



OrangeHRM Module Summary

This document is intended to provide a useful overview of each of the modules offered by OrangeHRM.

Core

OrangeHRM core modules are a set of essential modules which includes Administration (Admin) module, Personnel Information Management (PIM) module and more.

Administration (Admin) module is the primary point of access that facilitates control of your Organization's core HR functions and includes an extensive set of tools to maintain employee data. Organization specific information such as organization structure, locations, cost centers, job titles and much more is maintained within this module. Administrators can create user roles with different permission levels to control the access and visibility levels for various groups of employees. Organization related news and important documents can be shared among employees in desired regions, locations, or even throughout the entire organization. Configurable email notifications allow employees to be notified based on different actions, specific dates or even as scheduled reminders. The Audit trail component allows administrators to track, in detail, changes made to records across all modules within OrangeHRM regardless of whether such changes are made by ESS users, Supervisors or HR administrators.

Personnel Information Management (PIM) module centralizes all your key employee data such as names, titles, addresses, salary and position history, reporting structures and other critical employee information. It also allows you to create an unlimited number of custom fields to facilitate the tracking of any additional employee data that you may need. Powerful reporting tools allow you to create both dynamic and pre-defined reports derived from employee data in the system.

In addition to the key functionality above, the following features are also available as part of the Core modules:



- Asset Tracker:** Manage your company assets and inventory
- Organization Chart:** Graphical representation of your overall employees and reporting relationships
- Discipline:** Disciplinary cases can be created for employees and tracked to discourage unacceptable behavior

Leave Management

This module gives your Organization the ability to easily track employees' leave requests, whether it is paid time off or vacation. The highly customisable nature of this module means that any custom leave type can be defined to meet specific business scenarios e.g. FMLA or WFH leave types. Employees can apply for leave or managers can assign leave on their behalf. The Leave Calendar gives employees visibility of who is in or out of the office thus allowing them to plan their own leave time accordingly. The Leave Management module effectively handles all the complicated calculations involving employee leave such as Leave Balances, Accruals, Bradford Factor score and more. The reporting capabilities offered by the Leave Usage report and Leave List allows the employee, supervisor, and HR admin to review data relating to the leave status, balances and Entitlements of users within the Organization.

Time & Attendance

This enables your Organization to track the time utilization, pay rules and overtime for projects and assess employees' work efficiency. Employees have the ability to register their attendance directly via the web-based application or via integration with their preferred biometric device. Timesheet capabilities allow employees to record their working hours against projects and activities in summary or detailed format as per the Organizations requirements. All complicated calculations such as overtime and pay rules will be handled effectively by the system. Time and attendance reports will provide valuable insight into employee time utilization that will help managers to assess strategic priorities and make decisions accordingly.



Performance

OrangeHRM's Performance module helps to monitor employees' performance with advanced metrics from OKRs (Objectives with Key Results) to dynamically assigned goals. 360-degree Appraisals allow employees to critically evaluate their own performance while also identifying areas for improvement based on their Supervisor, Peer or Subordinate feedback. Appraisal Cycles allow you to easily set up multiple appraisals at once encompassing a large number of users via customizable templates. Performance reports give you key metrics and an important insight into how your employees are performing and this information can be leveraged allowing you to make the best decisions about your employees.

Succession & Development

The Succession and Development module enables managers to identify, develop and retain talent to ensure the long-term success of the Organization. This module will allow them to evaluate their talent pool by mapping individuals against two factors – current performance and future potential. In this way, Managers can identify different categories of employees and use this information to tune individual development plans to better prepare these employees for possible future roles or help to improve their performance in their current role. As a Manager/Supervisor, this will provide you with the opportunity to watch your team grow as they work through their development goals to improve their competencies.

Mobile App

The ability to access critical, everyday HR operations from the comfort of your Android/iOS device. If you are planning to be on leave, you can simply update your Manager via the mobile device. Managers will be able to approve their team's leave requests or even assign leave on behalf of users directly through the Mobile App. In addition, users have visibility of leave for others on their team. The App also provides other leave related information such as your leave usage, entitlements and leave balances.



Enhanced Reporting

Tracking changes to employees' data over their life cycle is increasingly crucial in data-driven business environments. Most HR admins need some way of seeing the changes that have happened to an employee's profile field over time. OrangeHRM's Enhanced Reporting tools allow HR admins to create reports to view employee data at a given point in time (effective date) regardless of what changes may have happened for this user over time.

Travel & Expense

The Travel and Expense module manages employee travel requests, expense claims and travel claims in a quick and easy manner. Employees can plan and provide estimates of the cost of their travel via a Travel Request and receive up-front approval from their Managers. Claim requests provide a structured and centralized approach for employees to submit their expenses for Management approval. The reporting features give an in-depth insight into company wide expenses. Additionally, Managers can create custom reports as per their specific requirements and use the data derived from these reports to take decisions accordingly.

Training

This module allows for the creation and management of physical training courses that your Organization wants to offer its employees. Courses can be defined for different departments and may be delivered by internal staff or an external trainer may deliver the training to the employees. HR Admins can create and manage these training courses with the help of training coordinators. Employees have the ability to easily track all the courses that they have been assigned to, as well as leave feedback on training sessions received.



Online Training

An intuitive and easy to use module Learning Management System (LMS) that centralizes and deploys all your online training resources. It allows for the distribution of online training courses to staff worldwide. Training coordinators have the ability to create and manage multiple courses enriched with learning materials such as videos and documents allowing participants to access the material from anywhere around the globe. Flexible testing and assessment options are included to allow participants to evaluate their progress thus giving them a better overall learning experience.

321 Forms (North America only)

OrangeHRM integration with 321 Forms empowers new hires within the Organization to quickly and easily complete their paperwork at their convenience from any location leading to a more efficient and hassle free onboarding experience.

Request Desk

A centralized system with the capacity to record all requests that come to the HR Team. Requests can be directly routed to the relevant HR Team member for handling purposes. Separate request categories can be easily defined to meet specific Organizational HR requirements. Requestors can easily track the progress of their requests. Discussions between the relevant stakeholders for a particular request can be managed in the Conversations area. Reports can be generated to allow analysis of the requests received.

Health Benefits (US only)

Manages insurance plans for all your employees. With the OrangeHRM insurance and benefits module, it allows you to configure your insurance plans and benefit packages electronically, saving you tons of time paperwork.



Recruitment

Our feature rich Application Tracking System (ATS) has been designed to help Organizations effectively manage hiring pipelines, from vacancy creation, acceptance and vetting of applications, shortlisting best fit candidates, right through to onboarding the new hire. It allows you to create vacancies with unique hiring stages and publish them to the Company website or any other candidate source. A candidate pool will assist HR managers to compare and assess each candidate's strengths and weaknesses. In addition, personality insights and predictive analytics will allow managers to identify similar achievers and the best fit candidates for the position.

Parallel Vacancies

This determines the total number of vacancies that can be posted at a time. This will depend on your Organization's requirements and will be driven by your specific recruitment efforts.

Interview Assistant

Allows interviewers to create and follow a structured interview approach with intelligent automated question prompting based on difficulty. Alternatively, use the system to rate candidate responses as they respond during the interview process.

Job Boards

Posting your job to multiple job boards and social media sites used to take hours. The OrangeHRM Recruitment module allows you to connect to 1000's of job boards and social media platforms for candidate sourcing with just a few clicks of a button.



Corporate Branding

Want to flaunt your corporate identity? You can customize your OrangeHRM to match your corporate colors and company logo to create a more homely experience for your employees.

Authentication (LDAP/SAML)

OrangeHRM offers various single sign-on mechanisms including LDAP and SAML enabling users to securely access the system.

Document Templates

Centrally manage all your important company documents in one place. It allows you to publish new documents and edit existing documents as needed – quickly and easily. Create different document templates such as employee contracts, appointment letters, employee termination letters, etc. This functionality means it is easy to create, access, distribute and store documents that are confidential or specific to a particular function such as onboarding a new employee, completing a performance review or any other task.

E-Signatures

E-signature integration allows electronic sign-off during the performance appraisal process between the main evaluator and the employee.