

HR for All

OrangeHRM provides a world-class HRIS experience and offers everything you and your team needs to be that HR hero you know that you are.

Whether you are trying to track PTO or hold performance reviews, you get all of the tools you need to shine. Thousands of businesses around the world are benefitting from OrangeHRM as their HR Management software.



People Management

Between managing the fires around your business or having to track all of that paperwork, HR can be a really demanding career. With people management you get everything that you and your team needs to succeed.

You'll be able to unlock things like reporting, Org Chart, employee data, and so much more.



Culture

Developing people is what gets you out of bed each morning, brings the pep in your step, drives not only you but those you work with. Your company thrives when your people care about your customer. Your culture thrives when your employees know they are cared for by you.

Managing things like performance, development, and training, gives you the power to make a change with your team. One that you can track overtime and know who is struggling and who is thriving.



Talent Management

A company's culture thrives when protected by a diligent recruitment team, ensuring that every new hire aligns with its values and vision. They are the ones who not only provide a great candidate experience but also handle screening, write job descriptions, collaborate with managers on qualifications, and so much more. To support them, they need one of the best applicant tracking systems and the ability to create a world-class, automated onboarding experience, including preboarding, to ensure new hires are fully prepared before their first day.



Compensation

Remove the headaches of manually tracking PTO, figuring out attendance, or having a Payroll system not integrated with your HRIS, with OrangeHRM's compensation pillar it solves all of these problems.

Think if you had a system that did all of this for you? You could save hours a week and invest it back into your people.





Payroll Connector



People Management



HR Administration

No more worrying about things slipping through the cracks.

Custom User Roles

OrangeHRM gives you the ability to create various levels of access to your user base. Whether they are a recruiter or CEO, not everyone needs to see Isabell's private information that only an HR manager needs to see. This will build a level of trust with your employees and gives them the ability to self-serve.

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Time Tracking									Rows pe	rpage 50 ¥	1 - 5 of 5	
Recruitment (ATS)												
ଗ୍ଲୀ On/Off Boarding												
 More 							HRM 7.11-VAS HRM.inc. All rights reserved					

Audit Trail

Being able to track any changes to the system is like the warm blanket to any rockstar HR manager. It takes care of the fear that comes when implementing any minor or major changes within the system.

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60	Dote and Time 个	Action Owner	Action	Employee	Section	Action Description
Jacqueline Wagner CHRO	2023-10-20 13:42:55	Fiona Grace	ADD WORK EXPERIENCE DETAILS	Fiona Grace	Qualification	New work experience was added (Servior Technical Support Engineer at InnovateTech Solutions) Greditable : No Comment :
Search Q,	2023-10-20 13 42 38	Fiona Grace	ADD WORK EXPERIENCE DETAILS	Fiona Grace	Qualification	New work experience was added (Technical Support Specialist at TechSolutions Inc.) Greditable : No Comment :
HR Administration	2023-10-20-13:42:01	Fiona Grace	ADD EDUCATION QUALIFICATION DETAILS	Fiona Grace	Qualification	New Education Info was added (Level Master's or equivalent) Mittitute: Stanford University Major/Specifications Master of Science in Computer View: 3233 GPV/Socie: 3.9
Reports and Analytics	2023-10-20 13:41:37	Fiona Grace	ADD EDUCATION QUALIFICATION DETAILS	Fiona Grace	Qualification	Nove Education Inforware added (Level: Bachator's or equivalant) Institute: Massachusetts Institute of Technology (MRT) Major/Specialization: Bachelor of Science in Computer Year: 2016 GPA/Score: 3.6
Attendance	2023-10-20 13:41-15	Fiona Grace	ADD EDUCATION QUALIFICATION DETAILS	Fiona Grace	Qualification	New Education Info was added (Level: Upper secondary education) Institute: Green Valley High School Yeer: 2012 GPA/Score: 3.07
Recruitment (ATS) On/Off Boarding	2023-10-20 13-29-23	Peter Anderson	ADD WORK EXPERIENCE DETAILS	Peter Anderson	Qualification	New work experience was added (Chief Revenue Officer (CRO) at ApexTech Corporation) Creditable : No Comment ::
✓ Mare	2023-10-20 13 29:06	Peter Anderson	ADD WORK EXPERIENCE DETAILS	Peter Anderson	Qualification	New work experience was added (Director of Sales at GrowthTech Solutions) Creditable - No Comment

Asset Tracking

OrangeHRM has created a way for your team to track any and every asset your staff has. This could include computers, office furniture, and even stocks. This is just another way to help free you from all of that paperwork.

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A 0	ŵ	÷	View Assets	Brands Categ	jories Vendors				7 ?	*
83		Asset Id 个	Category	Serial Number	Model	Status	Assigned Employee	Assigned On	Warranty Ends	Ð
Jacqueline Wagner CHRO	D	001	Laptops	LAP2023XYZ	Dell Vostro 3420 - 15	In-stock			2025-09-30	
Search Q		082	Laptops	LAP99GHIJK	Asus ExpertBook L1500CDA B00655 ~ Ryzen 3	In-stock			2024-06-30	
HR Administration		003	Laptops	LAPXYZ3456	HP ProBook 450 G9 = iS	In-use	Aaron Hamilton	2022-08-01	2023-12-31	
Employee Management		004	Smartphones	SMRT007ABC	Samsung Galaxy S23 SG	In-stock			2024-04-02	
Reports and Analytics	O	005	Smartphones	SMRT12MNOP	Apple IPhone 13 Pro Max	In-use	Aaron Hamilton	2023-07-17	2624-04-03	
C Time Tracking	0	006	Smartphones	SMRTUV7890	OnePlus Nord N20 SE	In-use	Aaliyah Haq	2023-07-04	2024-02-29	
Attendance		007	Monitors	MON45DEFLP	MSI PR0-MP223 21.45inch Business Monitor	In-stock			2026-07-02	
Recruitment (ATS) On/Off Boarding	O	008	Monitors	MON789QRST	Acer RL272 Widescreen LCD Monitor	in-use	Brody Alan	2023-05-09	2026-08-01	
V More		009	Monitors	MON678CD	Apus VA24DCP Monitor	In-use	Fiona Grace	2023-06-01	2026-05-01	

News & HR Policy Publisher

Ever wanted a way to communicate with your employees about an upcoming training or have the HR handbook live in a place where all can see? Well now you can with the News & HR Policy Publisher. This feature allows you to attach the most important things and have it live on the dashboard.

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	General Information		
Jacqueline Wagner CHRO	Topic *	- Select -	*
Search Q	Description		
	File - Edit - View - Insert - Format - Table -		
R Administration	* * B I E E E E E E · E · E E Ø R	較 <u>A</u> - 圓 - Verdana - 11pt -	
8 Employee Management			
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Attendance			0 WORDS POWERED BY TINY ,, ,
Recruitment (ATS)	"Attachment nize should be less than 5MB		
RSB On/Off Boarding	Request Acknowledgment		
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✓ More		_	BACK

Notifications

Why do we rely on sticky notes to remind us about important things like approving paid time off or employee's birthdays/work anniversaries?

With notifications you no longer have to. This feature gives you or anyone in the company automated emails triggered based on actions that either need to be done or things that are completed.

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	Netification	Enabled	Subscribers	Tomplates
Jacqueline Wagner CHRO	(General) Request Desk: Non Approve Request Reopen the Request	-	22	\$
Saarde Q	(General) Request Deak: Non Approve Request Submit More Information	-	22	\$
R HR Administration	(General) Request Desk: Non Approve Request, Request More Information	-	2.	\$
Employee Management	(General) Request Desk: Reopen the Request		22	\$
Reports and Analytics	(General) Request Desk: Request Submission Without Approvers	-	22	\$
O Time Tracking	(General) Request Desk: Resolve Non Approve Request		22	\$
Attendance	(General) Request Desk: Withdraw the Non Approvable Request	-	22	\$
Recruitment (ATS) On/Off Boarding	(General/Hiring) Request Desk- Request Adding Comment	-	22	\$
- More	(General/Hiring) Request Desk: Request Approval	-	21	\$

Employee Management

Give your employees the autonomy they deserve.

Dashboard

The Dashboard is the command center for everything most important to the user. For employees it shows PTO accruals, company news, time tracking, and the list goes on. If it's your dashboard it shows all of that plus, reporting charts, who's in and out, and your "to-do" list. It helps save you time by keeping everyone organized.



Employee Database & Profiles

Owning and managing your employee's information is key to being able to do your job. You can create new profiles, add custom fields like t-shirt size for company swag, update information in bulk, house job and salary history, and have a full view of your employees data.

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	@ ←	Profile Personel Details	Job	Salary Contact Details	More 1	Search Search	Q 🕜	*
	😫 About				٥	Quick Access	¢	
Jacqueline Wagner CHRO		-	20	Basic Info Full Name: Masie Abraham		Appraisels		
Seich Q				Employee kt 0123 Birthday: Jan 24	- 11	Goats		
HR Administration	4		Ē	Job Joined Date: 2022-02-01 Sub Unit: Marketing		Discipline Disciplinary Cases		
Reports and Analytics				Status: Active	- 11			
ලි Leave		Mazie Abraham	2	Contact Mobile: 00612643294				
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150 On/Off Boarding								
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Work Schedules

Simplify staff scheduling with OrangeHRM's Work Schedules feature. Define shift timings, breaks, and work days easily. Create, modify, and delete flexible schedules to meet diverse needs within your organization.

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B Recruitment (ATS)	Saturday	Non-working Day								
000 Onboarting	Sunday	Non-working Day								
✓ More	Exclude break from									

Disciplinary Tracking

Managing your employees can sometimes be hard when something against company policy happens. Disciplinary tracking allows your team to not miss seeing patterns of behavior from an employee like being late to work consistently. You can take note of your conversations with them and track their improvements.

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Organization Chart

Giving your employee a way to see the entire company's layout is powerful because it helps give context to how your organization works. No longer will you need to answer, "wait who reports to whom?" Because you can direct them to the company's Organization Chart.



Corporate Directory

Don't field one off questions by your team about which person reports to which manager or what is so and so's telephone number. With the Corporate Directory, you can see everyone's address, phone number, email address, job title, and more.



Document Manager

Managing all of the important documents of your employees with a filing cabinet isn't easy, in fact it's flat out stressful. With Document Manager, you are able to house documents like contract letters, termination letters, promotion contracts, and be able to export them as a PDF if you ever need to print them out.

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Jacqueline Wagner CHRO		Administratic	n Code of Conduct	2023-03-16	Published	All	All	@	≡,∕	
Search Q		HR Policy	Amendments to the HR Policy	2023-03-15	Saved	All	All	œ	≡,	
R Administration		п	Acceptable Usage Policy	2023-03-01	Published	All	All	e	≡,	
SB Employee Management		HR Policy	Amendments to the HR Policy	2023-01-02	Published	All	All	œ	≡,⁄	
Reports and Analytics										
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C Time Tracking										
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✓ More				@ 2005 - 2024	OrangeHRM 7 11- OrangeHRM Inc.	VAS All rights reserved.				

Reporting and Analytics

Impress your boss with reports that give you full visibility.

Custom Reports

Every business is different and their needs are as well. Start using custom reporting to help answer questions that are unique to your organization. You can track things like PTO, training, onboarding, expenses, EEO reports, literally anything that your heart wants.

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R	Reports	Add Report	a
Jacqueline Wagner		Select Report Type"	
CHRO	+ New Report	Employee Informational Report	^
Gamin Q.		Select Folder*	
HR Administration	All Reports	Employee Management	
Employee Management	Standard Reports		~
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E Leave	🔁 Recard Reports		
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Attendance.		Benefit info Report	
Rocruitment (ATS)			
50 On/Off Boarding		Clata based on sub units (Salary)	
🐱 More		EEO – Job Categories	

Scheduled Reports

Need a report that is run regularly with ease and precision? Schedule your most important reports regularly. Scheduled reporting puts all your important HR data at your fingertips so you won't miss a thing.

Ö rangeHRM	Reports and Analytics				
(A) 0	û ← Add Schedule				0 0
	Create Schedule				
Aaron Hamilton	Schedule Name*				Status
Regional HR Manager					Activated
Search Q	Frequency*		Time Zone*	_	Start Date*
R Administration	Select Frequency	•	(GMT+05:30) India Standard Time - Colombo		2024-04-03
R Employee Management	Report*				Time*
Reports and Analytics	Type for hints				HH 💌 MM 💌
E Leave	Schedule Type				Unavailable Time Values
C Time Tracking	Email Upload				Report Attached as
Attendance	Employees				O CSV (Comma Separated Value)
Recruitment (ATS)	Type for hints		🥝 Include Me		O PDF
Mare					

Graphical Reports

With the different questions you may have around questions within HR, different reports are needed. Graphical reports give a great bird's eye view of trends and help tell a story on where you are either excelling or needing to improve.



Extraction of Reports

Once you are able to see the reports, you might want to be able to export them for your team to review or do additional analysis. You can do that with OrangeHRM's reporting tool. You can either export it as a PDF or CSV.

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~	1061	Odis	Liberty mutual state farm	Dental	Yes	Dental	Susan Adabwin	0
	1055	Brody:	Liberty mutual state farm	Extended Medical	No:			No

Snapshot Reporting

Accessing historical data is crucial for comprehensive analysis beyond the present moment. Enter the Snapshot reporting feature, designed to provide insights into past employee information such as job details, salaries, and more. Easily track changes made to employee data by viewing their status as of a specific date in the past.

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60	Employment Details Job Histo	ory				@ Attachments
Jacqueline Wagner CHRO	Regional HR Manager		Cana	dian Developmen	E	
Seath O			south the	Administration	Crea	ato
Eg HR Administration	Snapshot as Of: Mon. 08 Aug	2022				
Compleyee Management:	Joined Data*		Probation End Date		Date of Permanency	
Reports and Analytics	Mon. 08 Mar 2010		Fel. 03 Jun 2011		Man, 06 iun 2013	
E Leave	Job Title		Employment Status		Job Specification	
O Time Tracking	Regional HR Manager		Fußi Timei Permanent		Not Defined	
Attendance	Job Category		Sub Unit		Cost Center	
D Recruitment (ATS)	Officials and Managets		Administration		0005 - Cost center (Administration)	
959 Onboarding	Location*		Work Shift*		Pay Policy	
원 Training	Canadian Development Center	1	General		Canada - Monthly Pay Period	
More More	Current Service		Creditable Service			

Mobile App HR management on the go!

Dashboard

Access our streamlined HR dashboard for on-the-go management. Easily handle attendance, leave requests, and timesheets. Stay organized with leave calendars and quick approvals. Access company news, documents, and manage timesheets seamlessly all from your smartphone.



Employee Management

Effortlessly manage personal details, browse the employee directory for communication, and stay informed with company news. Engage with initiatives for a sense of belonging. The OrangeHRM Mobile App offers you easy access and enhanced efficiency for seamless employee management.



Leave Management

Effortlessly manage your leave with OrangeHRM. Apply, assign, and approve leave with ease for smooth operations. Stay organized with the leave calendar, simplifying scheduling all within your fingertips.

Time Tracking

Effortlessly track attendance and manage timesheets on the go with OrangeHRM. Simplify your workforce management with easy punch-in/out and streamlined timesheet filling from your mobile device.



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Performance

Effortlessly manage goals and OKRs from your mobile device, staying aligned with organizational objectives. Track progress, receive feedback, and set personal goals with ease. Submit them for approval to ensure clarity and alignment in your professional development, revolutionizing your performance management experience.

Security

Quickly reset your password from your mobile device for account access in case of a forgotten password or security breach. Maintain control over your account and ensure confidentiality with ease, safeguarding sensitive information.





Culture

Build a holistic view of your employees' performance.

360° Employee Reviews

Whether you are setting up Performance Reviews yearly, semi-yearly, quarterly or whenever, you need a system that will give you the flexibility to build and track what works for your company. With 360° Employee Reviews gives you a birdseye view on how any particular employee is doing based on peer to peer and manager to peer feedback.



Goal Tracking

With collecting a better picture on a performance review, goal tracking helps you and the manager see where the employee in review is pacing. You can create custom goals, add OKRs, and assign them to one or many employees to help keep visibility.

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8 5	🍪 Goal Details			Send Reminder	8. 0	← More Details
Jacqueline Wagner CHRO	Enhance Knowledge M	lanagement Practices		Level 🔹 Individual	Priority Madium	Statue m Program
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Reports and Analytics	Sub Goals (0) Sub Goals Found					+ Add Sub Goal
C Leave	Name	Level Owner	Due Da	te St	atura .	Priority
Attendance						
Recruitment (ATS)						
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Y More		OrangoHRM 7.1	Contra			

Custom Review Questions

Be able to build your reviews to your liking with custom review questions. This gives your team the power to add or take away questions that might be more pertinent to the person's job or to even the company.

Ö rangeням	Performance / Configuration / Ap			
-	Add Question			? ^
26	Add Question			
Jacqueline Wagner CHRO	Question *			
Search Q				
R Administration				
😤 Employee Management	Employee Job Titles			*
Reports and Analytics	All			
So Leave				
Time Tracking	Art Director	Assistant Director Digital Marketing	Assistant Director-Regional Sales	Assistant Manager - HR
Attendance	Associate Support Engineer	Back End Developer	Brand Manager	Business Development Manager
Recruitment (ATS)	CC0	CEO	CF0	Chief Architect
SJ On/Off Boarding	CHRO	СМО	Comptroller	coo
 More 	CR0	🗆 сто	Customer Success Manager	Customer Support Executive

Electronic Performance Sign-off

After collecting the feedback from peers and managers, it's crucial for the manager and the employee to have a discussion about the performance review. With the Electronic Performance Sign-off feature, the manager and the employee will be prompted by the system to electronically sign off on the review.

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Jacqueline Wagner CHRO		CANCEL	ox	Supervisors	1
tauth Q			62		
R Administration				SFR.	
Employee Management	Final Rating	Jacqueline Wagner -	Fional Grace -	Johanna Becker -	
Reports and Analytics					
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On/Off Boarding	O Laneng				

Career Development

Give your employees the opportunity to develop.

9 Box Matrix

You need an easy way in seeing who your top performers are, who might be plateauing, and who might be leaving. With the 9 Box Matrix you will be able to see all of that. This will be a great starting point for you to help develop a career path for your employees.

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See 9	G H	no employees	no employees	no employees		
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Performance	L O W	no employees	no simplayoes	no employees		
👶 Careor Development						
Travel and Expense	0	LOW	2 MODERATE	4 5 HIGH		

Individual Development Plan (IDP)

Train your managers to sit down with their employees and create an IDP within the system. They will be able to create an individual track for that employee and connect this plan with their previous performance goals. This will give your employee the power they have been needing.

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	0	ଜ	individual Developm	ent Plans 9 Box Matrix My IDP Configuration 🗸		V 📀 🔸
			Employee	IDP Name 🛧	Coech Close	f On Status
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Search	Q,		Jacob Oram	Individual Development Plan - Jacob Oram	Peter Anderson	Initiated
Companyee management Reports and Analytics			Kevin Mathews	Individual Development Plan - Kevin Mathews	Jacob Oram	Initiated
G Leave			Linda Anderson	Individual Development Plan - Linda Anderson	Jordan Mathews	initiated
Attendance		0	Loiuse Anderson	Individual Development Plan - Loluse Anderson	Gal Jordan Mathews	Initiated
Recruitment (ATS) Onboarding			Mike Mathews	Individual Development Plan - Mike Mathews	Peter Anderson	Initiated
Performance			Okta Melbourne	Individual Development Plan - Okta Melbourne	Kevin Mathews	Initiated
👃 Career Development			Paul Collings	Individual Development Plan - Paul Collings	Peter Anderson	Initiated
Travel and Expense		O	Troy Odyssey	Individual Development Plan - Troy Odyssey	Victoir Conway Panketh	Initiated

Training Create the training that needs to happen for your team.

Flexible Course Creation and Delivery

Tailor courses to your organization's needs with multimedia elements like videos and documents. Deliver them to individuals or groups for consistent learning.

	🙃 🌜 Course Details	0 *
(D) 0		
	Add Course	
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Aaron Hamilton Regional HR Manager	Title * Type for hints.	
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R Administration	-Select- ¥ 1 ¥ 0 ¥ -Select-	* Cost
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250 On/Off Boarding		
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V More		BAVE

Access from Anywhere Anytime

Provide your employees with the flexibility to access training materials whenever they need. Whether they're in the office, working remotely, or on the go, the training module enables seamless access to courses from anywhere with internet access.

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0	ŵ	Employee Assessments Employee Assessme	nts My Assessments				7 🕜 *
		Name 个	Course Status	Expired	Added By	View Employees View St	atus 🔶
Aaron Hamilton Regional HR Manager		Basic K7 Fundamentals	Created	No	Tian Finar	View Employees View St	ratus 🕞
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Esave		Developing 5oft Skills	Peoding Appeoval	No	Tias Fieur	View Employees. View St	tatus 🖸
S Time Tracking	۵	IQ Training	Saved	No	Tian Fileur	View Employees	Ō
Attendance		Training to Overcome Workplace Violence and Harassment	Approved	No	Tian Fieur	View Employees View St	tatus 🔽
CSI On/Off Boarding						Rows per page 50	▼ 1+7 of 7
67 Training							

Course Completion Reminders

Establish deadlines within the course framework and utilize automated notifications to remind users of impending due dates, fostering a culture of accountability and punctuality. By implementing these measures, you can effectively prompt timely completion of courses, minimizing potential delays and maximizing productivity within your organization.

O ranger	and the second sec					its / Basic ICT Fundamentals			G+ Log Dit	_
10	e 0	ଜ	← Cot	rse Details Rep	ources Assessments	Approvers/Reviewers Employees	Comments		7 ?	*
	0		Employee ID	Employee Name	Job Title	Location	Sub Unit.	Status	Due Date	÷
Aaron Han Regional HR N			1007	Aaron Hamilton	Regional HR Manager	US Office	HR Department	Not Started		
Search	Q		1116	Adella Lopez	Senior Marketing Manager	India Office	Graphic Design Team	Not Started	2024-12-31	
R Administr	ation		1059	Array Elfiot	Assistant Manager - HR	Canadian Development Center	HR Department	Not Started	2024-12-31	
😤 Employee Mar	nagement							Rows per page 5	1.2.42	
Reports and A	Analytics							nows per page - a	0 1 1 1 2 01 0	
ලිට Leave										
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🖉 Recruitment (ATS)									
On/Off Board	ng									
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✓ Mare					@ 200	OrangeHRM 7.9 5 - 2023 <u>OrangeHRM. Inc</u> . All rights reserved.				

E-Certificates for Course Completion

Boost employee morale and foster engagement by recognizing their accomplishments through the issuance of e-certificates upon completing courses successfully. Showcasing their professional growth not only acknowledges their efforts but also encourages further development and commitment to learning within your organization.

💪 Creese Hahale Herrieree Add Employee	, han an a	dinase Farments	∀ 0 ≁
			Status Das 🔮
(Matches one employee)			Has Started
Due Date			Not Started 2024-12-31
Louise	Sec.		Aux Discred 2024-12-31
UK Office	 Architecture Team 	*	Rows per page 50 ¥ 1 - 3 of 3
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* Required field			
	_		
	Due Date Locases UK Office All	Due Date Locative LIK Office T All T All T LIK Office Team	Due Date Licensee Lik Office Ali

Centralized Course Management, Simplify Delivery

Provide your course coordinators with the essential tools to seamlessly manage all training aspects. Our intuitive system centralizes everything, saving precious time and resources. With streamlined management, you can prioritize developing and delivering top-notch training programs that enhance employee engagement and drive success.

SrangeHRM	Training / Online Assessment Courses				G+ Log Out +
	û ← Coorse Details				0 2
•	Add Course				
System Admin	Name -		Coordenames *		
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R Administration			Aaliyah Haq 🛛 🗙		
路 Employee Management	Validity Langes *				
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Con/Off Boarding	Type for twits	Type for hints		Type for hints_	
elle Training					
✓ More	Approval Required	🧹 Assessment	Required		



Talent Management



Recruitment

Hire the right fit with all of the tools.

Job Posting

Publish and manage every posting from thousands of job boards in one place. Build the right hiring experience with custom workflows and track the progress on each vacancy. Create new hiring templates for future hires and grade candidates responses and performance to see who the right fit is.

Ö range i вм			
•	😥 🤄 Vacandy Info 🛛 Washflow Job Pasting		0 0
Jacqueline Wagner DHRO	Application Hee med	Phone Screening Phone Interview	
Swedt Q	Phone Screenin		
HR Administration	8	(effervisionet)	
B Employee Management	1 st In-Person Int ennew	Jacqueline Wagner ×	
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Attendance	Reference Chiec	Test Outcome Manmum Score	
Recruitment (ATS)	Reference Chec	Numeric Score * 100	
USP On/Off Boarding	321 Forms Onbo		
V More	ending		

Integrate System with Company Website

Recruiting is about removing snags within the application process. By allowing your job posting page to live on your website it will help your candidates learn more about what you do and who you are. Make it easy to apply.

3	New All Vacancies
	Job Application - Customer Success Executive
	Published Date: Wed, 23 May 2018, Customer Success, HQ - CA, USA
	Srangehrm Nill Vite Understanderst
	What We Do:
	As the world's number 1 open source HR software, we know we have a strong product. With over 3 million global users, we are looking to expand our client base. We have built software that is both easy to use and easy to integrate with other best-in-class solutions. Each member of our team rallies around the belief that our customer's success is our success. We exercise this

Signatures Made Simple

Eliminate cumbersome, manual signature collection procedures. Simplify your recruitment process and enhance the candidate experience by enabling selected candidates to electronically sign their job offers using E-signature technology.

andidate Profile				? 🕒 Log Ok
Switch Candidate	έĩ	< Job Offer	Send E-signature Request	
125		O range	Job Offer Letter	
		OrangeHRM 2023-03-23		
Nicolas Ferrar Vacancy U/UX Engineer	0	Nicolas Ferraro nicolas.ferraro@gmail.com		
Candidate History	*	056-121-2342		
Job Offer p	Pending /	Dear Nicolas,		
R View Audit Log	IS		hat after careful consideration of your application an al Media Marketer at OrangeHRM. We believe that	

Customizable Application Forms & Questions

Once an applicant has applied, your team needs to be ready and organized to continue a world class application experience. Being able to create custom application forms and questions, your team can have templates ready to use so that the experience is consistent for all applicants.

	Recruitment (ATS) / Vacan	cies / Vacancy for Customer Support Specalist - USA	/ Job Posting	Ge Log Out 👻
-		m)		0 🕗
Jacqueline Wagner CHRO	Job Application	- Vacancy - Customer Supp	oort Specialist	/
Sauch Q	SELECT RESUME*			
HR Administration	Accepts docs, doc, odt, pdf, rtf, tx up to 5MB	đ		
PB Employee Management	CANDIDATE PERSONAL DETAILS			
Reports and Analytics				
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Eave	First Name	Middle Name	Surgers Preserving	
Leave Time Tracking	First Name Email	Middle Name	Autors i Marcine	
Leave			Louis (Suite	

Interview Assistant Automation

The interview process is important but can be very time consuming for your team. Enable the Interview Assistant feature to help your team know which questions to ask over the other pooled questions. This increases time savings and removes any bias towards a candidate.

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	Question Directed To			
3	😑 Candidate 🔘 Interviewer			
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	Guide	Guide	Guide	Guide

Onboarding

Create the best onboarding experience.

Preboarding Made Simple

Kickstart your new hire's journey with a personalized welcome email, guiding them through the preboarding process before their first day. Employees can introduce themselves via a self-introduction form and provide all necessary information such as references, contact details, emergency contacts, dependent information, immigration details, qualifications, membership information, and any required attachments. This information is then seamlessly used to introduce the new hire to the rest of the company and set up the employee's profile. The module also ensures compliance by allowing the collection of regulatory forms from the start. Additionally, custom forms and sections can be built on request to capture any other information specific to your company's needs.

Candidate Profile			? Go Log Out -
Switch Candidate	ŧì	Details Resume Onboarding Notes Attachments Emsil History	Create Document
Srimansi Joshe		Please provide your consent for the following Please	
0		(consent to keep my data for further processing (consent to the use of my photograph	
Onboarding Progress	2/13	1 domainst to only data taking used by Uoid partices	
Offer Information	•	21 I connext to the working time regulations	
Initiate Onboarding	0		
Personal Information	0		
9. Address/Contact Details	0		
81 Reference Details	0		
C Emergency Contacts	0		

Bulk Upload Task Types

Efficiently onboard and offboard new hires by utilizing OrangeHRM's bulk upload feature for task types. Save yourself valuable time and minimize errors by eliminating manual entry.

PM	On/Off	Boarding					
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ration	1			CONTRACT.			Not Set a Tenor
Analytics		Complete Employee Profile on Oranget®M	Ordpoartiting	Employee	Default Admin	Not Get a Timer	Not Set a Timer
		Completion of User Account(s)	Onticarding	Auliyah Haq	Default Admin	5 Days	Not Set a Timer
9		Decument Submission	Onboarding	Aaron Hamilton	Default Admin	5 Days	Not Set a Tenin
(ATS)		Exit interview acheciding	Officienting	Aaron Hamilton	Default Admin	Not Set a Tanar	Not Set a Tenar
		Gool setting and performance expectations	Orthoartfing	Bapervisor	Default Admin	Nut Set a Tener	Not Let a Timer

Manage Any Type of Task with Ease

Apart from onboarding and offboarding, our module handles various HR tasks. From visa renewals to compliance training, OrangeHRM offers a centralized platform for seamless task management and tracking.

Tanget RM	On/Off Boarding							G+ Log Out	•
	💮 Events Empl	oyee Tasks M	Events My Tasks Task Types					7 🕜	*
	Task	Participant	Event	Assigned Date	Due Date	Completion Date	Status	la Overdue	
Aaron Hamilton Regional HR Manager	Company policies and guidelines USA	Christopher Morgan	Onboarding Activities for a New Hire (USA Office) - May / June 2023	2023-06-02	2023-06- 05	2023-06-02	Complete	No	
Search Q.	Company policies and guidelines USA	Lien Ko	Gnboarding Activities for USA office (July 2023)	2023-06-06	2023-07- 03		incomplete	NO.	
HR Administration						Rows pe	rpage 50 '	▼ 1+2 of 2	
Employee Management									
Reports and Analytics									
Ĝå Leave									
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Attendance									
Recruitment (ATS)									
150 On/Off Boarding									
部 Training									
✓ More			OrangeHRM 7.9 © 2005 - 2023 OrangeHRM 3to, All	rights reserved.					

Monitor Progress at a Glance

With the OrangeHRM On/Off-Boarding Module, you can access a comprehensive dashboard for real-time task progress insights. Quickly view completed and pending tasks and pinpoint potential bottlenecks. Dive deeper into specific tasks or departments for detailed information with drill-down capabilities.

													og Out 💌
	G	Events Employ	ee Tasks M	ly Events	My Tasks Ta	ій. Түрев						7	0 *
		Task T	Owner	Event	Participant	Job Title	Participant Location	Status	Assigned Date	Due Completion Date Date	• Priority	Owner Subunit	ta Overdue
Aaron Hamilton Regional HR Manager		Acceptance of Resignation or Submission of Termination Notice	Sofia Hernandez	Offboarding Activities - Mexico	Alejandro Morales	Technical Support Manager	Mexico Office	incomplete	2023- 06-06	2023- 07-03	Low		No
isarch Q		Access and account Creation	Thabo Mbeki	Onboarding Activities for a New Hire (South Africa) May / June 2023	Lerato Khumalo	Juniar GA Engineer	South Africa Satellite Office	Complete	2023- 06-02	2023- 2023-06- 06-07 02	Low	-	No
HR Administration Employee Management Employee Management Reports and Analytics		Access and account Creation	Wei Jie Tan	Onboarding Activities for a New Here (Singspore Office) - May / June 2023	Mei Ling Chua	Marketing Executive	Singapore Regional HQ	Complete	2023- 06-02	2023 2023-06- 06-06 04	Low	-	No
So Leave		Access and account termination	Sofia Hernandez	Offboarding Activities - Mexico	Alejandro Morales	Technical Support Manager	Mexico Office	Incomplete	2023- 05-06	2023- 07-03	Low	-	No
C Time Tracking		Company policies and guidelines-USA	Aaron Hamilton	Onboarding Activities for a New Hire (USA Office) - May / June 2023	Christopher Morgan	Senior Web Developer	US Office	Complete	2023- 06-02	2023- 2023-06- 06-05-02	Law	HR Department	No
Recruitment (ATS)		Company policies and guidelines-USA	Aaron Hamilton	Onboarding Activities for USA office (July 2023)	Lien Ko		US Office	Incomplete	2023- 06-06	2023- 07-03	Low	HR Department	No
159 Chr/Off Boarding		Complete Employee Details using Employee Wizard	Tian Fieur	Onboarding Activities for a New Hire (UK Office) - May /June 2023	Kevin Scott	HR Assistant	UK Office	Complete	2023- 06-02	2023- 2023-05- 06-07 04	Low	HR Department	No

Automate Onboarding and Offboarding Events

Automate your HR tasks effortlessly with OrangeHRM's On/Off-Boarding Module. When adding new employees, trigger onboarding tasks automatically for a consistent experience. Likewise, streamline the off-boarding process by automating tasks when an employee's tenure ends, minimizing manual effort and ensuring policy compliance.

Srange	and the second s		Boarding									~	Log Dut	
-	• •	ଜ	Evente	Employee Tasks	My Eventa	My Taska	Task Typ	tes.				∇	0	*
	2		Name				Due Date	Owner(s)	Status	Location	Туре	is Template		•
Aaron H Regional H		O	Onboarding	g Activities for USA offi	ce (July 2023)		2023-07-03	Fiona Grace, Aaron Hamilton	Activated	US Office	Onboarding	No.		
Saardh	Q	O	Offboerding	g Activities - Mexico			2023-07-03	Aaron Hamilton, Sofia Hemandez	Activated	Mexico Office	Offboarding	No		
🕞 HR Admini	stration		Onboarding	g Activities for a New H	ire (USA Office) - M	ay / June 2023	2023-06-30	Brody Alan , Piona Grace , Aaron Hamilton	Activated	US Office	Onboarding	No		
898 Employee M	Management										ws per page	50 ¥ 1	2.42	
Ex Reports an	d Analytics										we per page	50 Y 1	- 3 01 3	
E Leave														
O Time Track	ing													
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Recruitmen	n (ATS)													
Con/Off Boa	reting													
(例 Training														
✓ Mare						0	2005 - 2023 <u>Qu</u>	GrangeHRM 7.9 angeHRM Inc. All rights reserved.						

Streamline Onboarding and Offboarding with Templates

With OrangeHRM's On/Off-Boarding Module, you can define custom onboarding and offboarding templates to match your needs. Bid farewell to the hassle of repetitive tasks for each new hire or departure. Utilize the template functionality to establish standardized processes, ensuring consistency and efficiency throughout your organization.

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<i>i</i> 0	ŵ	Events Employee Tasks My Events My Taska	Tes	k Types				8	? *
		Name T	Due Date	Owner(s)	Status	Location	Туря	is Template	÷
Aaron Hamilton Regional HR Manager		Offboarding Activities - Mexica	2023-07- 03	Aaron Hamilton , Sofia Hemandez	Activated	Mexico Office	Offboarding	No	
Sauth Q		Offboarding Activities - Singapore - May/ June 2023	2023-06- 30	Tian Fleur	Created	Singapore Regional HQ	Offboarding	No	
R Administration		Onboarding Activities for a New Hire (Indian Office) - May / June 2023	2023-06- 09	Tian Fieur	Activated	India Office	Onboarding	No	
Employee Management		Onboarding Activities for a New Hire (Eingapore Office) - May / June 2022	2023-06- 06	Tian Fieur	Activated	Singapore Regional HQ	Onboarding	No	
EX Reports and Analytics	a	Onboarding Activities for a New Hire (Bouth Africa) - May / June 2022	2023-06- 07	Lukas Bauer	Activated	South Africa Satellite Office	Onboarding	No	
On Time Tracking		Onboarding Activities for a New Hire (UK Office) - May /June 2023	2023-06- 07	Lukas Bauer	Activated	UK Office	Onboarding	No	
Attendance Recruitment (ATS)		Onboarding Activities for a New Hire (USA Office) - May / June 2023	2023-06- 30	Brody Alan , Fiona Grace , Aaron Hamilton	Activated	US Office	Onboarding	No	
ConvOff Boarding		Onboarding Activities for USA office (July 2023)	2023-07- 03	Fiena Grace, Aaron Hamilton	Activated	US Office	Onboarding	No	
御 Training • Mare						Ro	vs per page	50 ¥ 1-	t of 8

Automated Overdue Reminders

Never miss a thing with our automated reminder system. Get notifications for overdue tasks, ensuring a smooth and timely transition for your new hires or departing employees.

O rangerium									_	_	Br Log Gut	
	0	ŵ	Task Type Details								0 7	*
			Name *			Talk Type * - Select		Y	Below	Notify Ather		*
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Search	9	E	Employee		*				it a Timer	Not Set a Timer	U	0
R HR Administratio		0	Notify Before	Days		Notify After	Days	*		Not Set a Timer	D	
Reports and Anal		0	Ann Notify Level						E & Timer	Not Set a Timer	0	
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SP Training More			Handover required docume	itta :		Onboarding	Emplayee D	efault Admin 🛛 🕅	Days	Not Set a Timer	Û	

Streamlined Task Completion

Attach relevant documents directly to onboarding and offboarding tasks. Provides task owners with easy access to all the information they need to complete tasks efficiently, fostering a seamless transition for your new hires and a smooth offboarding process for your departing employees.

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HR Administration		
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an Time Tracking	The second se	
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D Recruitment (ATS)		
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See More	Disrupt-MM 7:12:145 6:2005-2024 Disrupt-SMA too: All rights reserved.	

Request Desk

Simplify your request management process.

Centralized Platform for Request Tracking and Resolution

Track, monitor, and respond to various requests efficiently with OrangeHRM Request Desk. Manage your IT-related queries, HR requests, and more from a single location, ensuring swift resolution.

O range IRM	Request	t Desk				Ge Log Out -
0	<u>ش</u>	Configure Request Types Submit Request	Employee Requests 🗸 My Requests 🗸			0 *
		Roquest Type Name	Template	Approver(s) Required	Primary Request Owner	•
Aaron Hamilton Regional HR Manager	D	Appraisal Assistance Query	General Request	No	Aaron Haroilton	¢
Search Q		Employment Document Request	General Request	Yes	Aaron Hamilton	\$
Attendance	D	Equipment and Supply Request	General Request	Yes	Brody Alan	\$
Recruitment (AT5)	O	Hiring Request - Europe	Hiring Requisition	Yes	Lukas Bauer	\$
回知 OryOff Boarding 研 Training		Hiring Request -US Region	Hiring Requisition	Yes	Aaron Hamilton	\$
B Performance	O	IT Support Query	General Request	No	Brody Alan	\$
Career Development	D	Payroli Query	General Request	No	Odis Adalwin	\$
Travel and Expense	0	Performance Improvement Plan Request	General Request	No	Aaron Hamilton	\$
1ntegrations		Professional Development Funding Request	General Request	Yes.	Aaron Hamilton	\$
	0	Reimbarsement Query	General Request	No	Odis Adatwin	\$

Manage Hiring Requisitions and Workflow Automation

Streamline your hiring process with OrangeHRM Request Desk. Manage hiring requisitions seamlessly, automate workflows, and eliminate manual tasks. From initiating requests to candidate shortlisting and approvals, our system ensures an efficient process, saving you time and effort.

Crangelium	-	nedire	at Drobk /	Employee Hiring Re	and the second second	W								Ge Log Dut	100
10	0	ŵ	÷	Employee General Request	i En	playee Hiring I	Equilitions							Ծ ?	*
18			Request id	Request Title	Request Status	Pending With	Request Priority	Requester	Vacancy	Job Title	Location	Number of Positions	Request Submitted Date	Request Resolution Date	
Aaron Hamilt Regional HR Man		D	000003	Request for a Technical Support Engineer Resource	in Progress	Cece Bonaparte	Urgent	Brody Alan	Vacancy - Technical Support Engineer	Technical Support Engineer	US Office	2	2023-06-02	2023-06-16	
Search	9											Ro	ws per page 50	v 1-1 of 1	
Attendance															
Recruitment (ATS	9														
(5) On/Off Boarding															
Training															
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👌 Career Developm	270														
Roquest Desk															
Travel and Expen	se-														
🔅 Integrations															
									eHRM 7.9 SM. lbc. All rights reserv						

Self-Resignation Request Management and Workflow Automation

OrangeHRM recognizes that employee departures are inevitable. With our Request Desk module, employees can submit self-resignation requests, initiating a workflow for proper documentation and a smooth transition. Automating resignation request management

allows you to focus on providing necessary support during this period of change.

O range is M	Request Desk	🕞 Log Out 🍝
	Configure Request Types Submit Request Employee Requests V My Requests V	0 *
Aaron Hamilton	Request Type	
Regional HR Manager	Resignation Request	
Search Q	*Required field	
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Performance		
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Anquest Desk		
Travel and Expense		
C Integrations		
	OrangeHBM 7.9 © 2005 · 2023 <u>OrangeHBM. Ing</u> . All rights reserved.	

IT-related Query Management

Handle IT-related queries efficiently with OrangeHRM Request Desk. Employees can submit requests and track progress, simplifying the process. Manage equipment requests, software installations, and more seamlessly, ensuring quick resolutions and minimizing downtime for your organization.

oranger RM	Request Desk		
1	Configure Request Types Suttmit Request	Employee Requests V My Requests V	? *
	Request Type		
Aaron Hamilton Regional HR Manager	(T. Support Query	*	
Seech Q	*Bequired field		
Attendance			CANCEL
Recruitment (ATS)			
0n/Off Boarding			
開 Training			
Performance			
A Career Development			
Request Disk			
Travel and Expense			
Integrations			

HR Department Request Management

OrangeHRM Request Desk handles your HR department's inquiries seamlessly. Employees can submit various requests, including job confirmation, salary queries, and more. Centralize requests, streamline workflows, and ensure timely responses with our system, enhancing employee satisfaction and engagement.

S range ни	Request Desk		G+ Log Dut -
(A) 0	Configure Request Types Subm	it Ragaant Employee Requests 🗸 My Requests 🏏	0 *
	Request Type		
Aaron Hamilton Regional HR Manager	Remeet type* Payroll Query		
learth Q	*Required field		
Attendance			GANCEL NEXT
Recruitment (ATS)			
SI On/Off Boarding			
R Training			
Performance			
Career Development			
Request Desk			
Travel and Expense			
the integrations		CrangetiRM 7.9 © 2005 - 2023 OrangetHBM, Inc. All rights reserved.	

Request Communication Management

Effective communication is crucial for request management. With OrangeHRM Request Desk, you can facilitate seamless communication between requesters and stakeholders. Easily share progress updates, request further information, or provide resolution details directly within the system, ensuring transparency and keeping all parties informed throughout the request lifecycle.

O ranger		Reque	st besk /	Employee General Reque	9097							Ge Log Out -
1	0	ŝ	÷	Employee General Requests	Employes Hin	ing Requisitions						7 🕜 🏕
			Request Id	Request Title	Request Status	Pending With	Request Priority	Requester	Request Type	Request Owner	Request Submitted Date	Request Resolution Date
Aaron Hamilton Regional HR Manager			000005	Relocation to Australia office	In Progress	Miguel Mason	Reasonably Urgent	Aaliyah Haq	Relocation or Transfer Request	Aaron Hamilton	2023-06-02	2023-07-31
Search	۹		000004	CRM access for Martin Garcia	Submitted	Miguel Mason	Not Urgent	Brody Atan	System Access Request	Brody Alan	2023-06-02	2023-06-09
Attendance			000002	Help needed regarding performance appraisal	In Progress	Aaron Hamilton	Urgent	Martin Garcia	Appraisal Assistance Query	Aaron Hamilton	2023-06-02	2023-06-15
Recruitment (ATS) On/Off Boarding			000001	Device Upgrade - New Laptop Required	Completed		Reasonably Urgent	Fiona Grace	Equipment and Supply Request	Brody Alam	2023-06-02	2023-06-30
伊 Training											Rows per page	50 ₹ 1-4 of 4
Performance												
🗳 Career Development												
Request Desk												
Travel and Expense												
Integrations												
						0 2005 - 2	OrangeHRM 023 <u>DrangeHRM</u> at		ar well			

Workflow Automation for Streamlined Operations

Streamline your request management with robust workflow automation. Automate request routing based on rules, directing them to the appropriate person or department without manual intervention. Plus, delegate tasks to team members during absences for uninterrupted processing.

		Submit Regional Employment	manuto Sci. Ma Remonto S			0 *
í Ge	Hiring Roquest - Ut	Add Request Type			Aanm Hamiltoo	
		Template*				~
Aaron Hamilton	IT Buggion Query	General Request	*	No	Brody Alan	۵
Regional HR Manager	Payrol Ducry	Request Type Name*		No	Odia Adolwes	۵
Seen Q	Parformance impo	Purchasing Request		No	Airph Hamilton	\$
Attendance	Professional Devel	Approver(s) Required		Yes	Aaron Hamilton	۵
Recruitmont (ATS) On/Off Boarding	Reimburnement G.	Primary Request Dwner*		-	Otin Adalwin	0
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🕹 Career Development	Resignation Regin			Ves		\$
1 Request Desk	Dystem Access Reg	wat General R	town!	Mes	Biody Alat	\$
Travel and Expense						
-						
			OrangeHRM 7.0			

Reporting and Analytics for Continuous Improvement

Access detailed reports and analytics on request volume and response times. These insights aid you in identifying bottlenecks, assessing team performance, and making data-driven decisions to enhance your operational efficiency and improve your employee experiences.

O rangeHRM	Reports and Analytics		
10	Reports Schedwied Reports		0 *
	Reports	Bearch	٩
Aaron Hamilton Regional HR Manager	+ New Report		^
teach Q	All Reports		
R Administration	C Standard Reports		
B Employee Management	General Request Detailed Report		
Reports and Analytics	Hiring Requisition Detailed Report		
🛱 Loave	😭 Resent Reports		
C Time Tracking	Request Closure Report		
Attendance	Request Information Report		
Recruitment (ATS)	Requests by Priority		
353 On/Off Boarding	The resultance by Priority		
Training	🚱 . Requests by Status		
More Nore	Requests by Type		

Simplify Approvals, Enhance Efficiency

Enable your supervisors and employees to streamline HR requests effortlessly. Our intuitive platform simplifies requesting and approving promotions, reporting structure changes, and updates to personal or contact details, all in one centralized location.

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	G		Add Request Type					
			Template*		Request Type Name*	ary Request Owner	Status	U
System Admin			Employee Management	*	Change Employee Contact Details	doper Cooper	Active 🛱	in.
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Compensation



Payroll Connector

Out of the box integrations that work for you.

Payroll plays such an important role with your employees' experience. Remove as many barriers as you can to make it a positive one. With OrangeHRM's Payroll integrations, these are built specifically with the partner so that nothing is lost in translation. Enjoy the growing list!

Partners



Definitiv.



hSenid



InterCorp Solutions



MC Systems.



Nitso



PayPros

Set yourself free by letting OrangeHRM take care of it.

Request / Approve Leave

Your employees want to make your life easier but they too don't always have a way to do that. With Request / Approve Leave, your employees will be able to request time off and have their manager or whoever approve their request. You can then nominate other employees to take on any work that might fall through while your other employee is on leave.

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	Apply Leave			
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Request Desk			5-925	
Integrations			A	
	* Dominiant			

PTO Calendar

Being able to see everyone's leave requests before and after approvals can give you great insight on your company's staffing. You might need to decline a few requests because your business might not have enough employees to run. All of this can be seen from any location of the company.

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Advanced Leave Configuration

Whether you want to make a leave type like a company holiday or standard ones like maternity leave, you can do all of this with the Advanced Leave Configuration tool. Define your leave policies and set them up in OrangeHRM. Once they are live everything will work in the background.

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<u>R</u> •		Holidays Working Weekends Bisatford Factor Threshold Mon	• 0 *
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S Integrations			
		OrangeHRM 7.11-VAS 5 - 2024 OrangeHRM, Inc. All rights reserved.	

Automated PTO Accrual

PTO doesn't have to be complicated nor tedious. With Automated PTO Accrual, you can literally set it and forget it. You can set up rules like how many hours are accrued by what type of employee and moving forward, that employee will get those hours every pay period.

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CHRO	Employee	Date	Lиани Тури	Net Leave Balance	Requested Duration	Status	Actions		_
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S Time Tracking	Tom Walker	2024-05-20 to 2024-05-24	Sick Leave - GB	-5.00 day(s)	5.00 day(s)	Scheduled(5.00 day(s))	Select Action	*	0
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Recruitment (ATS) On/Off Boarding	Orlando Knight	2024-05-13 to 2024-05-17	Annual Leave - GB	-5.00 davis)	5.00 day(s)	Scheduled(5.00 day(s))	Select Action	*	0
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Time Tracking

Spending 3 days to figure out how many hours worked is a thing of the past.

Clock-In / Clock-Out

You can either have your employees clock-in or clock-out logging into the software, use the mobile app, or use hardware and have all of it tracked in OrangeHRM. You won't need to worry about employees messaging you about their work hours, their supervisors will have the power to make that change.



Pay Policies and Overtime

With OrangeHRM, you define the pay policy and the software will enforce it. For example, you define what the company's view on daily or weekly overtime max amounts and OrangeHRM will take care of the tracking. If you want to be able to see where every employee is trending, you can pull a pay hours report and see.

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Timesheets

Tracking your employee's time can be a little rough. Like making sure overtime isn't accidentally paid out or knowing if your hourly employees are spending their time working vs not. With Timesheets you will have full visibility in seeing employees' clock-ins and clock-outs and you can even set it up to track time spent on different projects

6	Employee Timesheets	My Timesheets Activity	iy Info 🗸 🛛 Configu	ration 🗸					0	*
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