Acusis Philippines
Work from Home MT
Your Daily rate, salary & targets at Acusis governed by the MOA (memorandum of agreement) you sign.

Productivity & Quality incentives @ Acusis as you exceed your targets and deliver directly to the customers.

Overtime Rates applicable.

Night Shift Differential

*The above will be explained in detail with case studies and numerical examples in this presentation.
<table>
<thead>
<tr>
<th><strong>Position Title</strong></th>
<th><strong>Home-based Medical Transcriptionist</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Production</td>
</tr>
<tr>
<td>No. of Work Days in a week</td>
<td>5 days</td>
</tr>
<tr>
<td>Work Schedule</td>
<td>Any 5-continuous days in a week with an 8-hour shift. Schedule will depend on the account chosen and will change every fortnight as directed by your supervisor.</td>
</tr>
<tr>
<td>Immediate Superior</td>
<td>Work From Home Team Supervisor/Assistant Manager</td>
</tr>
<tr>
<td>Employment Status</td>
<td>Probationary</td>
</tr>
<tr>
<td>End of Probationary Period</td>
<td>6 months from the date of hire</td>
</tr>
</tbody>
</table>
Daily rate of 459.76 php.

Your daily Productivity Target = 350 lines

Your daily Quality (weighted average accuracy) = >98% with all of your lines directly delivered (DD) to the customer.

*During Acusis induction your targets will be lowered to enable learning and adaptation to your assigned account.

*Your productivity and quality targets highlighted above will come into effect upon successfully completing the Acusis induction as you are handed over to the Production team.
Q. **What benefits do I receive when I exceed targets?**

- Every extra line processed over and above your daily target, will all result into a monthly productivity corpus.

- Acusis offers you a highly attractive Productivity & Quality Incentive scheme, details of which are presented in fine detail in subsequent slides.

- This ensures exceeding productivity targets and meeting quality targets pays you rich dividends every month over and above your salary.
Q. What is an MOA?

Memorandum of Agreement (MOA) is a written, legal agreement between Acusis Philippines and you as an individual home-based MT employee clearly stating various performance, delivery, security, confidentiality clauses that we shall abide by and honor governed by the Laws of Philippines.

**MOA is specifically relevant for home-based employees and highlights with illustration the importance of certain key delivery aspects such as:**

- Meeting 100% of your daily productivity and quality target to be paid your full daily rate.
- Highlights in the eventuality of you not meeting your daily target, how the pay will be computed.
- Rendering over time and corresponding premium payments and conditions applicable for one to qualify to render over time.
- How one can exceed daily and fortnightly targets and earn handsome productivity incentives provided you have attained Direct Delivery (DD) status.
- Confidentiality and commitment norms.
- HIPAA clauses to adhere and observe at all times.
Q. When does my daily rate and fortnightly commence being governed by the clauses within MOA?

Upon completion of your 30-day Induction +15-day Get Confident phase = 45 days which is designed to fully train and equip you to exceed your targets, you will be handed over to the Work From Home Supervisor/Assistant Manager of the Production Team.

Effective from the date of hand over, your daily pay will be governed strictly by your daily performance achieved vs. targets.

Q. What will I be paid during 30-day induction & 15-day get-confident phase?

You will be paid your daily rate of 459.76 php and fortnightly salary of 5000 php. This excludes any overtime, night shift differential and holiday pay you may earn.

Q. What will be my targets during 30-day induction & 15-day get-confident phase?

Please refer to the Acusis Induction and Get confident Roadmap document for complete details.
Before we walk you through more examples, let us be very clear about some fundamentals of your basic pay.

<table>
<thead>
<tr>
<th>Daily Rate</th>
<th>P459.76</th>
<th>8 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate (P459.76/8 hrs.)</td>
<td>P57.47</td>
<td></td>
</tr>
<tr>
<td>Per Minute Rate: (P57.47/60 mins)</td>
<td>P0.96</td>
<td></td>
</tr>
</tbody>
</table>

As seen above, your daily rate can be broken down into an hourly rate and per minute rate and this helps us in compensating you accurately for various scenarios such as over time, under time, holiday pay premium, night shift, etc..., you would render.
**Scenario:** Let us assume that you have successfully met the goals of 30-day Induction and 15-day Get confident phase and begin your first day as member of Acusis Production team on **March 01**.

Assume that on Mar 01, you have processed a total **425 lines** against a target of **350 lines**

Your daily rate for the day will be computed as below:

- \[(\text{350/350} \times 8 \text{ hours}) \times \text{p}57.47 = \text{p}459.76\]

- **425 lines – 350 lines = 75 excess lines, these will be included into the productivity incentive corpus.**
Scenario: Assume that on **Mar 02**, you have processed a total **300** lines against a target of **350** lines.

Your daily rate for the day will be computed as below:

- \((\text{Lines processed}/\text{Target Lines} \times 8 \text{ hours}) \times \text{Hourly rate}\)
- \((\frac{300}{350} \times 8 \text{ hours}) \times \text{p}57.47\)
- \((0.857 \times 8) \times \text{p}57.47\)
- **Daily rate for that particular day = p394.01**

*As you fell short by 50 lines of your target, which is about **13%** deficit on this particular day, your daily rate for that particular day was lesser too by the same margin.*
I am sure the previous 2 primary illustrations by now have ensured you understand the basic premise of your daily productivity will dictate your daily pay.

Please click the link below which will present to you a detailed “SALARY COMPUTATION SAMPLE” excerpt from the MOA document.

We have endeavored to give you elaborate examples and scenarios on how your daily rate will be computed not only on a regular day which is most common but also on holidays with necessary premiums, rest and day offs. Special attention has been provided in this document to explain on what days overtime premiums are applicable and how the filing and calculations with necessary premiums shall be done.

Special care has been taken to explain and clarify how Acusis has factored situations wherein Acusis may fail to provide you with adequate lines and in those situations, how Acusis will address your daily pay without any compromise for the downtime or our inability to provide you with adequate lines.

Kindly review them carefully.

SALARY COMPUTATION SAMPLE WITH ALL SCENARIOS ADDRESSED
(click to view)
When you as WFH MT

✓ Exceed your monthly productivity targets

✓ Have processed some to many Direct Delivery (delivered directly to the customer without requiring an ME to edit) lines

You earn handsome monthly incentives

Let us understand HOW in the subsequent slides …
Acusis Productivity & Quality Incentive Program – How does it work? – Ex 1

**Scenario:** Let us assume we have an MT, John, who carries a daily target of 350 lines and worked for 20 days thus his monthly target was 350 x 20 man days = 7000 lines.

John actually did:
- Total Regular Lines = 13,823
- Lines delivered DD = 11,460
- Direct Delivery % = 82.9%
- EPT of DD Lines = 7.63
- Target exceeding lines = 13,823 – 7000 = 6823 Lines

As you can see from the matrix below, 6823 lines falls into Column E. Because of DD = 82.9%, line rate will be 1.75

Due to EPT of 7.63 which is less than 10, there shall be no EPT deduction.

So, John will earn for that particular month an INCENTIVE OF 6823 LINES x 1.75 php = 11940 php.
Scenario: Let us assume we have an MT, Isabel, who carries a daily target of 350 lines and worked for 22 days thus her monthly target was 350 x 22 man days = 7700 lines.

Isabel actually did:
✓ Total Regular Lines = 9,621
✓ Lines delivered DD = 9,200
✓ Direct Delivery % = 95.6%
✓ EPT of DD Lines = 14.2
✓ Target exceeding lines = 9,621 – 7700 = 3571 Lines

As you can see from the matrix below, 3571 lines falls into Column C. Because of DD = 95.6%, line rate will be 1.45
So, Isabel will earn for that particular month an INCENTIVE OF 3571 LINES x 1.45 php = 5177.95 php.

Due to EPT of 14.2 which is greater than 10, there shall be 10% EPT deduction.
So, Isabel will earn for that particular month an INCENTIVE OF 5177.95 php – 518 (10% deduction) = 4659.95 php.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>If DD &gt;1% &lt;30%</td>
<td>0.70</td>
<td>0.80</td>
<td>0.95</td>
<td>1.20</td>
<td>1.50</td>
</tr>
<tr>
<td>IF DD &gt;31% &lt;60%</td>
<td>0.80</td>
<td>0.90</td>
<td>1.05</td>
<td>1.30</td>
<td>1.60</td>
</tr>
<tr>
<td>IF DD &gt;61% &lt;90%</td>
<td>0.95</td>
<td>1.05</td>
<td>1.20</td>
<td>1.45</td>
<td>1.75</td>
</tr>
<tr>
<td>IF DD &gt;91%</td>
<td>1.20</td>
<td>1.30</td>
<td>1.45</td>
<td>1.70</td>
<td>2.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EPT</th>
<th>Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 &lt;10</td>
<td>0%</td>
</tr>
<tr>
<td>&gt;10.1 &lt;20</td>
<td>10%</td>
</tr>
<tr>
<td>&gt;20.1 &lt;30</td>
<td>20%</td>
</tr>
<tr>
<td>&gt;30.1 &lt;40</td>
<td>30%</td>
</tr>
<tr>
<td>&gt;40.01</td>
<td>40%</td>
</tr>
</tbody>
</table>
As an Acusis WFH MT when you are scheduled in the night shift which is defined as working in a 10 p.m. to 6 a.m. or 11 p.m. to 7 a.m. shift.

You will be paid a night shift differential of 10% of your basic pay

**Scenario:** Let us assume, your basic pay for a regular day is 459.76. Let us also assume you came into work in a night shift for 11 man days all of which were regular days

- Your basic pay for regular days will be \( 459.76 \times 11 \text{ days} = 5057.36 \) php

- Your **Night shift differential** will be \( 5057.36 \times 0.10 = 505.73 \) php

*Kindly note that the 10% differential is applicable to holiday pay premiums too.*
Acusis prides in offering OVERTIME RATES for its WORK FROM HOME MT EMPLOYEES that are better than what is government mandated. Given the cost of living as mandated by the government, we have allowed a premium for those working from Greater Manila region. At the time of joining, Acusis HR team will review your working address and clarify which rates are applicable to you.

A comprehensive policy document with scenarios on how your daily target compliance is what allows you to file for OT and what productivity target compliance needs to be achieved when OT is filed will be provided as you join.

*On Regular days – No overtime is applicable because all lines over and above daily target produced by working additional hours (if any) will flow into your monthly productivity incentive corpus.
How does one keep track of day-to-day performance and earnings, etc.?

- Acusis’ Online Portal, AcuVista, will provide you real-time performance and earnings stats. There is a following module which will provides thorough knowledge on AcuVista.

What is a payment period for Acusis work from home Medical transcriptionists (WFH MT)?

Fortnightly cycle.

- 1st to 15th salary will be credited via online transfer to your bank account post standard deductions on 20th of the same month.
- 16th to 30 or 31st salary will be credited via online transfer to your bank account post standard deductions on the 5th of the subsequent month.

How are your monthly payments made by Acusis?

- Acusis would wire/online transfer (no cash or cheque payment) your net earnings

When do I receive my incentives?

- As productivity and incentives are calculated on a monthly basis, you will receive them as a separate wire transfer on or before the 25th of the subsequent month. Ex: Your incentives for Mar 2013 will be paid before Apr 25th.
Acusis offers you employment with complete benefits and does not regard you as a contractor.

Acusis offers you a monthly salary of 10,000 php with a daily rate of 459.76 php.

MOA signed by Acusis and yourself governs whether you get paid all of your rate as it is directly related to your daily productivity and quality.

MOA explained with all scenarios explained with computations.

Acusis also offers a very handsome monthly productivity and quality incentive scheme applicable when you exceed your targets and deliver your lines directly to the customer.

Acusis Night Shift Differential and Overtime premiums explained in detail.

Payment cycles, online credit schedules and deductions explained.
We hope this module on Acusis payment & related matrices has helped you understand what you earn at Acusis not only as salary but as incentives, holiday pay, over time and night shift differential thus giving you a transparent and view your compensation in totality.

One shall understand the mechanics even more better as they become part of Acusis Family.

At Acusis, it is not only about providing you with good line rates but also serving with you with right environment of defined efficiency, fairness, & transparency so that you can be your best and earn your best.
Thank you!!