# OrangeHRM DATASHEET

*"HR teams love our software because it saves them time; IT teams love our software because it's easy for everyone to use."*

## Personnel Information Management

Simplify and streamline your HR data with OrangeHRM's Personnel Information Management (PIM) module, helping you centralize all your employee data, no matter where you're located in the world. No need to trawl through spreadsheets, or piles of paperwork, you can enjoy fast and efficient access at your fingertips, through selection and filter criteria that you can customize depending on your organization.

## Leave/ PTO

The ability to manage leave and create multiple leave types depending on company or state policies is essential, especially if your organization is located across a number of countries.With our Global Leave Management System, you can create multiple leave types such as Vacation, Sick, FMLA, Maternity, Family Care Leave, Child Care Leave quickly and easily. You can configure rules regulating these leave types with company and state polices – ensuring you are always compliant.

## Performance

Retaining talent should be at the forefront of every organization. Your people are at the heart of what you do. In order to retain your talent, and grow your employee skills you need to be able to manage not only their performance, but their expectations. OrangeHRM isn't just about filling out the standard performance forms, but giving consistent and real-time feedback. With OrangeHRM's HR performance management software, you can provide 360° view, alongside performance reviews, and watch your people grow.

## Time and Attendance

Using OrangeHRM's Time and Attendance Management, you can easily track time sheets, attendance, tasks, while managing projects by creating time to focus on strategic priorities. The Time and Attendance module helps organizations make strategic decisions based on accurately reported data. The level of detail in our timesheets is second to none. So whether your need is basic or complex, OrangeHRM has you covered.

## Recruitment

The best applicant tracking systems provide the ability to attract and retain talent in an organization is imperative to the success of any business. In order to attract the right people for the right jobs, you need tools that are flexible and easy to use on a daily basis.
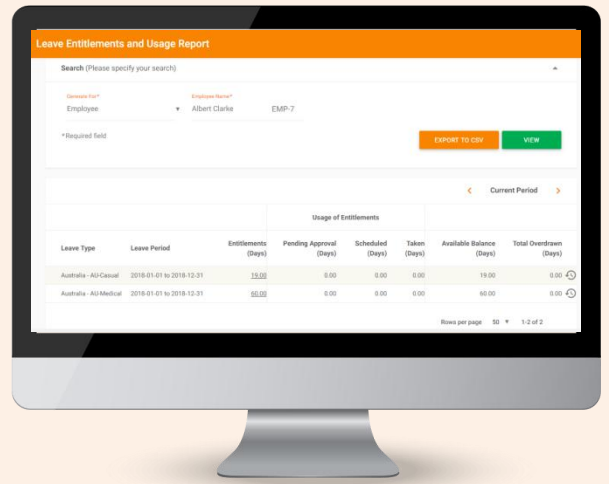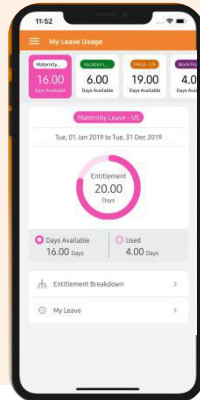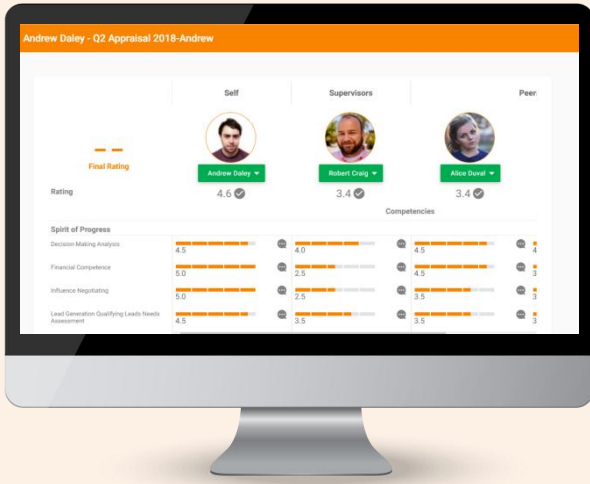
Module features configurable workflows to suit your company, department or specific vacancies. Reach 1000's of job boards around the world for sourcing and build a rich database of prime candidates. The built-in interview assistant will allow you to conduct structured interviews while giving you a base to evaluate candidates and hire the most suitable ones with less effort.

## Key Product Areas

- Personnel Information Management
- Leave
- Performance
- Time and Attendance
- Recruitment

PERFORMANCE

TIME & ATTENDANCE

RECRUITMENT

PIM

LEAVE

GDPR Compliance

## LEAVE / PTO

- Apply/Assign Leave
- View Entitlements
- Bulk/Individual Approval
- Configure Leave Rules
- View Leave Calender
- Mobile Application
- Bulk Assign Leave
- Bulk Upload Leave

## VALUE ADDED SERVICES

- News And Documents
- Corporate Directory
- Organization Chart
- Buzz
- Track Assets
- Discipline
- Travel and Expense

## PERFORMANCE

- Advanced Performance Tracking By OKRs
- Revisions And 360° Work Flows
- Performance Tracker
- Bulk Creation Of Appraisals
- Competencies Pool And Mapping
- Goal Setting And Track Progress
- Electronic Signature

## PIM

- Manage Employee Data
- Track History Records
- Custom Fields
- Custom Sections
- Manage Documents
- Bulk Update
- Bulk Data Upload
- Analytic
- Report Wizard
- Historic Snapshot Reports

## PLATFORM

- Manage User Accessibility
- Audit Trail
- Emails Notifications
- Customizing Your Brand
- Localization
- Export Data
- Report And Analytic
- Configure Approval Work Flow
- Email Notification

## RECRUITMENT

- Manage Vacancies
- Maintain Candidates
- Vacancy And Interview Templates
- Interview Assist
- Decision Support

## TIME AND ATTENDANCE

- Detailed/Summery View Of Time Sheets
- Pay Policies And Overtime
- Manage Employee Attendance
- Biometric Integration
- Punch In/Out With IP Based Restrictions

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