



UPRAXIS BITS & BYTES

THE OFFICIAL NEWSLETTER OF
UPRAXIS GLOBAL LIMITED
ISSUE 2 • OCTOBER 2020

THE NEWSLETTER

The purpose of this e-newsletter is to keep our team informed on important changes and developments at UPGL during the third quarter of the year. This initiative is for you, so go leaf through the pages and enjoy reading our second company e-newsletter!



There will be 3 rounds with 5 items each round

All cameras must be turned on, and make sure your Slack is open

There will be 8 teams with 5 members each per team.

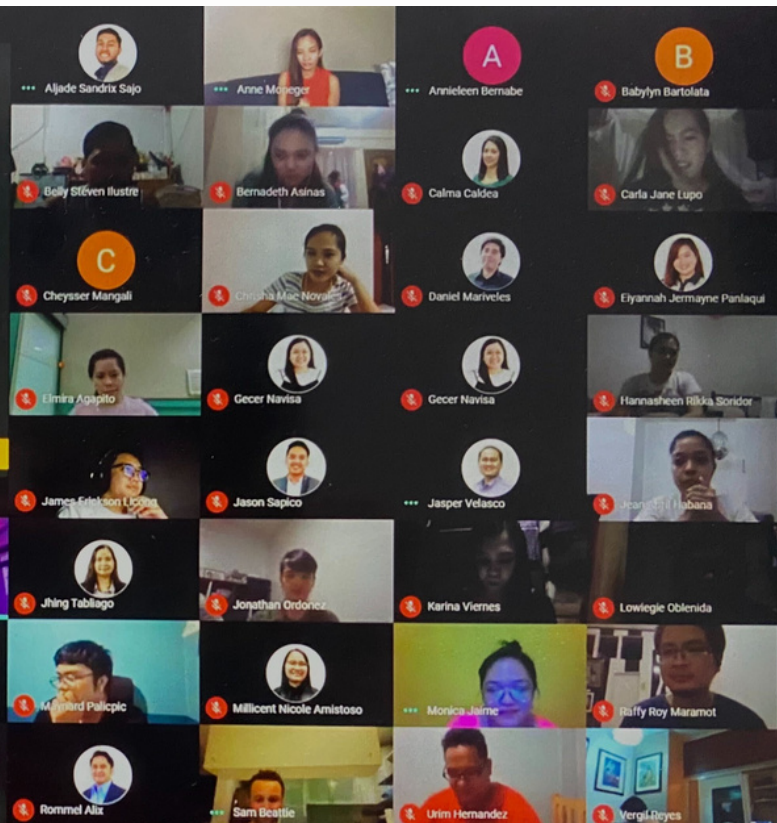
The player will be called "tribute" in our hunt game

Be careful with the running

The team with the highest score will be declared the winner

Enjoy and have fun!

Rules of the Game
Time Bring Me



1st uPraxis Global Limited Online Game Night
August 28, 2020

MESSAGE FROM OUR CHIEF OF STAFF

SAM BEATTIE

Hello everyone, after a long period of hide and seek with David in the U.K to get the townhall video completed and set up, it has timed nicely with the release of the uPraxis 2nd Company Newsletter.

From myself, I hope everyone is doing well and that I want to say thank you to everyone for all their continued hard work and commitment. Hopefully we will get to see each other soon! Without further ado please see below the Townhall, enjoy!



The graphic features a central white area with a light grey circuit-like pattern. At the top center is the uPraxis logo, consisting of three orange circles connected by lines, with the word 'upraxis' in lowercase black text below it. The main title 'Townhall Video' is written in large, bold, black sans-serif font. Below the title is a large orange circle containing a white play button icon. Surrounding the central text are four circular icons: top-left shows a man in a dark suit sitting at a desk with a computer; top-right shows a man in a yellow shirt sitting at a desk with a laptop; bottom-left shows a woman in a red top sitting at a desk with a laptop; bottom-right shows a woman in a red top sitting on a yellow chair with a laptop. The background of the entire graphic is a dark blue gradient with white snowflake graphics on the right and bottom edges.

[Watch Video](#)



PRODUCT UPDATES



This quarter has been a good one for Solutio. We have done some enhancements of existing features to make it more intuitive and efficient based on user feedbacks and actual usage. The enhancements include **1) Self Bill Data Entry Improvements, 2) Pension Handling Improvements, 3) Zoho Integration with enhancements on Cloning of Profiles and Contracts, 4) Cash Matching Improvements and 5) Invoicing Improvements.**

We have also added new system features and capabilities that include Self Bill With Auto-Onboarding Capability and Data Warehousing Using Metabase. Aside from that, we have continued our system stability efforts that involve Technical Debts and Resolution of IRs (IR Sprint and Normal Day-to-Day IRs)

When it comes to process improvements, we have enhanced our sign-off process which is now a two-way agreement for both parties (Development Squad and Product Management Team). As for our best practices, Backlog Grooming has been established regularly every Friday and Sprint Review/Demo with Stakeholders has been observed every end of Sprint. We are also able to send timely Release Notes for every build for major sprint release and hotfixes and set Sprint Retrospective meetings every end of Sprint.

"Solutio has been nominated as a Finalist in the Best Accounting or Payroll at the 2020 Contracting Awards which will be held (virtually) on 4th November 2020. We are genuinely delighted to receive this initial accolade as it acknowledges the advancement of the platform in terms of both cutting-edge development and commercial growth achieved over the past eighteen months."

"Solutio has an exciting path ahead, and I thank the team for their continued support."

- CHRIS COTTON, Product Manager, Solutio

CLIENT FEEDBACK

"As with many commercial decisions, timing is everything and the decision to choose Solutio was made when we were actively looking for a replacement to our existing software provider. Crucial to our decision was the requirement for a pro-active provider who wanted to become an integral business partner of Payday Payroll; we did not want a passive relationship but one that would evolve with the legislative demands of the industry and indeed our own commercial ambition."



PRODUCT UPDATES



JustPayroll

It has been an extremely busy and productive period for JP with many features being added as well and an ever growing pipeline of work so it is a very exciting period for our Product as we move to the end of the year and onwards.

ON PROCESS:

The ways of working that have been enhanced for better team collaboration are the following: **SQA Sprint Testing Process, Ticket Refinement/BA process, Feature Prioritization with the Senior Management, and Product Team Exposure on Requirements Gathering.**

We are also looking into implementing the following processes:

- **Independent IR board for JP (each product of uPraxis)**
- **IR Submission that is integrated to JIRA for our users**

ON PRODUCT:

As the JP's market share grows bigger, we also have to make sure that our product improves every time. With that said, the features that would be deployed by the end of this quarter are the following: 1) Multiple Approval Levels, 2) Offset for Work on a Holiday, 3) Enhancement of Holiday configuration plus some new capabilities that would cater Holiday swapping and offshore holidays for our BPO clients, 4) Customized Reports for some of our clients, 5) Metabase - an analytics tool in preparation for our own report generation and analytics module, and 6) Additional API security measures.

Good things that we can look forward to:

- Integration with a financial institution that can help employees have the benefit of advancing their salaries for emergency needs
- Integration with an expense management tool for reimbursement and disbursements of cash advances
- Single Sign On

CLIENT FEEDBACK

"Jethro, thank you for all that you do for our team. I appreciate you acting so quickly to issue the credit. I will be happy to offer a reference for **JustPayroll** as your team is awesome!" - Client, Director of HR and Administration



EMPLOYEE SPOTLIGHT



REBECCA ONG-TAN CASIS TECHNICAL ARCHITECTURE TEAM LEAD

Becca, as most people would call her, has been with the company for almost 4 years now as part of the Technical Architecture Team. She regards herself as reserved. Nonetheless, most people would notice her kind personality and her gentle nature the moment she speaks.



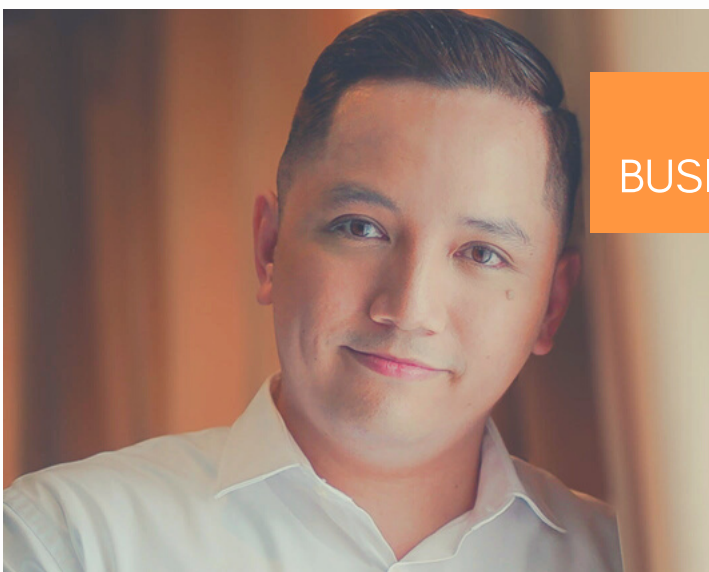
Nickname: Becca

Favorites

Food: Japanese/Chinese Cuisine

Beverage: Water

Sport: Bowling



JETHRO JAMELO BUSINESS DEVELOPMENT MANAGER

Jethro has been with the company for a year now and is part of the JustPayroll Sales Team. He describes himself as perfectionist. Did you see how he prepared for the first Virtual Game Night? That says it all!

Nickname: Jetz

Favorites

Food: Western & Italian Food

Beverage: Smoothies / Tea

Sport: Volleyball / Badminton



EMPLOYEE SPOTLIGHT

MA. BERNADETTE MARTIN SQA MANAGER

Adette as called by many is Solutio's SQA Manager for more than 3 years now. She would describe herself as witty and funny but don't be fooled by that because when it comes to work, she is determined to get things done smoothly and successfully.



Nickname: Adette

Favorites

Food: Fruits

Beverage: Juice

Sport: Volleyball and Air Hockey



MAYNARD PALICPIC JR. FRONTEND DEVELOPER

Maynard has been with uPraxis for 2 years now as part of the Solutio Front-End Team. He describes himself as an optimistic person and looks at the world as full of possibilities. He is one of the friendliest people you would find in the office.

Nickname: Maynard

Favorites

Food: Sisig Tacos

Beverage: Lemon juice

Sport: Football



RANDOMLY SELECTED. RANDOMLY QUESTIONED.

IF YOU COULD LIVE IN ANY COUNTRY, WHERE WOULD YOU LIVE?

Jethro: USA/Japan

Becca: Japan

Maynard: New Zealand

Adette: Norway or New Zealand

WHAT MOVIE CAN YOU WATCH OVER AND OVER AGAIN?

Jethro: Lord of the Rings Trilogy

Becca: Hook

Maynard: 500 Days of Summer

Adette: Sound of Music and Titanic

IF ALL THE SUPERHEROES WENT TO BATTLE AGAINST EACH OTHER, WHO DO YOU THINK WOULD WIN?

Jethro: Doctor Strange

Becca: Wonder Woman

Maynard: Thor

Adette: None. Superheroes are wired to save and protect mankind

IF YOU COULD HAVE DINNER WITH ANY FAMOUS PERSON, WHO WOULD YOU CHOOSE?

Jethro: Steve Jobs

Becca: Beatles

Maynard: Edward Snowden

Adette: NONE!

I will have dinner alone. I am already famous. and will be more famous after this feature. Haha. Kidding aside, we are all famous maybe not in social media but in the hearts of those whom we have shared our kindness and time. In other words, Have dinner by yourself ! You are already famous! Love and enjoy the beauty and authenticity in You!

IF YOU COULD HAVE ANY JOB IN THE WORLD (ASIDE FROM YOUR CURRENT PROFESSION), WHAT WOULD YOU DO?

Jethro: Professional Photographer & Videographer/Travel Vlogger/Ramp Model

Becca: Detective

Maynard: Video Editor

Adette: Lawyer or Doctor

WHAT DOES YOUR MORNING ROUTINE LOOK LIKE WHEN WORKING FROM HOME?

Jethro: Whisper a prayer, check my iphone for emails and messages, freshen up in the bathroom, make smoothie with oats for breakfast, go to my workstation and start working.

Becca: Browse phone, wash up, start machine to work

Maynard: I usually take shower and having a cup of coffee.

Adette: Open my eyes, pray, jump out of the bed and the rest is history.

THE ZOMBIE APOCALYPSE IS COMING, WHO ARE 3 PEOPLE IN UPRAXIS YOU WANT ON YOUR TEAM?

Jetz: Ms. Annie, Monica & Glai

Becca: Rhea, Adette and Jerry

Maynard: Master Vincent , Boss AJ and Rex

Adette: I simply don't believe in Zombie apocalypse.



**UPCOMING
ACTIVITIES TO
WATCH OUT FOR**

➔ **Virtual Olympics Awarding**



October 30



➔ **Christmas Party**



TBA



**TIPS ON LOOKING AFTER
YOURSELF**

1) Take a break from the news.

Information overload can be upsetting. Make an effort to switch off your screens once in a while.

2) Take care of your body.

Meditate, eat well-balanced meals, take deep breaths. Aside from staying safe, stay healthy.

3) Make time to unwind.

Use a few minutes of your day to do something you enjoy.

4) Connect with others.

Talk to people you trust about your concerns and how you're feeling.

The situation may be overwhelming, but coping with stress will make you, the people you care about, and your community stronger.

Feel free to checkout these helpful links from the World Health Organization on looking after our Mental Health:

<https://www.who.int/news-room/facts-in-pictures/detail/mental-health>

<https://www.who.int/campaigns/connecting-the-world-to-combat-coronavirus/healthyathome/healthyathome---mental-health>

Top 3 Haikus
from the
Virtual Olympics 2020

**People joining hands
Working together as one
One goal, one purpose**

- Tin, Jason, Becca, Lou, Rae, Dan T.,
Anna, and Jerome

**When we work as one
There's nothing that can't be done
All is equals one.**

- Anne M., Harvy, Angie, Maynard,
Mark, Quen, Mira, Vincent, Alex

**Inside the office
Or even working from home
We are united**

- Dan M., Jean Marie, Egie, Jojo, Len,
Glai, Alvin Q., Jean Y.

