



## FEATURES

OrangeHRM Enterprise can be purchased with your choice of modules from those detailed in this brochure. The enterprise version will come with System Administration, Personnel .Information Management and other features listed under Additional modules as the base. You can select other optional modules to be included with the base. Please contact our consultants for pricing for your choice of modules.

## Core HR Modules



### System Administration

ESS & Supervisor User Roles	Built-in employee self-service and supervisor privileges.
Custom User Roles	Administrators can create custom user roles with predefined privileges for specific purposes (e.g. Leave Manager, Salary Manager).
Country / Location Based Administrative Rights	Users can be given country based admin rights, where they will only have access to employees and information for a specific location.
Security Authentication	Ability to add extra security features such as "Reset Password".
Email Notifications	Email reminders can be sent for specific events.
Customizable Work Flows	Customize leave approval, performance evaluation, timesheet submission and other workflows to suit your needs. Contact sales@orangehrm.com for more details.
Location Based Reporting	
CSV Extraction of Reports	Extract Reports into CSV files.
Localization	Change date formats, user preferred system language setting and location based custom fields



### Personnel Information Management

Employee Database & Profiles	
Job and Salary History	
Employee Reports	Define custom employee reports.



## Other Core HR Functions

Dashboard	View pending task lists and other graphical representations of employee leave and headcount reports. Quick view of latest news publications and access to the HR policy documentation.
Corporate Directory	Find employee contact information.
Assets	Create assets with vendor, brand and service information and assign them to employees. You can also track asset usage histories.
News Publisher and Policy Management	Share news and company policies with your employees.
Audit Trail	Track system wide personal information changes.
LDAP	Integration with an Active Directory or LDAP server.
Corporate Branding	Rebrand your OrangeHRM system with custom themes and your logos.

## Optional Modules



### Leave / Time-Off

Creating Leave / Time-Off Types	
Leave Rule Configuration	Specify various leave rules for each leave type (Restrictions, Accrual rules, Carry Forward rules, etc).
Country Based Holidays and Work Weeks	Create new leave types, add holidays and specify workweeks based on country/location.
Leave / Time-Off Period Configuration - Hire Date Based Custom	Specify when leave / time-off periods should begin (Employee joined date or anniversary based company fiscal year based, etc.
Calendar	Monthly/Yearly view of employees absence.



### Time

Timesheets	Employees can submit their timesheet data for approval.
Attendance	Recording of all Punch in and Punch out data.
Timesheet and Attendance Reports	Creation of Timesheet and Attendance Reports.
Biometric Attendance	Ability to integrate OrangeHRM with Biometric attendance systems/devices.



## Recruitment

Create Vacancies & Publish	Create and share job vacancies.
Integrate System With Company Website	Connect the OrangeHRM vacancies page with your company website careers page.
Customizable Application Form Configurable Screening Questions	
Interview Assistant with Intelligent Automated Question Prompting	Create structured interviews with intelligent automated question prompting based on difficulty or go old school and use the system to rate candidate responses
Personality Insights & Predictive Analytics	Drive your decision on industry standards with the use of personality insights and predictive analytics. Find similar achievers and best matches for the position
Job Board Integration	Connect to 1000's of job boards and social media platforms for candidate sourcing
API connections for Social Media & Job Boards	Post vacancies to social media sites and other job boards
Social Media Integration	Post your jobs on facebook, LinkedIn, Google+ and Twitter



## Performance

Create 360 degree Employee Reviews	Multiple reviewers per review
Employee, Job Title or Department Based Competencies	Create competencies and assign them to job titles or departments or have them assigned to individual employees
Goals & Custom review Questions	Create custom objectives or goals and assign them to individual employees or all employees. Custom questions can be added to review forms
Custom review forms	An employee can be reviewed by different reviewers on different competencies
Review Managers	Assign a main evaluator to make final decisions on reviews



## Training

Create training packages and courses	For each training course, multiple training sessions can be created.
Attendance and Evaluation	Student attendance can be tracked while you can specify whether a student has passed or failed. Students can also rate the training course.
Training Reports	Trainer and student session reports can be created via training reports. The report will depict the attendees of the session along with rating given, session date, session status, etc.



## On/Off - Boarding

On/Off Boarding Tasks	On-boarding for new hires individually or in batches Off boarding for terminations individually or in batches.
Task Owners & Tracking	Assign event owners for easy tracking and ensure accountability.
Notifications	Scheduled reminders to task owners & department heads.
Reports	New hire onboarding/off boarding progress by individuals Batch progress based on on-boarding and off boarding events.



## Document Manager

Document template creator with the WYSIWYG editor
Employee info tags and image incorporation
PDF Outputs



## Disciplinary Tracking

Case creation by admins and supervisors
Seamless integration with Document Templates
Action pool and history



## OrangeApp – Android & iOS

Dashboard	View the company news bulletins board.
Leave Management	Apply & assign leave while tracking leave requests and performing approval and rejections.
Personal Profiles	View employee & personal profiles.
Punch in/out	Mark your attendance via the mobile device.
Timesheet Submissions	Employees can submit weekly timesheets.
Timesheet Approvals/Rejections	Timesheets can be approved/rejected via the app.
Reports	View leave and attendance reports.
Candidate Management	View current vacancies, candidate comparisons and perform actions from shortlisting to hiring

### CONTACT US

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