



ORANGEHRM

THE WORLD'S FIRST

HR App Store



A comprehensive reporting method which allows HR Personnel generate reports based on employee leave, recruitment, company structure & employee information.

- *View the leave summary of any employee within any leave period in a graphical view.*
- *Keep track of the no. of employees hired for each sub-unit of your organization within a particular year or month.*
- *Find out the no. of terminated employees with reasons, to keep track of employee turnover.*
- *Retrieve the no. of employees within each sub-unit in your company, and find out the employment statuses of employees in each sub-unit.*
- *Plan out your next recruitment approach by going over the no. of employees who have been shortlisted, hired & rejected for each job vacancy.*

Employee Leave Report

The Employee Leave Report gives an entire summary of the leave details of an employee within any given leave period.

Leave Entitlements and Usage Report

Generate For: Employee (dropdown) Employee: Jason Richardson

[View](#)

Leave Type	Current Leave Period	Leave Entitlements (Days)	Leave Pending Approval (Days)	Leave Scheduled (Days)	Leave Taken (Days)	Leave Balance (Days)	
Annual	2013-01-01 - 2013-12-31	14.00	0.00	0.00	5.00	9.00	Show Timeline
Medical	2013-01-01 - 2013-12-31	7.00	0.00	0.00	0.00	7.00	Show Timeline
Casual	2013-01-01 - 2013-12-31	7.00	0.00	3.00	0.50	3.50	Show Timeline
Maternity	2013-01-01 - 2013-12-31	0.00	0.00	0.00	0.00	0.00	Show Timeline
Paternity	2013-01-01 - 2013-12-31	0.00	0.00	0.00	0.00	0.00	Show Timeline
Working from home	2013-01-01 - 2013-12-31	0.00	0.00	0.00	0.00	0.00	Show Timeline

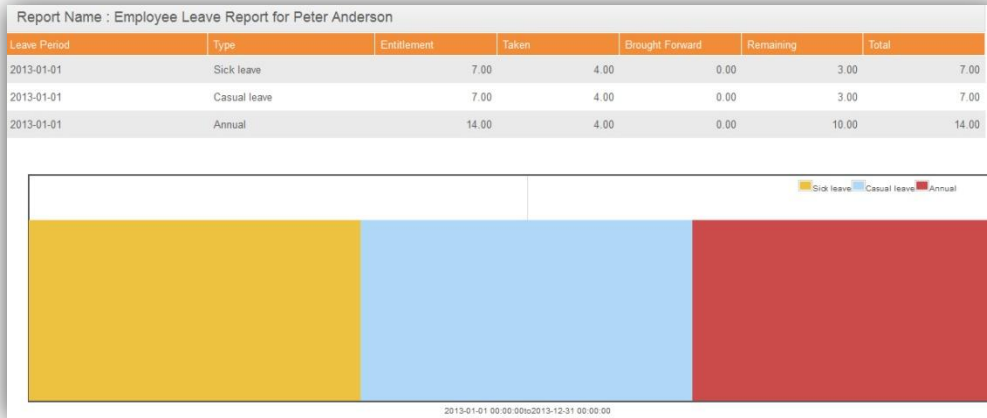
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Leave Entitlements and Usage Report

Generate For: Employee (dropdown) Employee: Jason Richardson From: 2013-01-01 - 2013-12-31 (dropdown)

[View](#)

Reports can be generated to view the number of employees under each sub-unit with a given employment status.



Employee Turnover Hiring Report

Employee Turnover Hiring Report

Date Range From To

Sub Unit

- All
- IT Division
- Accounts Division
- Audit
- Finance Division
- HR

* Required field

Allows HR Personnel track and manage employee turnover.

Report Name : Employee Turnover - Hiring Report

Employee Name	Sub Unit	Hired Date	Job Title
Russel Hamilton	American Company (Pvt) Ltd / IT Division	2010-02-23	HR Admin
Mark Boucher	American Company (Pvt) Ltd	2013-03-13	Finance Manager
Anthony Nolan	American Company (Pvt) Ltd / IT Division	2010-01-14	Industrial Engineer
Peter Anderson	American Company (Pvt) Ltd / IT Division	2013-01-08	Controller
Suraj Sing	American Company (Pvt) Ltd / IT Division	2010-03-24	Cheif Executive Office
Ryan Parker	American Company (Pvt) Ltd / IT Division	2013-03-20	Controller
Nick Silverstone	American Company (Pvt) Ltd / IT Division	2012-10-24	Program Manager
Jennifer Brown	American Company (Pvt) Ltd / IT Division	2013-02-05	Audit Trainee

The Employee Turnover report will list details of hired employees for a given sub-unit & date range.

Employee Turnover Termination Report

Employee Turnover Termination Report

Date Range From To

Sub Unit

* Required field

- All
- IT Division
- Accounts Division
- Audit
- Finance Division
- HR

Employee Turnover Termination report will list details of terminated employees for given sub-unit and date range.

Report Name : Employee Turnover - Termination Report

Employee Name	Sub Unit	Terminated Date	Job Title	Reason
Jacob Oram	American Company (Pvt) Ltd	2013-03-21	---	Other
Suraj Sing	American Company (Pvt) Ltd / IT Division	2013-03-22	Cheif Executive Office	Physically Disabled/Compensated

Head Count Report

Head Count Report

Employment Status

Sub Unit

Include

* Required field

- All
- Freelance
- Full time Contract
- Full-Time Permement
- Full-Time Probation
- Part-Time Contract
- Part-Time Internship

This report can be generated to view the number of employees under each sub-unit with a given employment status.



HR Personnel may view the employee head count of the each sub-unit in detail, simply by clicking the corresponding sub-unit.

Vacancy Succession Report

Vacancy Succession Report

Job Title:

Date Range: To

* Required field

This report gives HR Personnel detailed statistics of the entire recruitment process.

Report Name : Vacancy Succession Report

Vacancy Added Date	Job Title	Number of Positions	Number of Applicants	Number of Shortlisted	1st Interview Passed	1st Interview Failed	2nd Interview Passed	2nd Interview Failed	Number of Hired Applicants
2013-03-21	Controller	2	2	2	2	---	---	1	1
2013-03-21	Finance Manager	---	1	1	1	---	---	---	1
		2	3	3	3	0	0	1	2

Legend: ■ Number of Applicants, ■ Number of Shortlisted, ■ Number of Hired Applicants

Job Title	Number of Applicants	Number of Shortlisted	Number of Hired Applicants
Controller (2013-03-21)	2	2	1
Finance Manager (2013-03-21)	1	1	1

License Expiry Report

License Expiry Report

From *

To *

Employment Status

- All
- Freelance
- Full time Contract
- Full-Time Perment
- Full-Time Probation
- Part-Time Contract
- Part-Time Internship

License Expiry Report

From *

To *

Employment Status

Id	Employee Name	Sub Unit	Employment Status	Supervisors	License Type	License Number	Issued Date	Expiry Date
0002	Russel Hamilton	IT Division	Full-Time Perment	Kevin Mathews	Professional License		2011-03-16	2013-03-20



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