

New Year's Resolution



Help each other with achieving goals.

Special points of interest:

- How do you keep your new year's resolution?
- Attention: Rules for Overtime Salary and Minimum Wage
- New Software: OpenAxis has developed a Property Management System
- Don't waste your accumulated information: Benefits of Customer Contribution and Product Contribution Reports

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The first month of the year 2005 is over. Are you still keeping your new years' resolutions? We all know it's difficult. We tend to forget about our initial enthusiasm before achieving the goals. At Open Axis, we have changed how we implement our resolutions. There are ways to keep our resolutions alive and working.

Monitoring is the Key

OpenAxis set up a monitoring system for each staff. Monitoring works as a continuous reminder of your goals.

The continuous reminder is the key to transform your resolution to your custom, and then into a result.



Self Monitoring

Every Monday, each staff evaluates his or her performance and updates Resolution Report.

Monitor by Colleagues

Everybody's resolution is stored in OpenAxis's computer system to be shared with other staffs. This is not to criticize other's progress, but to encourage each other.

Monitor by Manager

Bi-weekly, a manager will have a resolution meeting with each staff and write comments on each staff's performance.



Be Specific

A bad planning will not bring a result. A resolu-

tion needs to be specific, attainable and measurable. Can you explain to others what exactly you want to achieve, when, how, how much, or how often? When you commit yourself to think through these specifics, your goals become much closer.

Personal goals are to be congruent with work goals and company's goals, such as achieving revenue goals or taking professional education courses.

Resolutions: Examples

Do you have similar goals every year? See the examples bellow and try something new this year. Here are the resolution of OpenAxis management.

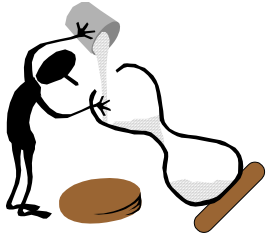
- Spend 5 minutes to talk with a staff every day.

- Meet with 10 new people a month.
- Take a speech lesson once a week
- Take continued education courses, at least 50 hours in 2005

- Achieve the revenue goal.

You do not need to take your resolutions as burdens. Let us enjoy the process by sharing your goals with your colleagues and bosses and by working together as a company.

Overtime



In California, employers are required to pay for overtime to non-exempt employees.

2005 Minimum Wage

Federal: \$5.15/hour

California: \$6.75/hour

In California, the general overtime law requires that a nonexempt employee* should be paid at overtime rate:

1. One and one-half times the employee's regular rate of pay for any work over 8 hours in one workday and any work over 40 hours in one work-week and first 8 hours on the seventh workday; and
2. Double the employee's regular rate of pay for any work over 12 hours in any workday and any work over 8 hours on the seventh workday.

(* Non-exempt Employees: See the definition of "Exempt Employees at bottom of this page.)

Workday

Any consecutive 24-hour period beginning at the same time each calendar day. The workday may begin at any time of day. An employer may establish different workdays for different employees. Once a workday is established, it may not be changed unless certain procedures are followed.

Workweek

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Example:

Employee A work from Monday through Friday. (8 hrs/day, 5 days/week)
 Employee B work from Wednesday through Sunday. (8 hrs/day, 5 days/week)
 However, employee B, working on Saturday and Sunday is paid at the regular-day rate.

Definition: Exempt Employee

(1) Executive employee

- o Who involves the management of the enterprise
- o Who regularly directs the work of two or more employees
- o Who has the authority to hire or fire other employees
- o Who regularly exercises discretion and independent judgments

(2) Administrative employee

- o Who involves either the office or non-manual work or administration of a school system
- o Who regularly exercises discretion and independent judgment
- o Who directly assists an executive or administrative capacity

(3) Professional employee

- o Who is licensed or certified by the State of Cali-

- o fornia and is primarily engaged in the practice of: law, medicine, dentistry, optometry, architecture, engineering, teaching, or accounting; or
- o Who is primarily engaged in an occupation commonly recognized as a learned or artistic profession
- o Who regularly exercises discretion and independent judgment

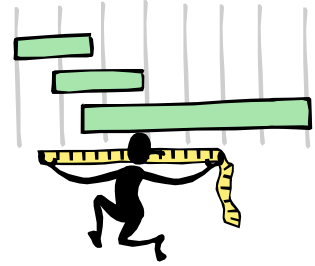
Regular Rate of Pay

This term is the basis for all overtime pay. For non-hourly employee, regular hourly rate of pay is determined by dividing an employee's total compensation in a workweek by the total number of hours actually worked in that workweek.

Example: Annual salary \$24,000

Hourly rate

$$\begin{aligned}
 &= \text{Yearly rate} / 52 \text{ weeks} / 40 \text{ hrs per week} \\
 &= \$24,000 / 52 / 40 \\
 &= \$11.54
 \end{aligned}$$



How do you calculate overtime hours?

Example of Calculating Overtime Hours

In a workweek, an employee works 7 days:

Monday	13 hours	(5 hours overtime. 4 hours at 1.5 times rate, 1 hour at 2 times rate)
Tuesday	6 hours	
Wednesday	3 hours	
Thursday	5 hours	
Friday	4 hours	
Saturday	4 hours	
Sunday	10 hours	(10 hours overtime. 8 hours at 1.5 times rate, 2 hours at 2 times rate)
Total	45 hours	(5 hours overtime at 1.5 times rate)
Total overtime	20 hours.	

Notes:

This law does not apply to the Alternative Work Schedule such as 10 hours per workday, 4 workdays per workweek.

The employee has 25 regular hours and 20 hours overtime

In circumstances where the workweek is less than 40 hours, the law does not require payment of the overtime unless the employee works more than eight hours in a workday or more than 40 hours in a workweek. In other words, assuming you are employed under a policy that provides for a 35-hour workweek, the law does not require the employer to pay the overtime premium until after 40 hours in a workweek. If you work more than 35 but fewer than 40 hours in a workweek, you will be entitled to be paid for the extra hours at your regular rate of pay, as overtime pay is only required after 8 hours in a workday and after 40 hours in a workweek.

At OpenAxis, we focus on the implementation of IT solutions for small- and medium-sized businesses.

We provide management and computer consulting services by identifying issues, implementing solutions, and managing all your IT needs.

Comprehensive Solution:

- Accounting Solution
- Operation Solution
- Manufacturing Solution
- Other Integrated Solution
- Customized Solution
- E-Commerce Solution
- Returned Merchandize Authorization

OpenAxis, Inc.

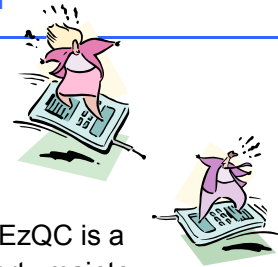
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NEWS : EzQC— OpenAxis Has Developed an Innovative System of Property Maintenance System

OpenAxis, Inc. was looking for a solution for our client. We couldn't find a right system, so we have created it. It is called EzQC (Easy Quality Control). EzQC is a quality control system for property maintenance of hotels, office buildings and other real estates.



EzQC allows managers, housekeepers, janitors, and engineers to input, share, and manage detailed maintenance information. All they need to do is to make several clicks on affordable and portable devices.

Our client needed it, so we created it. This is an example of our commitment to serve our clients better and bring results.

For more information on the software, or if you are looking for a business solution, please call us at

[323-265-3000](tel:323-265-3000).

Customer Contribution and Product Contribution Reports

Useful information and Benefits

Customer or product contribution reports, such as Profitability Report by each customer or each product group, are powerful tools for management. The management needs the timely and useful information on each customer and each product when making decision or negotiating with customers on pricing, sales discount, freight out costs, cash discount, and promotion and advertising expenses.

Hidden Valuable Information

Most of companies have been

using computers and kept various customer, products and financial information in their computer system for 5 years or more. You can analyze and utilize these accumulated past data by using Customer Contribution or Product Contribution Report. Our clients in hotel, manufacturing and distributing industries have been getting tremendous benefits from these useful reports. Let's not waste these valuable information that you already have.

Customized Contribution Report

OpenAxis is ready to help you with customizing Customer Contribution or Product Contribution Report, as well as assisting you with learning how to use the report for management decisions. OpenAxis is an information technology firm who also understands accounting and your business.



Find your hidden Treasure.