulletin
- E-OT requisition

Outsourcing Services

Orisoft provides the full range of HR Outsourcing (HR) services encompassing transactional and administrative capabilities. With our own range and a leading edge application, unifiedPAY, we are able to support your payroll in all aspects from broad pictures to deep details. Our dedicated professional team will ensure that your administrative matters are entrusted in good hands.

We cater for the full spectrum of complicated HR processes, whether for new start up companies or established large multi-national corporations, Orisoft is fully equipped with expertise and experience to manage your payroll procedures.

Purpose and Benefits:

Outsourcing eliminates the cost of hardware, software and supplies used in payroll administration, reports, payslips and forms. Frees you from worrying about payroll department staffing problems and retraining new staff which could delay the delivery of your employees' payroll. Rest assured that our software and computer hardware stays current with the statutory requirements and new system features. We ensure that your special requirements relating to your payroll is customized to your needs and take into consideration your corporate policies, benefit guidelines and nature of workforce when managing your payroll. You will also be assured of better confidentiality since our payroll specialists are not associated with your company's employee and the process is outside your company's premises.

Cost Effective → Reliable & Accurate → Confidential → Confidence & Flexible → Cost Effective

Outsourcing Services:

Payroll Outsourcing
Orisoft payroll service provides an efficient preparation of client's payroll. You only need to provide us with the input data (Allowance, Deduction, Overtime and Leave) for each of the staff. Our dedicated professional team shall process the full payroll cycle accordingly. From printing out the payout reports and also prepare the diskette for submission to the bank.

HR on Demand (Application Service Provider)
A pay-as-you-use basis, an affordable platform solution which clients need not have to pay any upfront cost for technology and hardware investment and only need to subscribe to our services. Clients will be able to log in to Orisoft Data Centre where all the databases will be securely stored to process the clients' monthly process. Not only the unifiedPAY module is available, unifiedHCM and unifiedTMS modules are also available for selection based on clients' requirements.

orisoft

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