OrangeHRM

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.

HR Administration

Employee Management

Reporting & Analytics

Mobile App

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.

Performance Management

Career Development

Training

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.

Recruitment

Onboarding

Request Desk

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.

PTO/Leave Management

Time Tracking

Payroll Connector

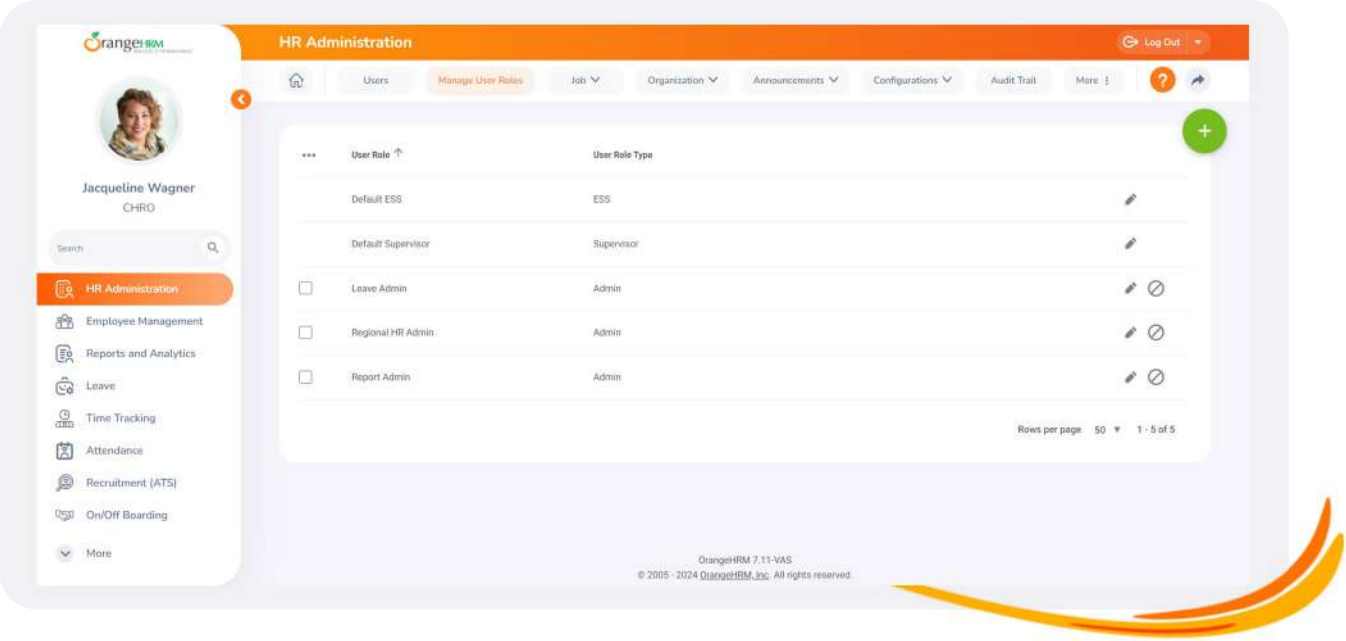
People Management

HR Administration

No more worrying about things slipping through the cracks.

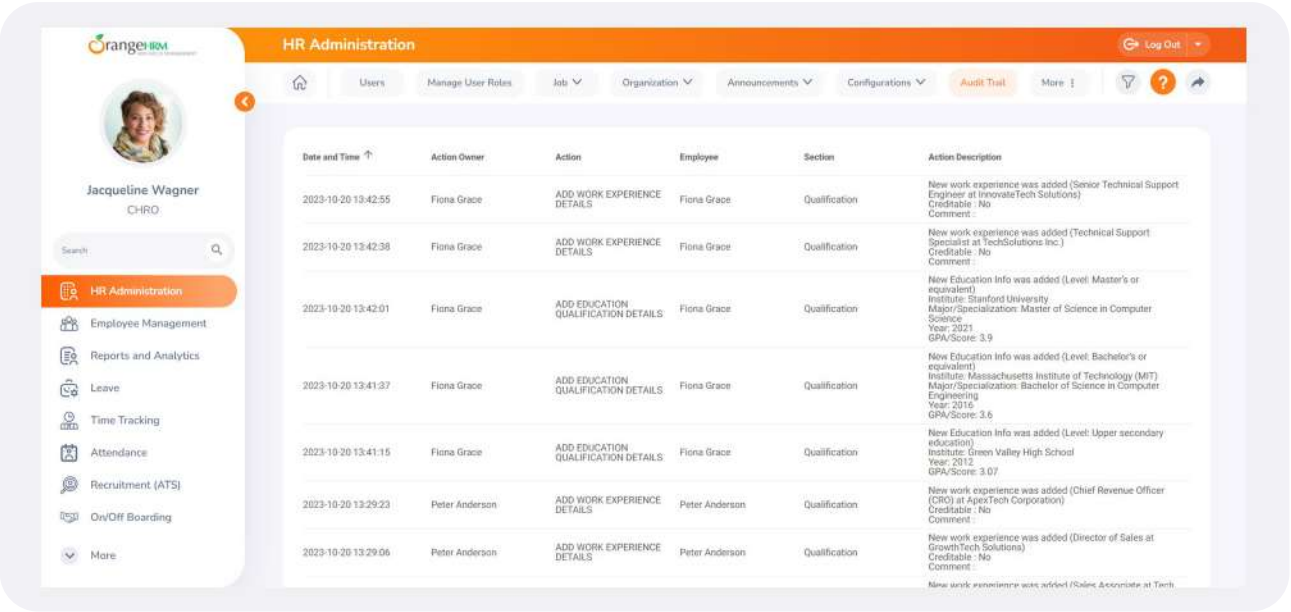
Custom User Roles

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.



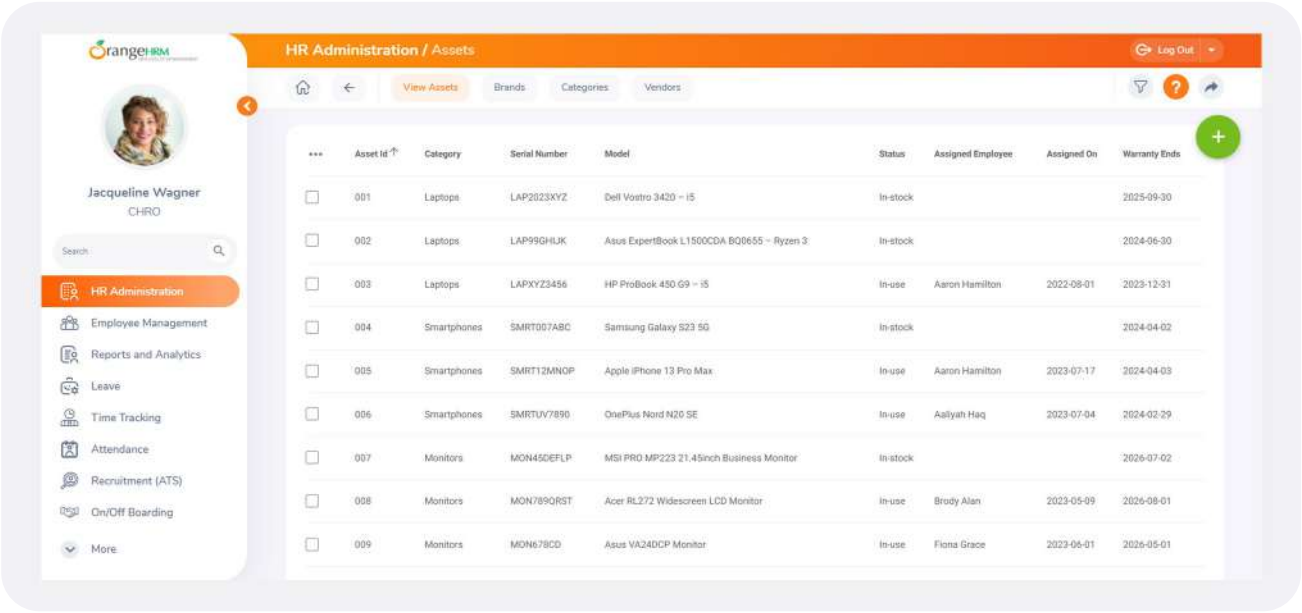
Audit Trail

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.



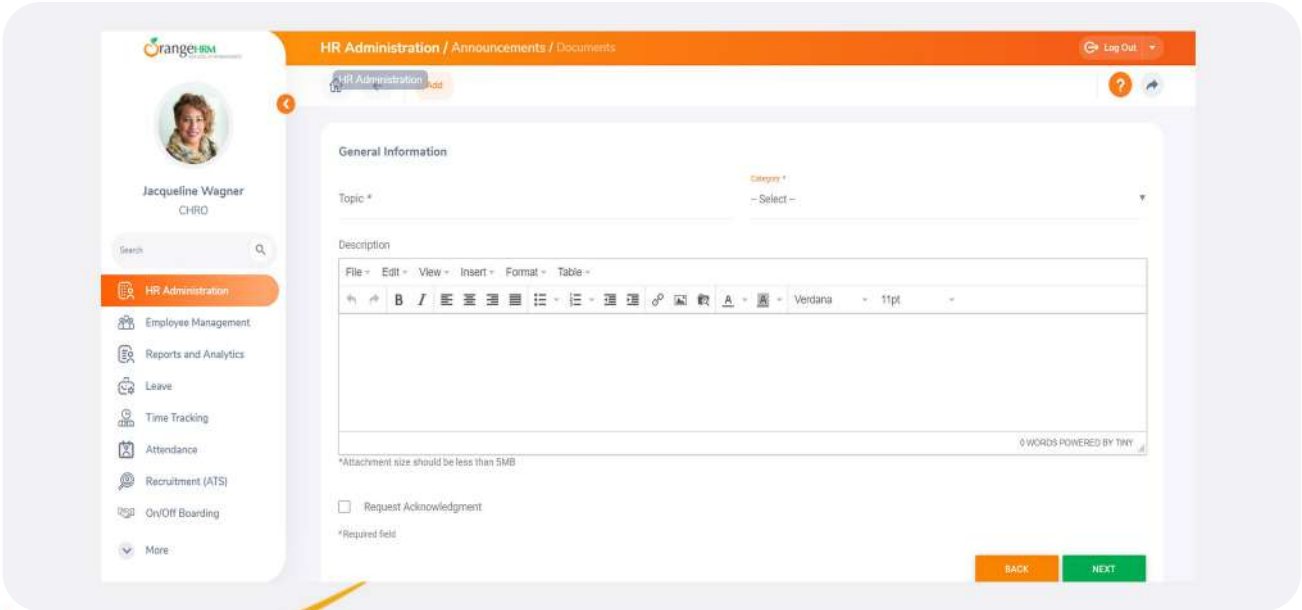
Asset Tracking

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.



News & HR Policy Publisher

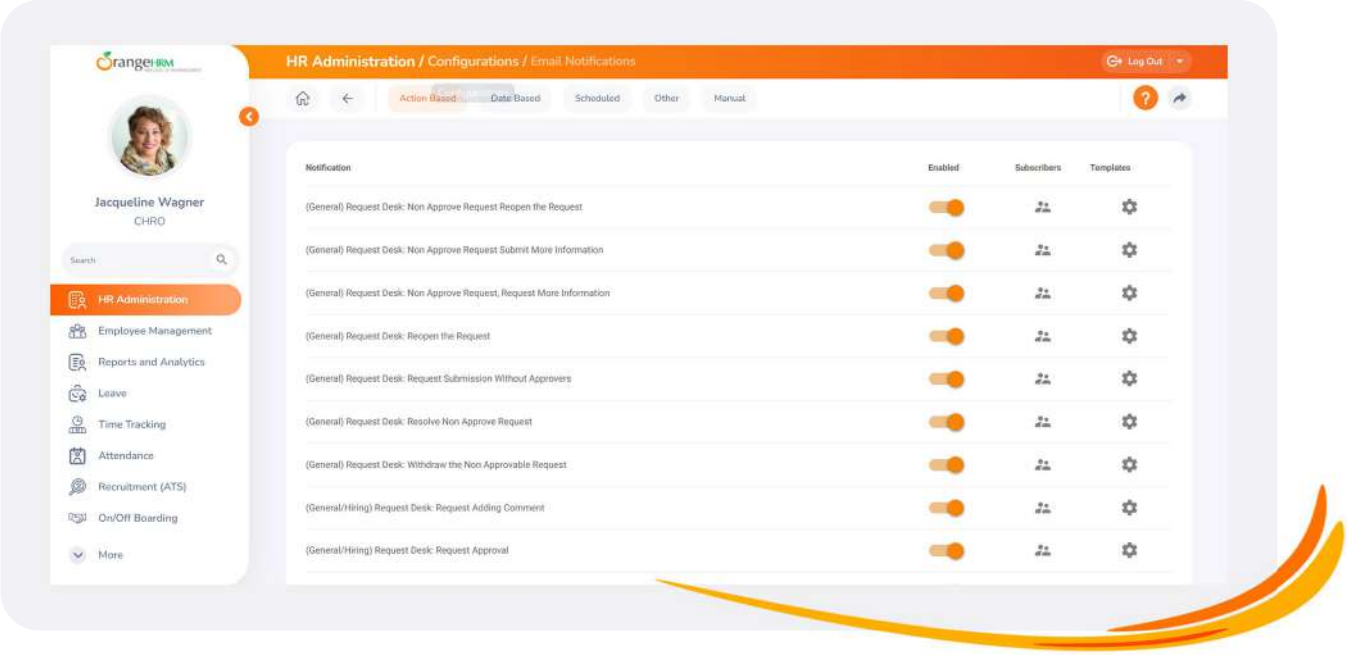
Ever wanted a way to communicate with your employees about an upcoming training or have the HR handbook live in a place where all can see? Well now you can with the News & HR Policy Publisher. This feature allows you to attach the most important things and have it live on the dashboard.



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.

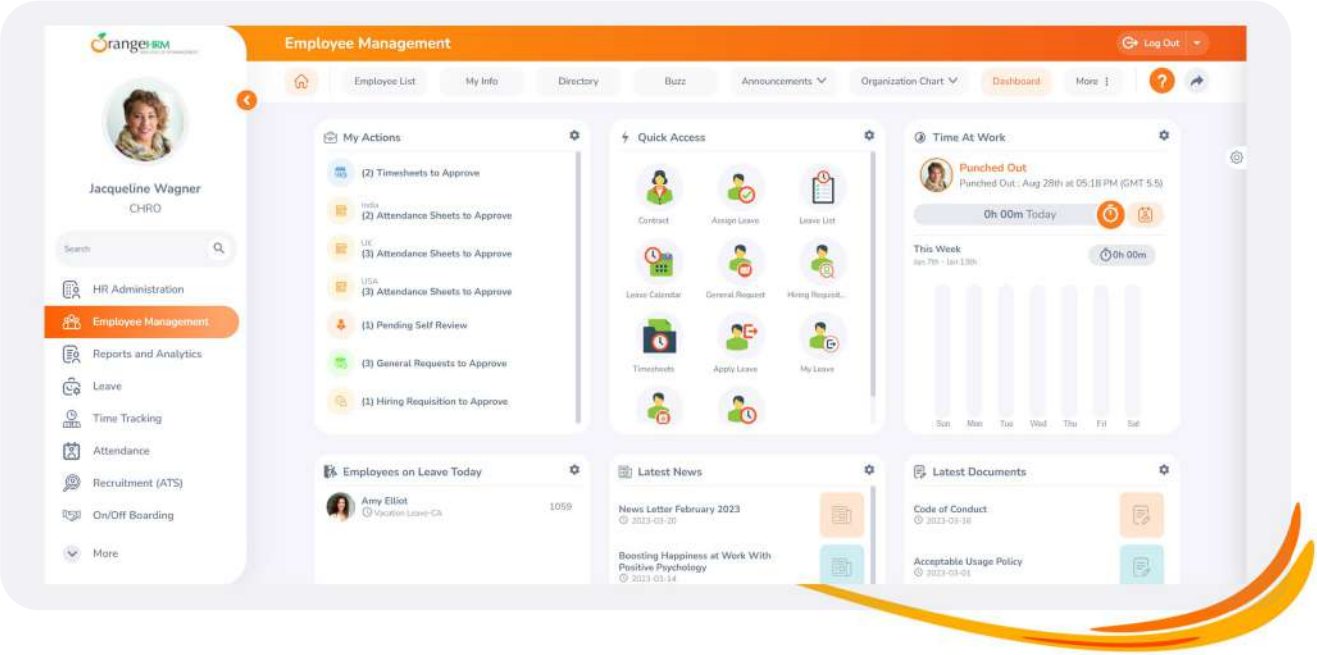


Employee Management

Give your employees the autonomy they deserve.

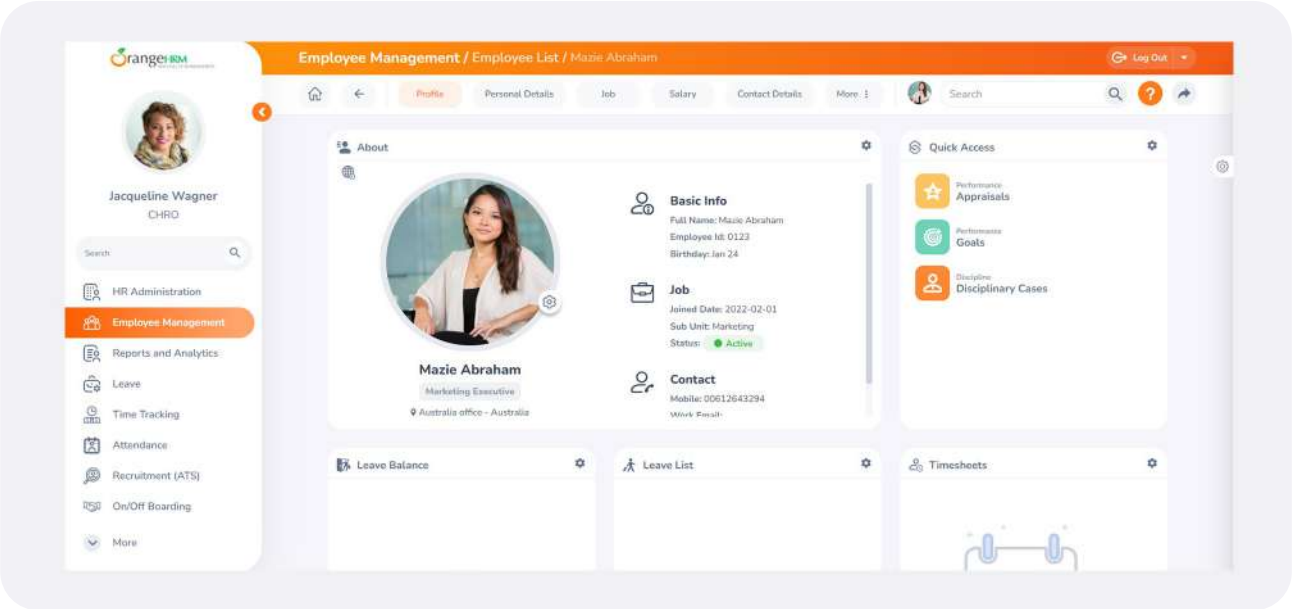
Dashboard

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.



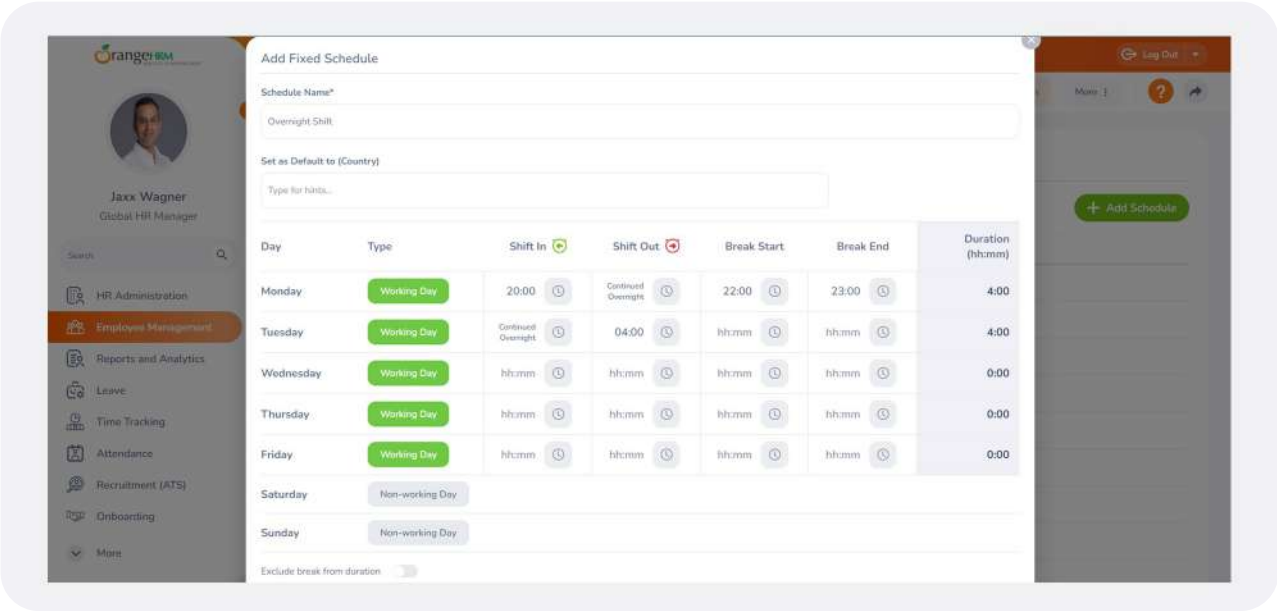
Employee Database & Profiles

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.



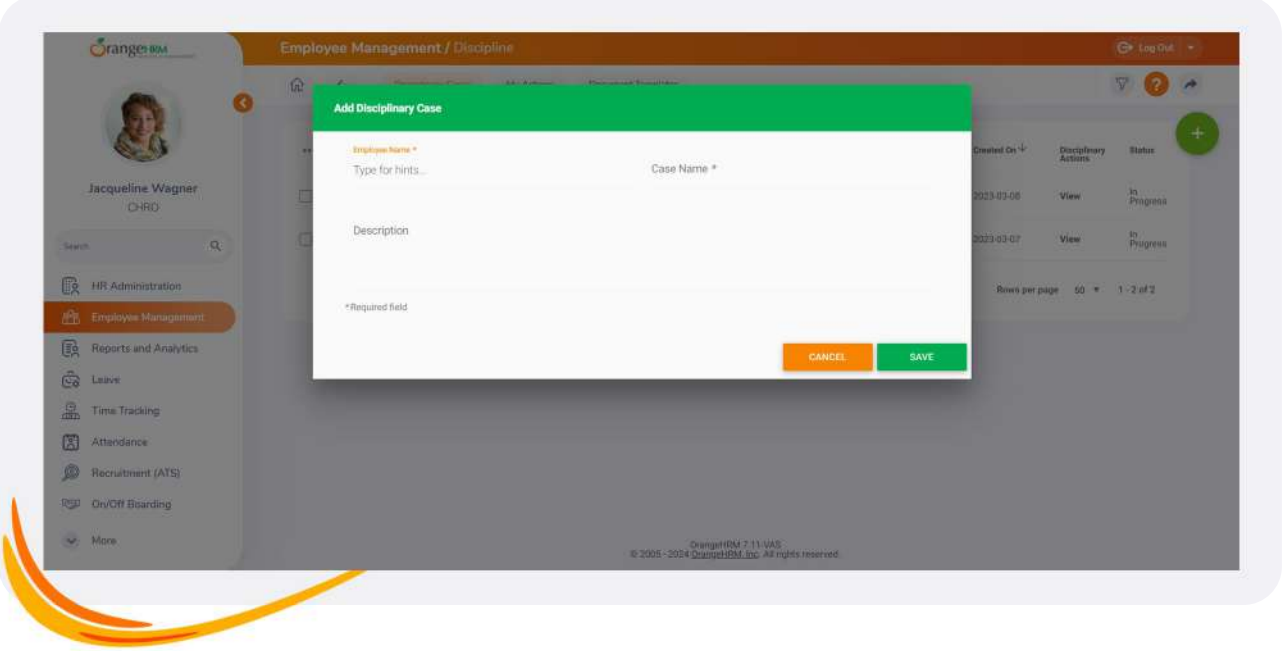
Work Schedules

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.



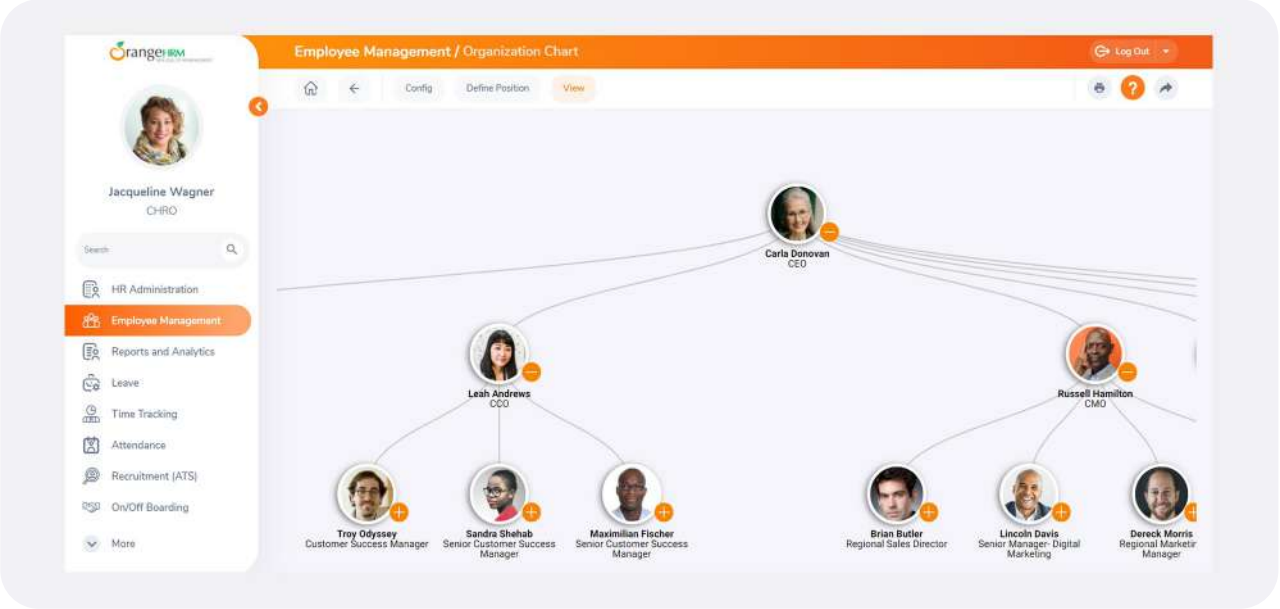
Disciplinary Tracking

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.



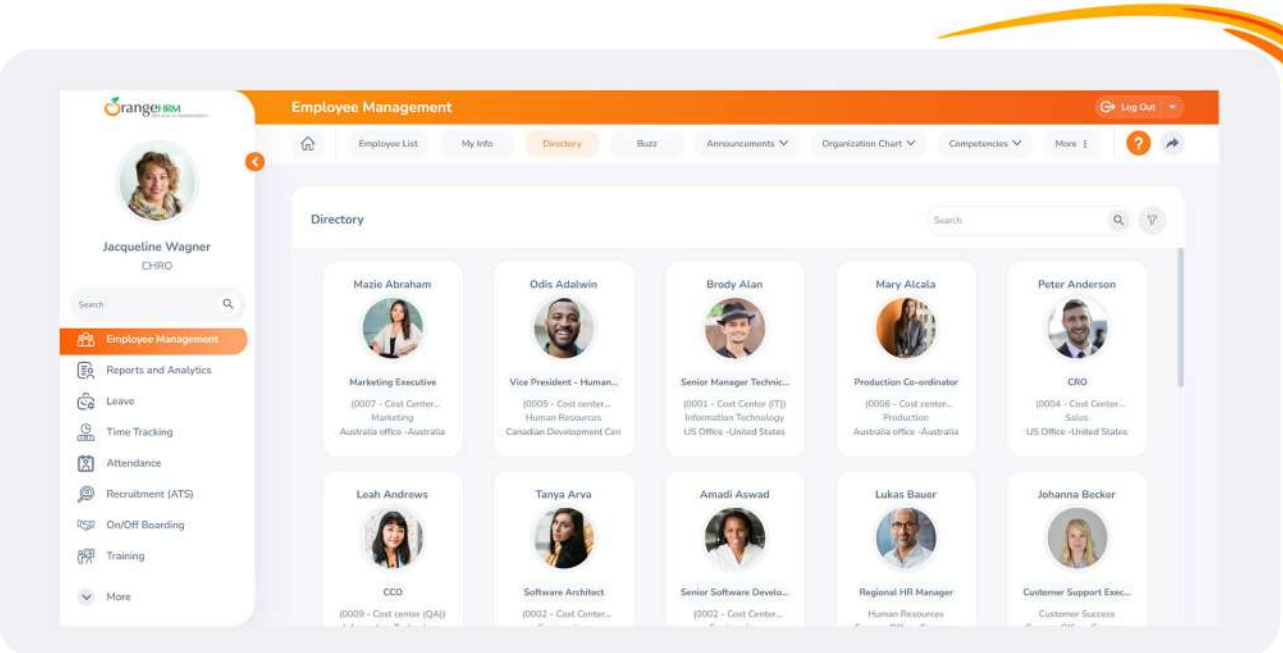
Organization Chart

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.



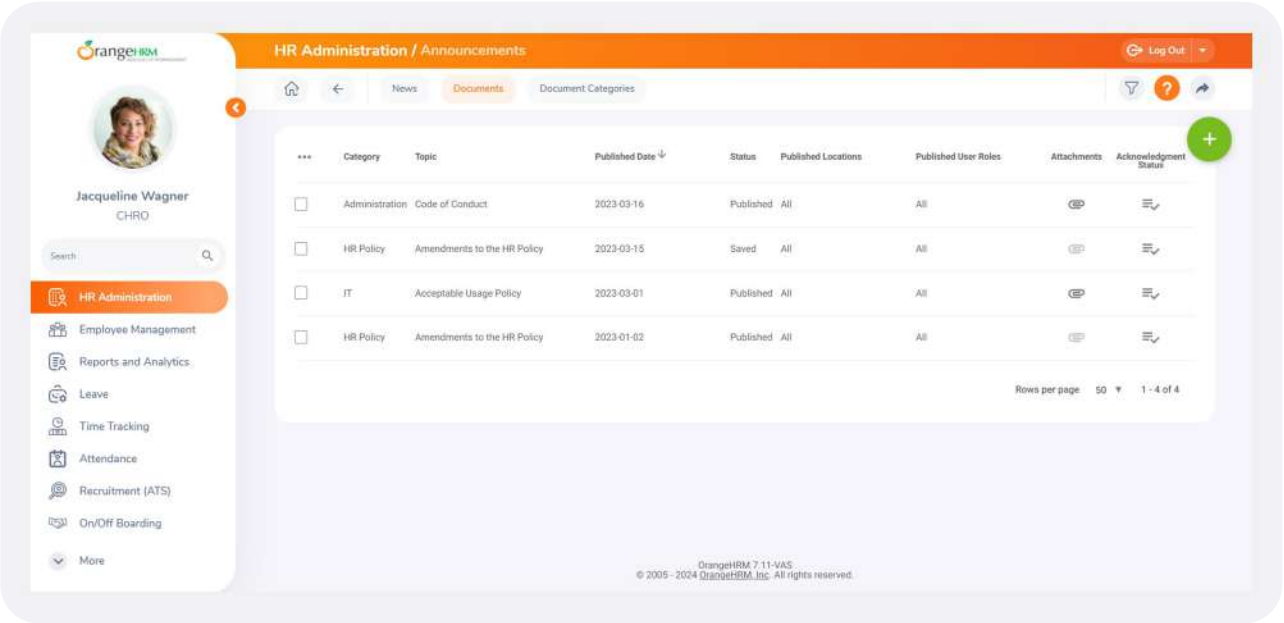
Corporate Directory

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.

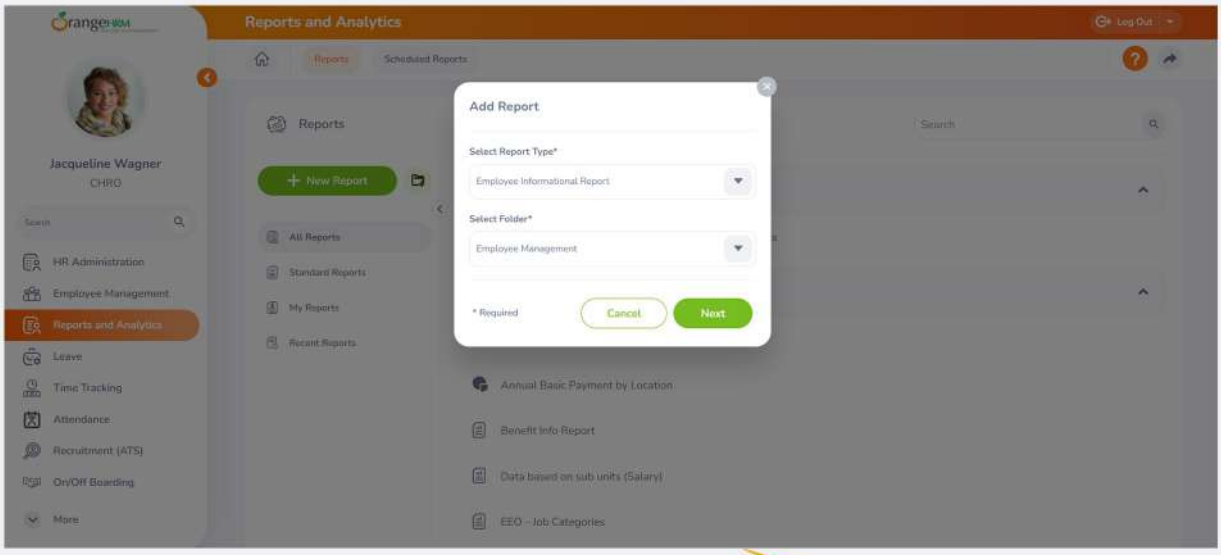


Reporting and Analytics

Impress your boss with reports that give you full visibility.

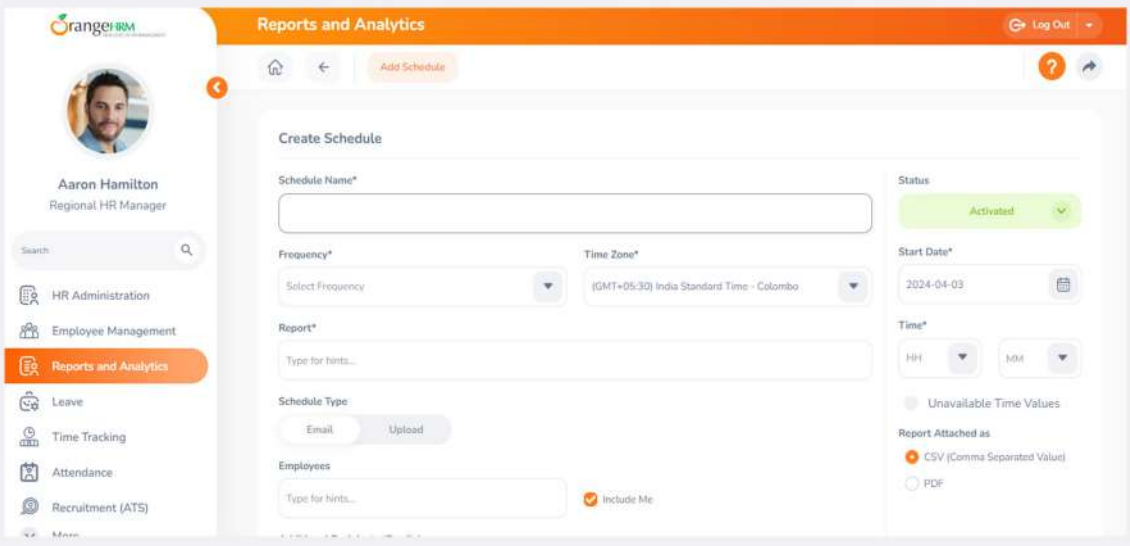
Custom Reports

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.



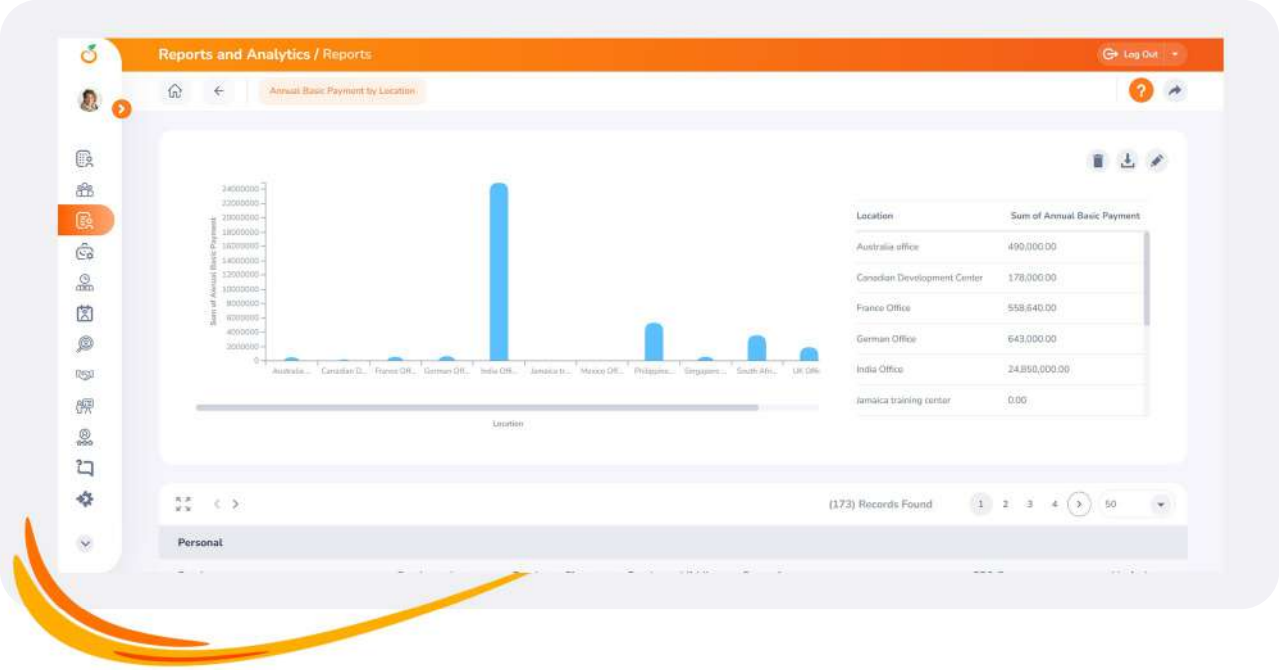
Scheduled Reports

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.



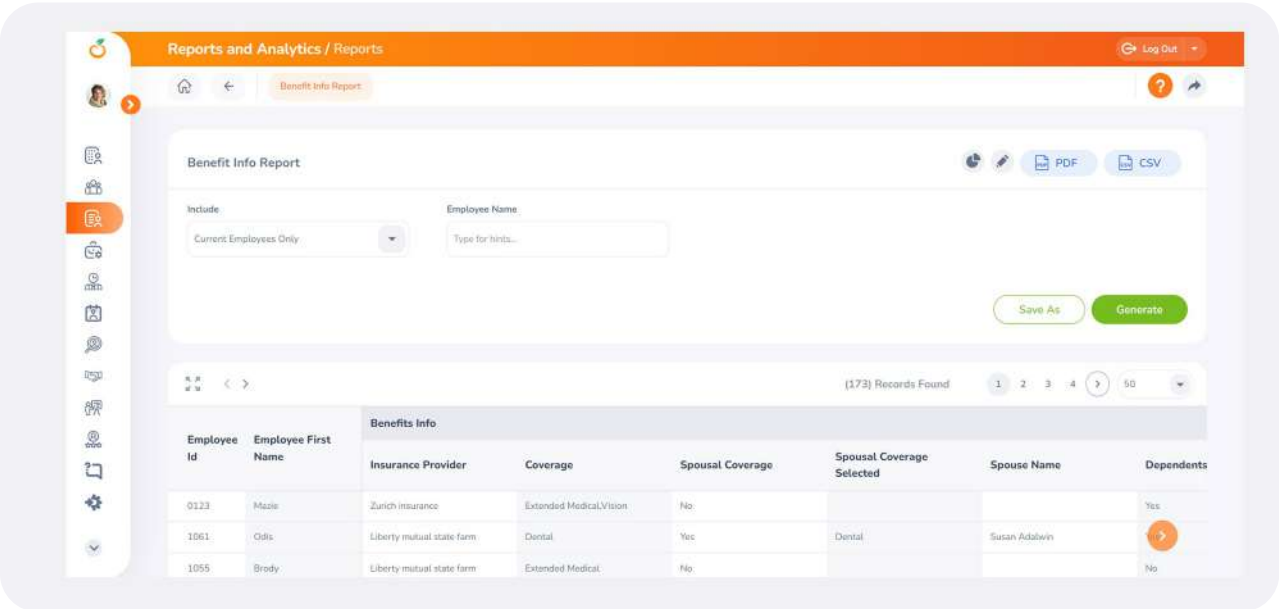
Graphical Reports

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.



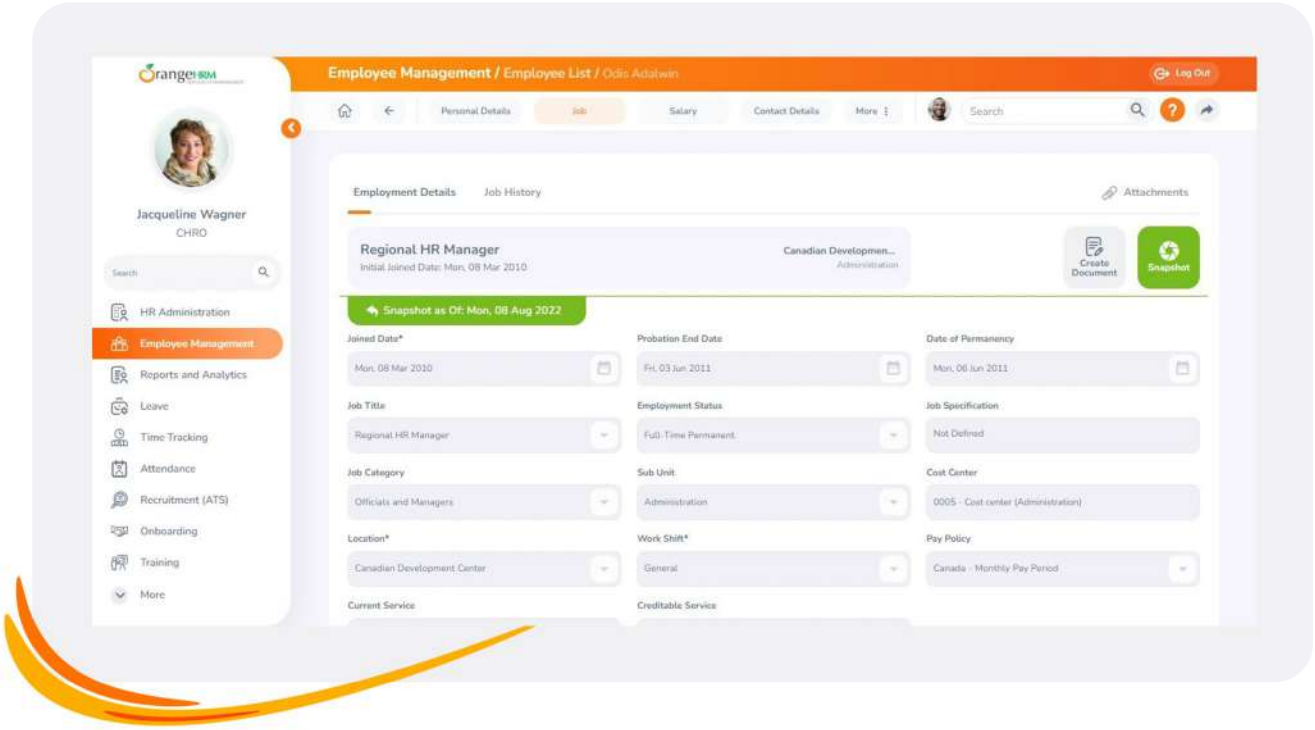
Extraction of Reports

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.



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.

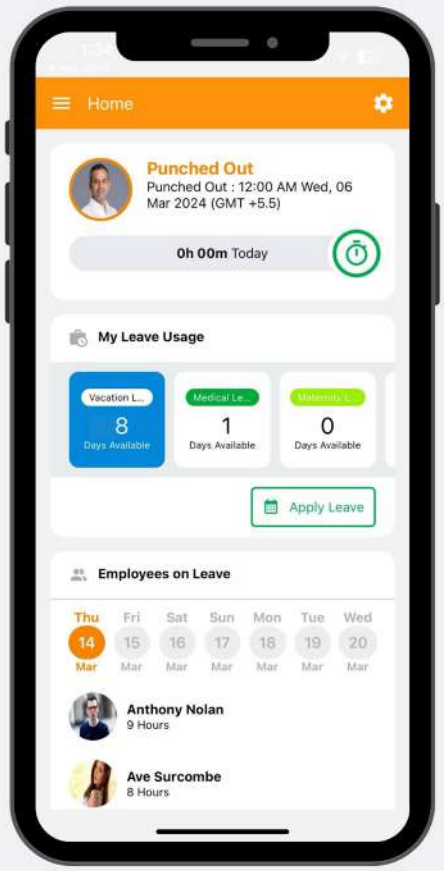


Mobile App

HR management on the go!

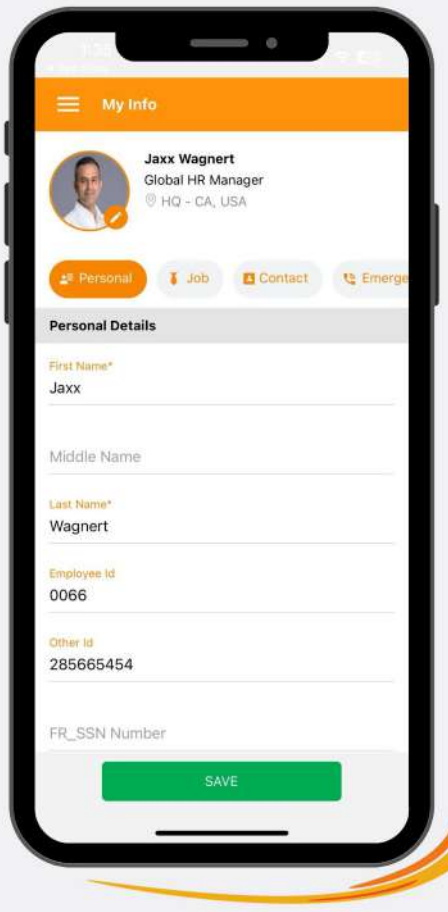
Dashboard

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.



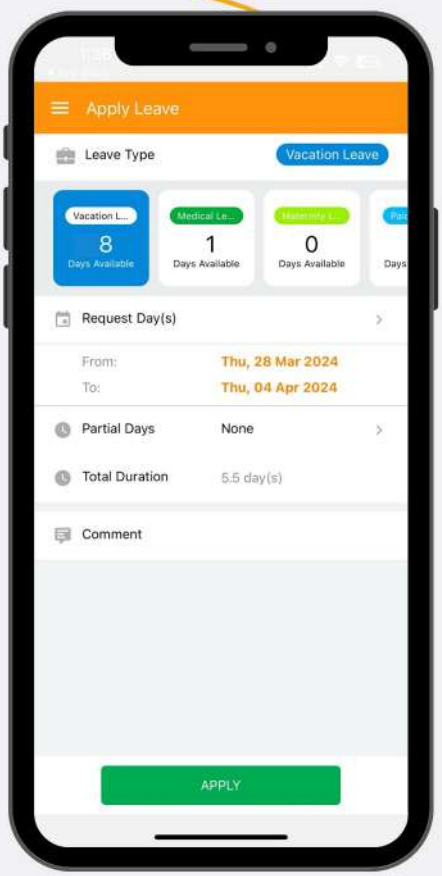
Employee Management

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.



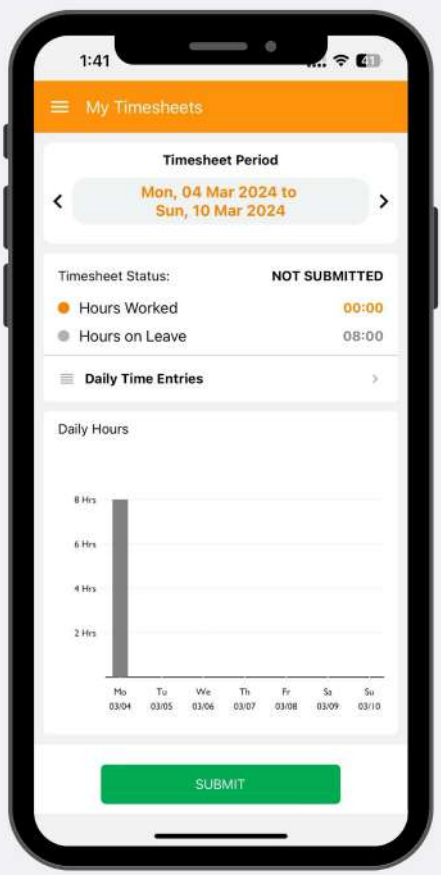
Leave Management

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.



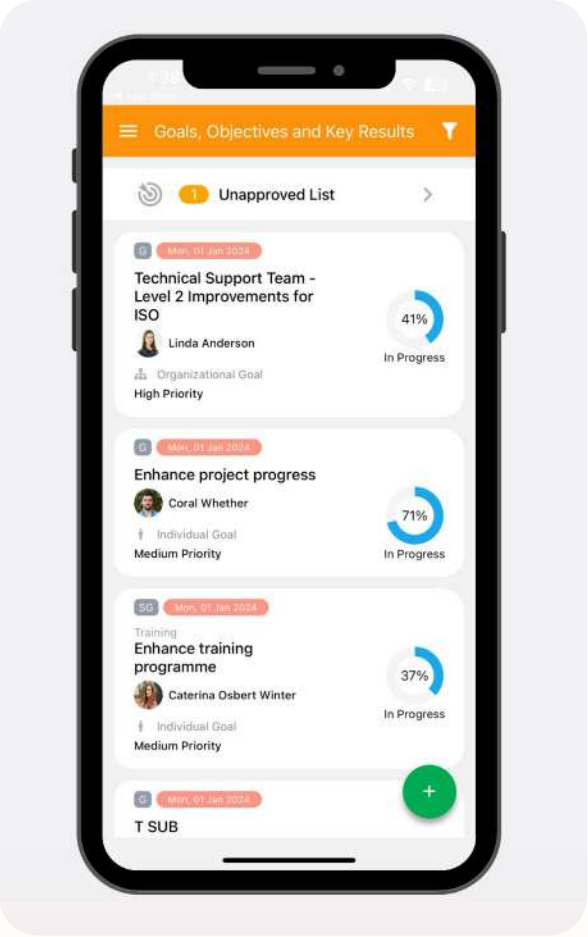
Time Tracking

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.



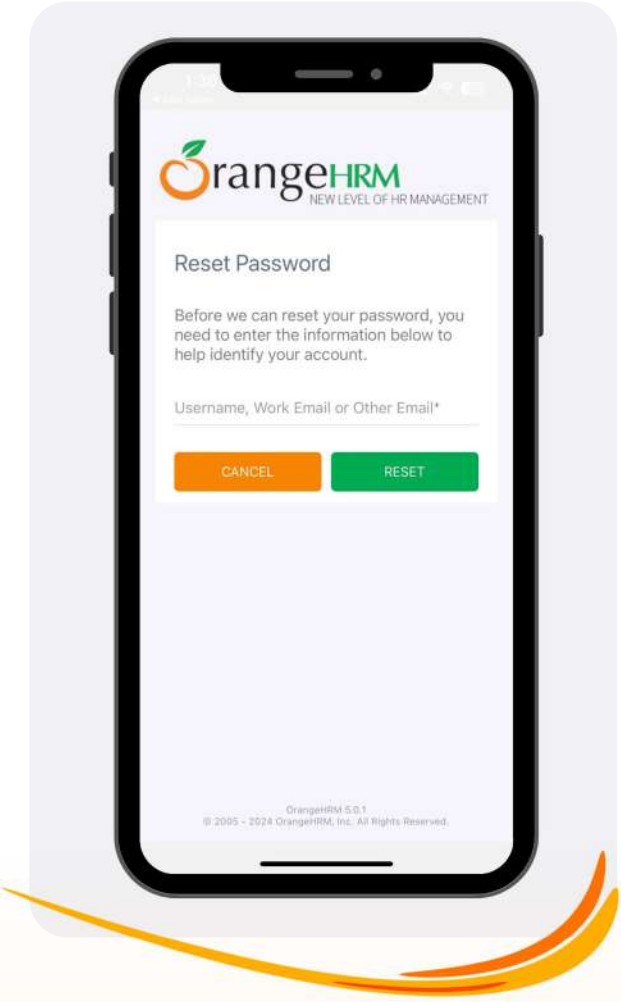
Performance

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.



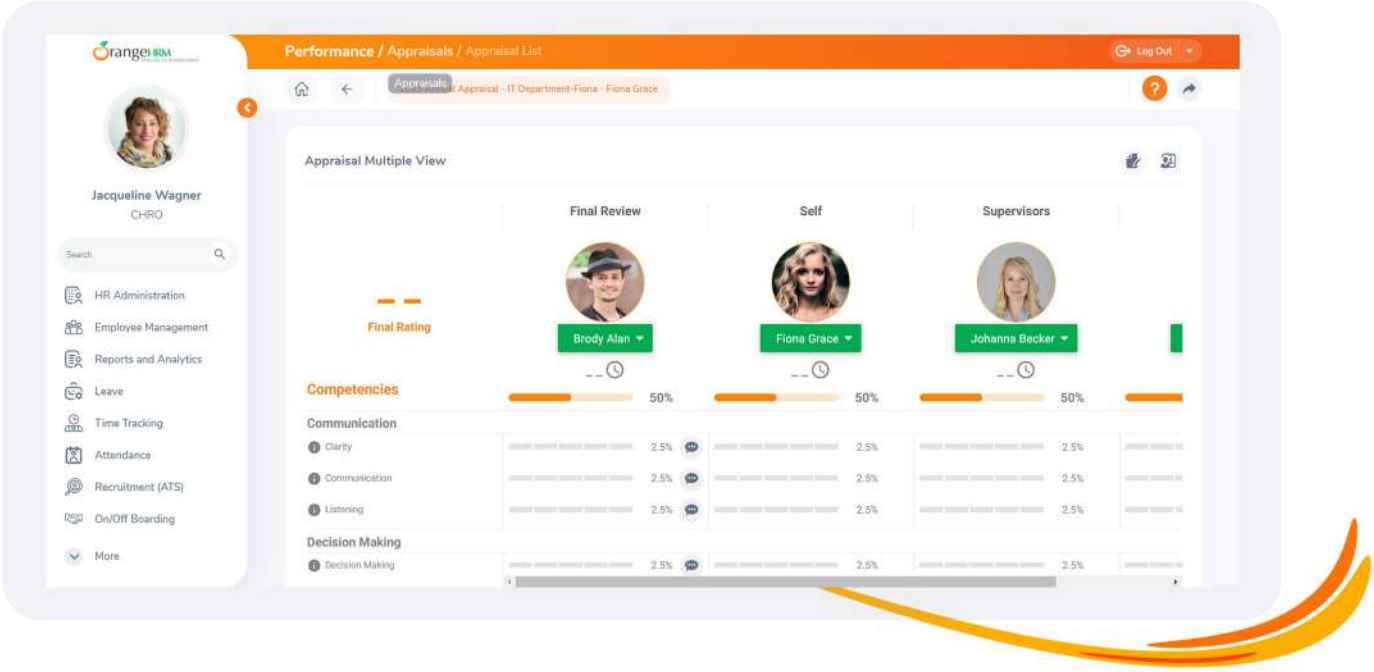
Culture

Performance Management

Build a holistic view of your employees' performance.

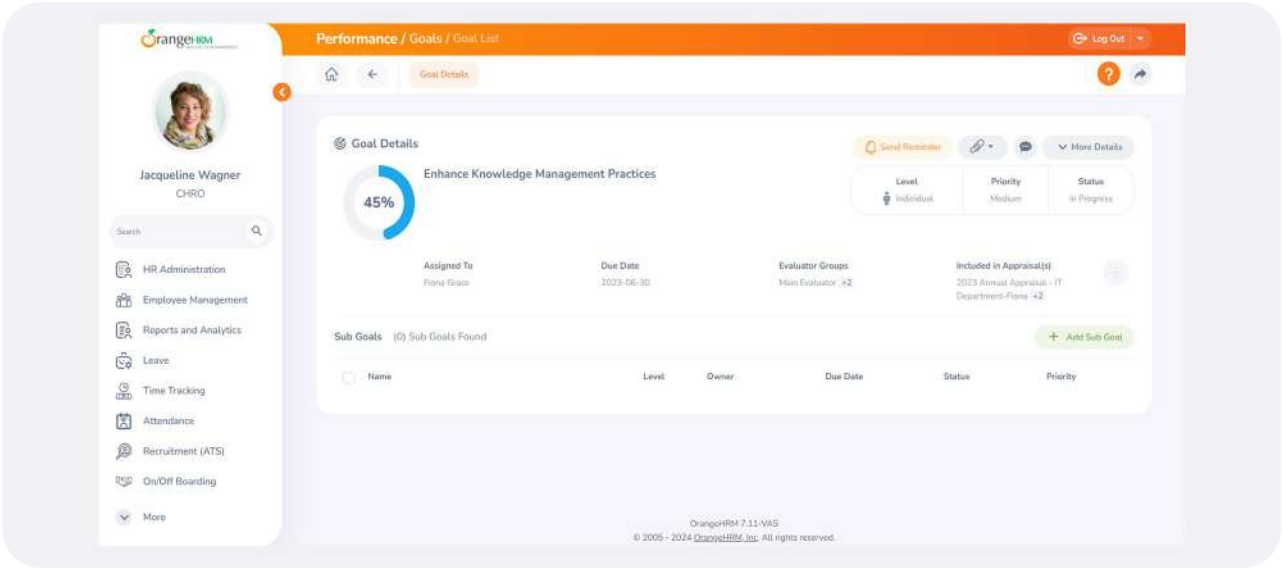
360° Employee Reviews

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.



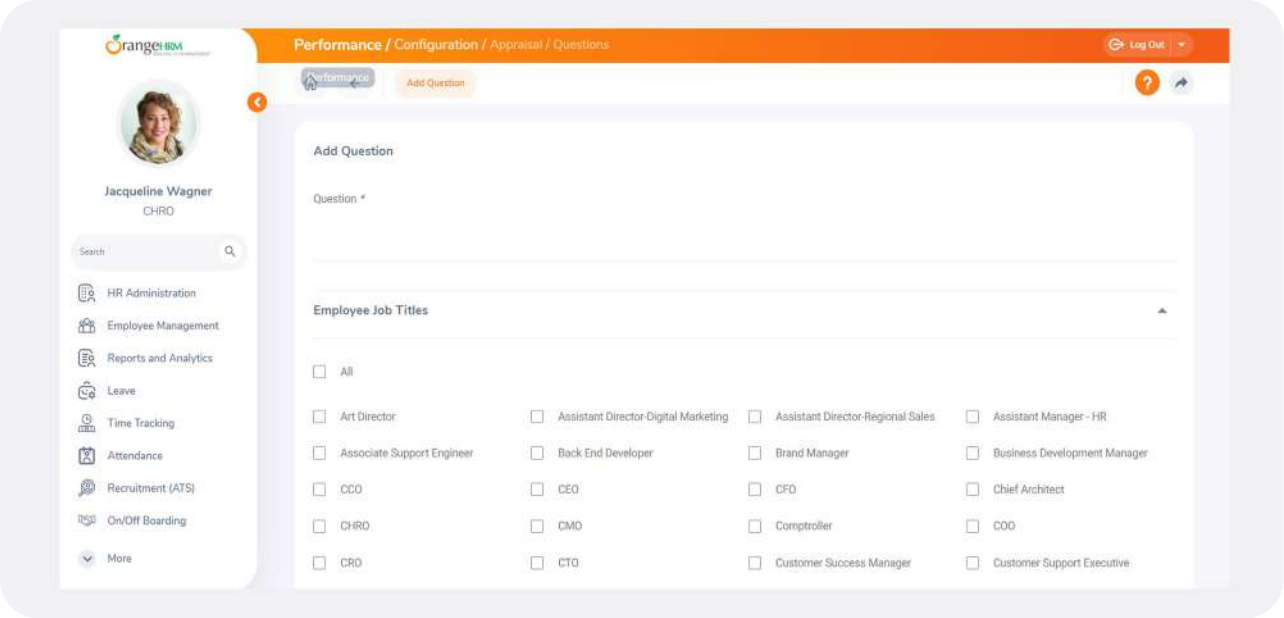
Goal Tracking

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.



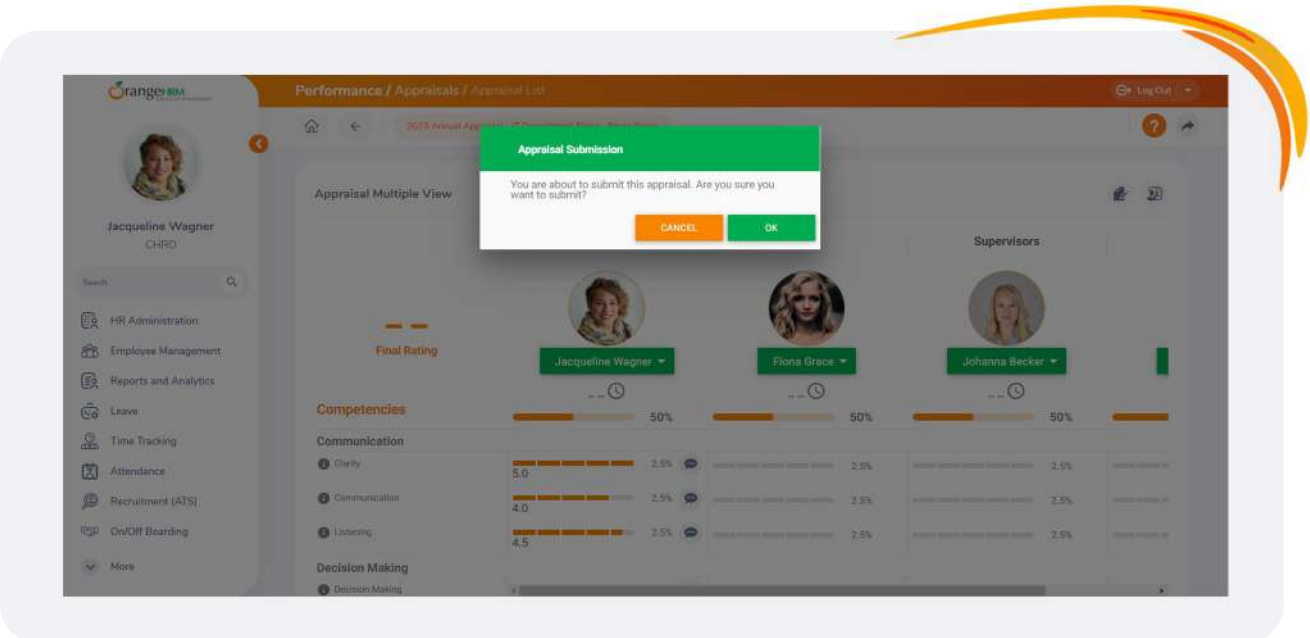
Custom Review Questions

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.



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.

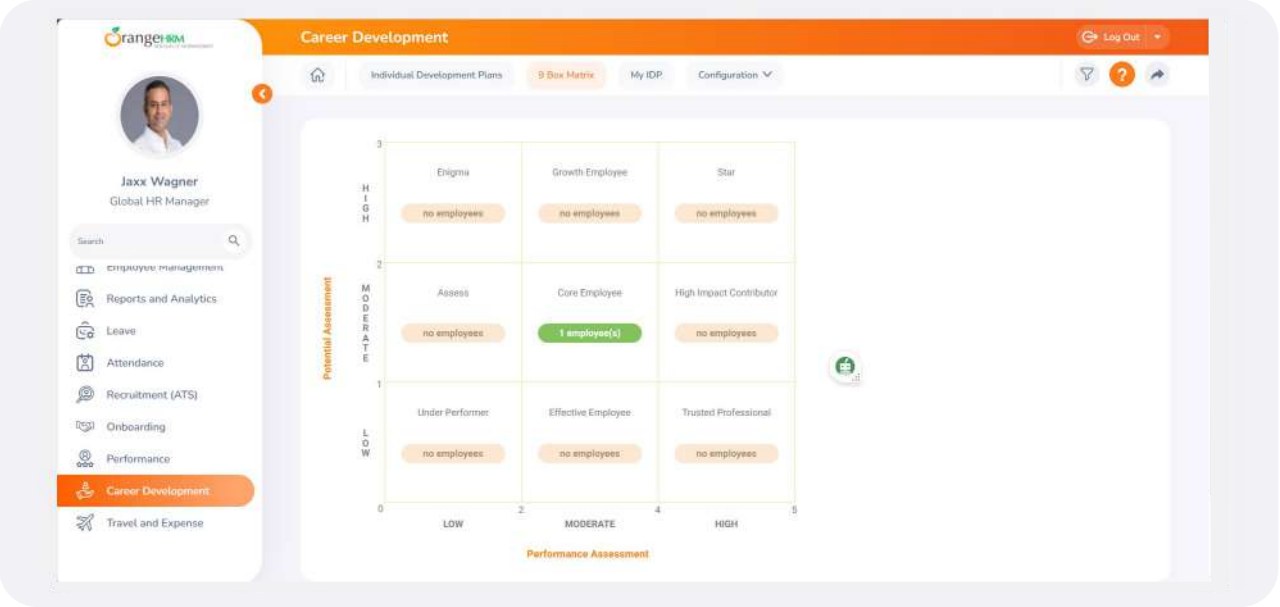


Career Development

Give your employees the opportunity to develop.

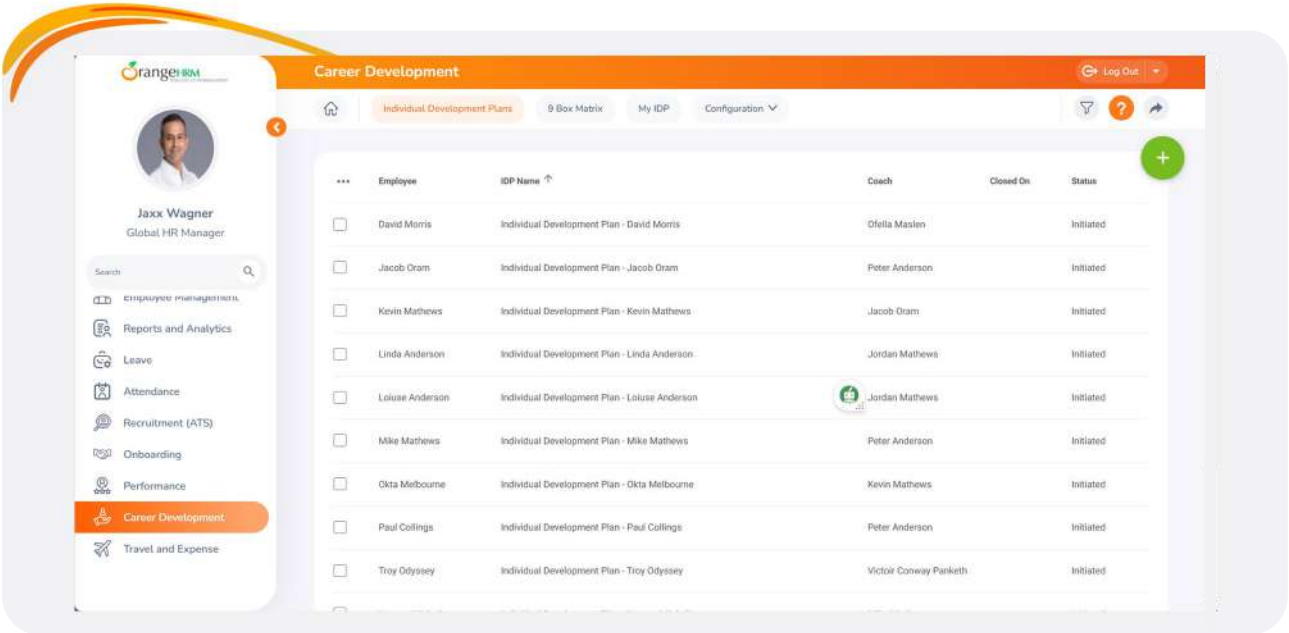
9 Box Matrix

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.



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.

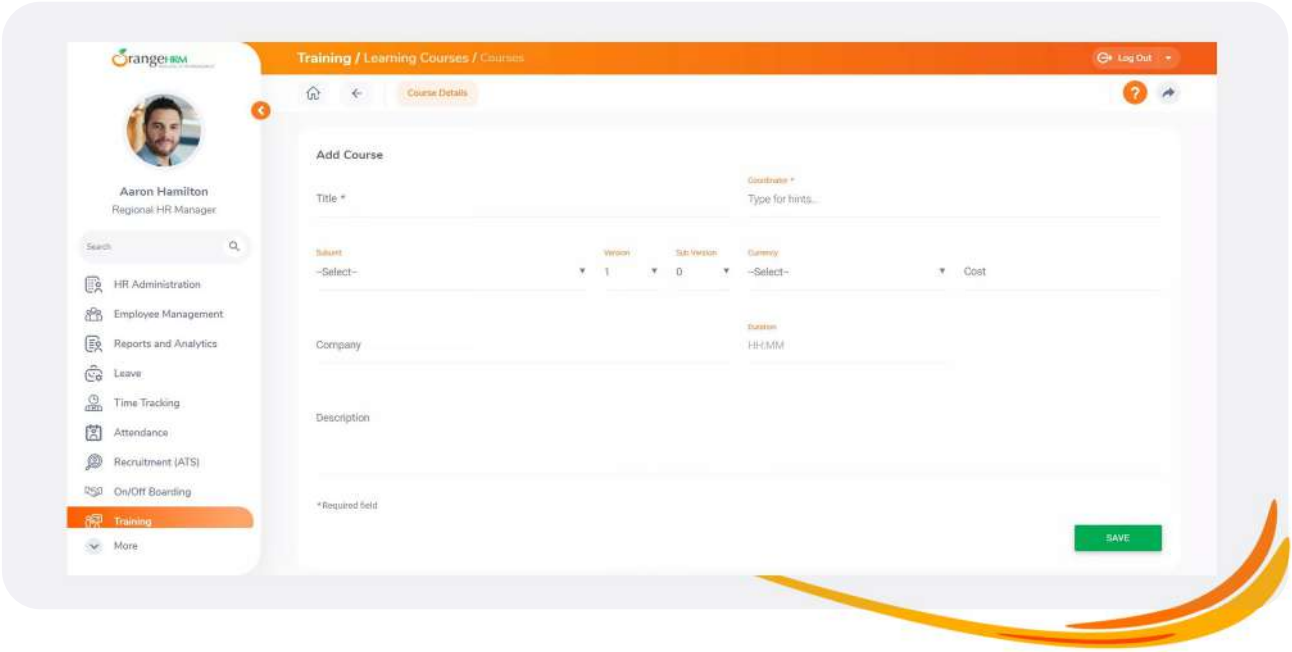


Training

Create the training that needs to happen for your team.

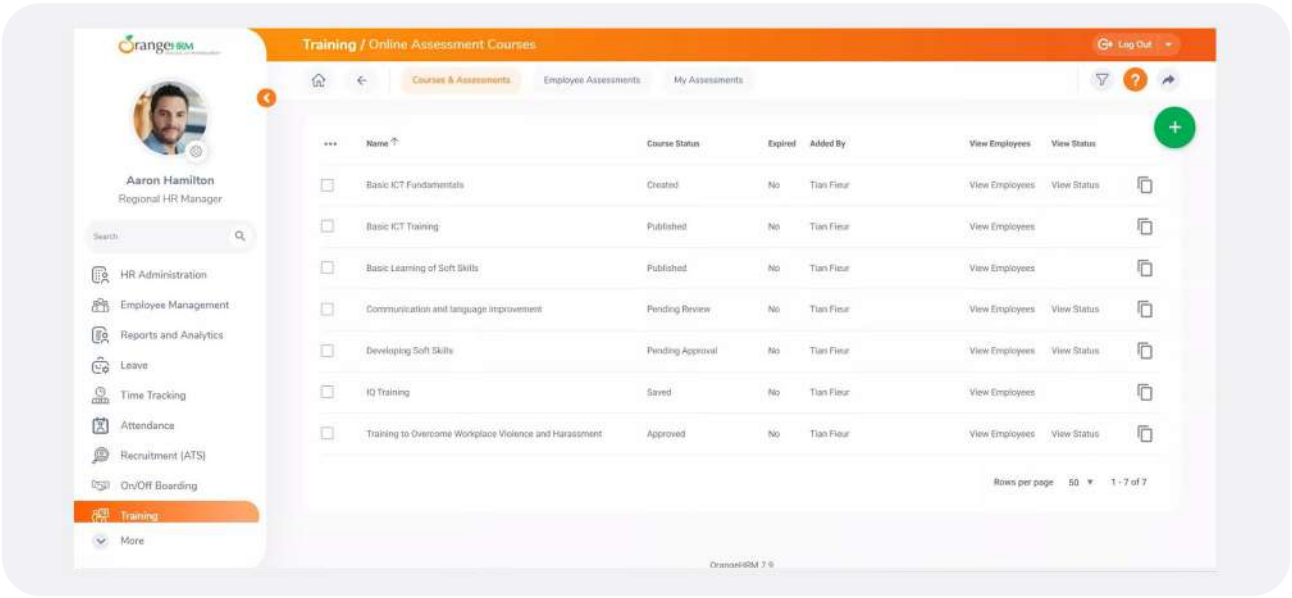
Flexible Course Creation and Delivery

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



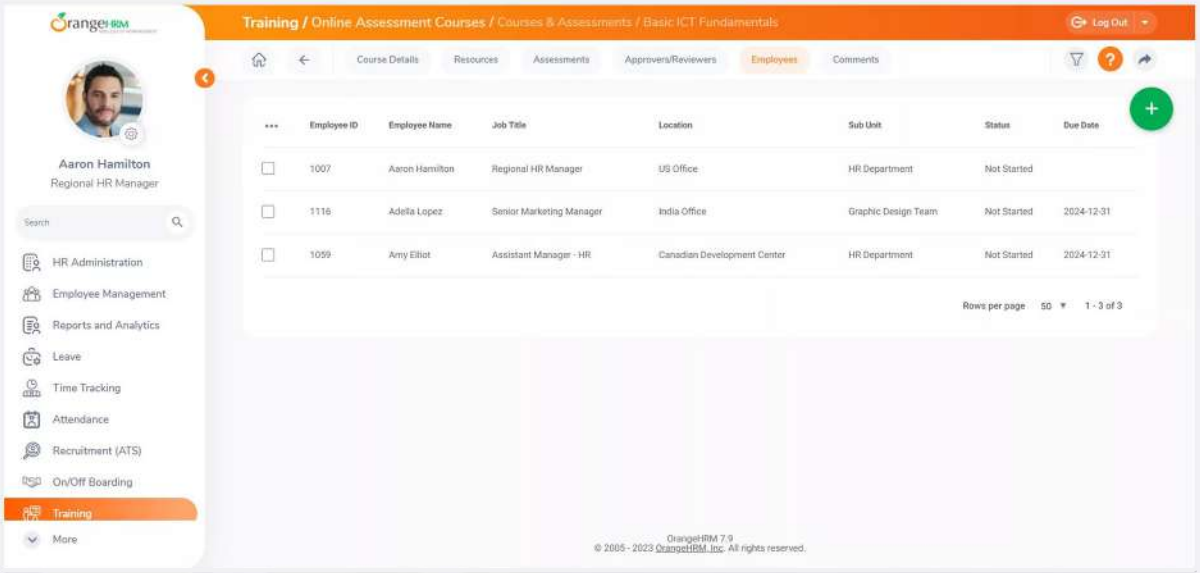
Access from Anywhere Anytime

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.



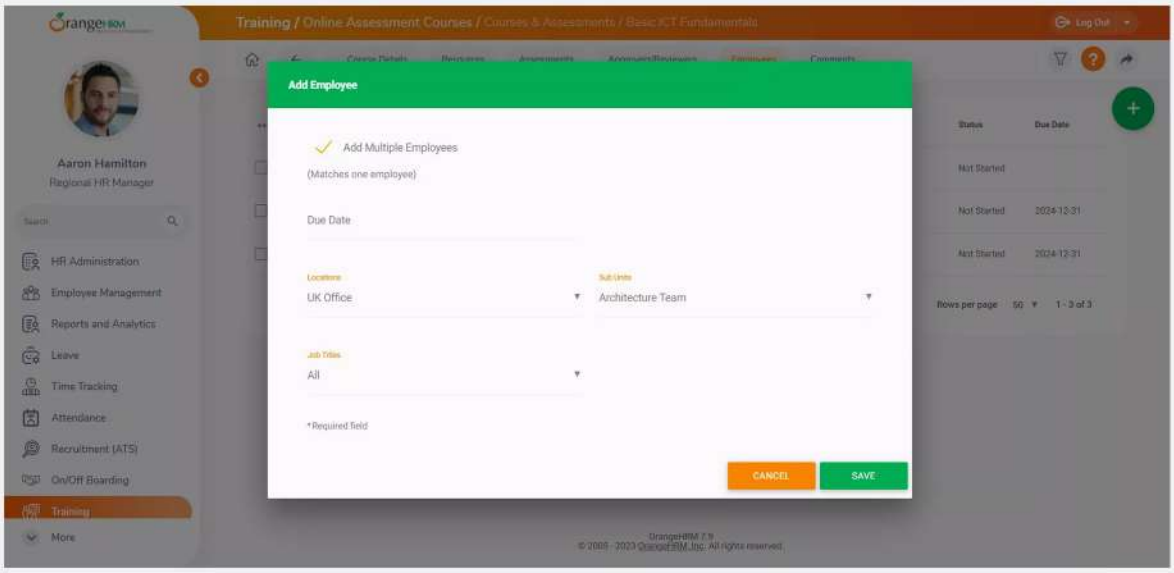
Course Completion Reminders

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.



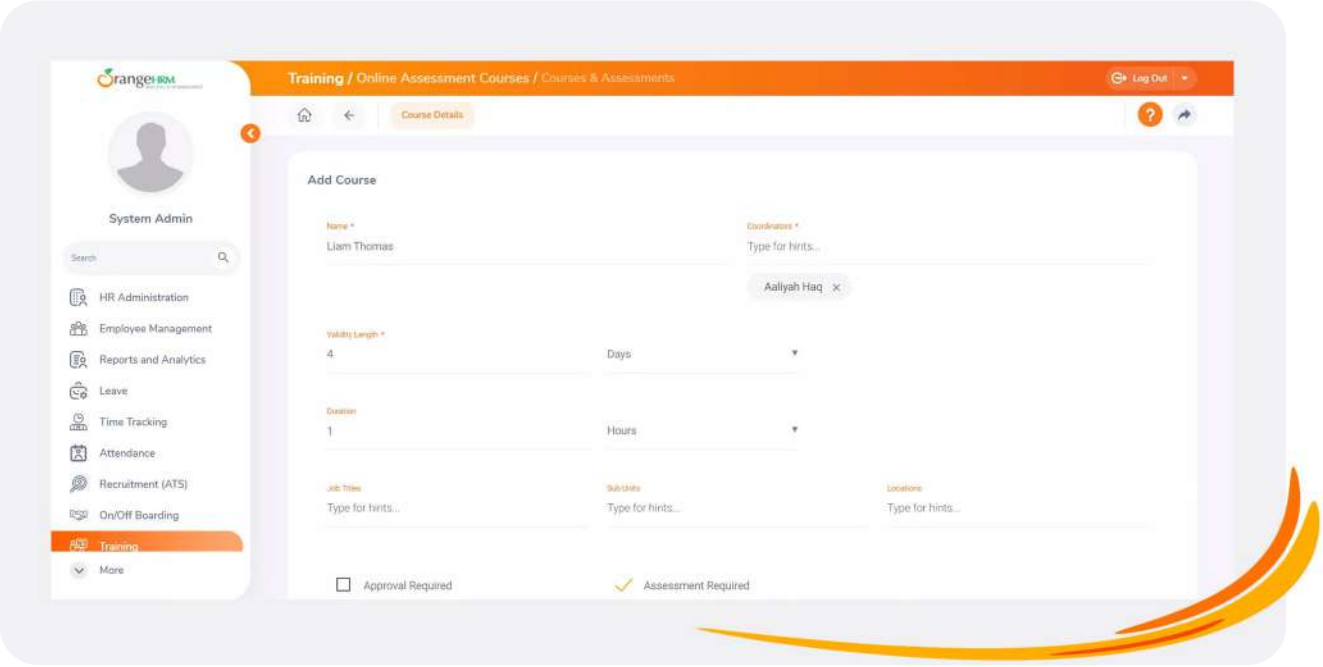
E-Certificates for Course Completion

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.



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.



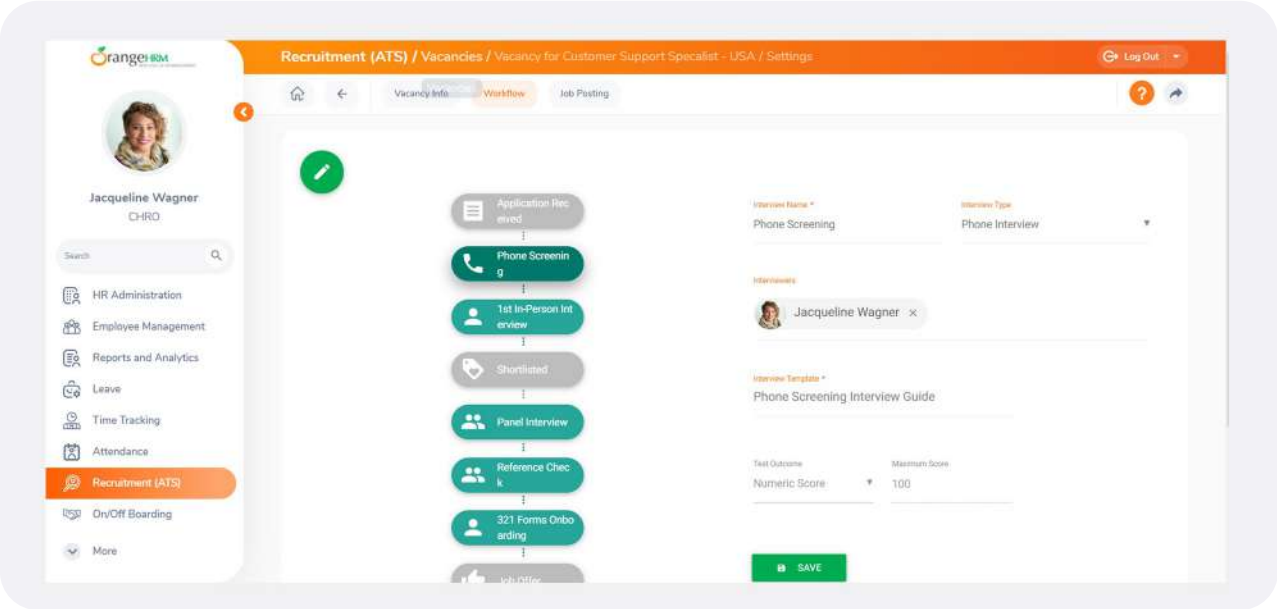
Talent Management

Recruitment

Hire the right fit with all of the tools.

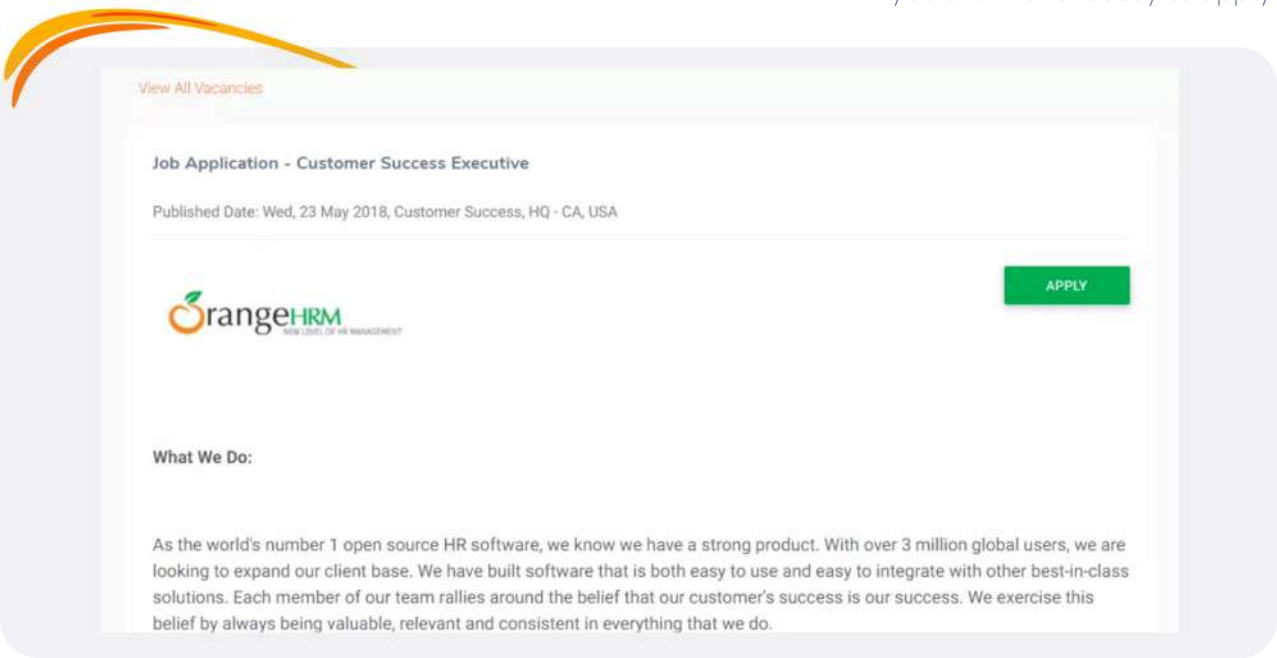
Job Posting

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.



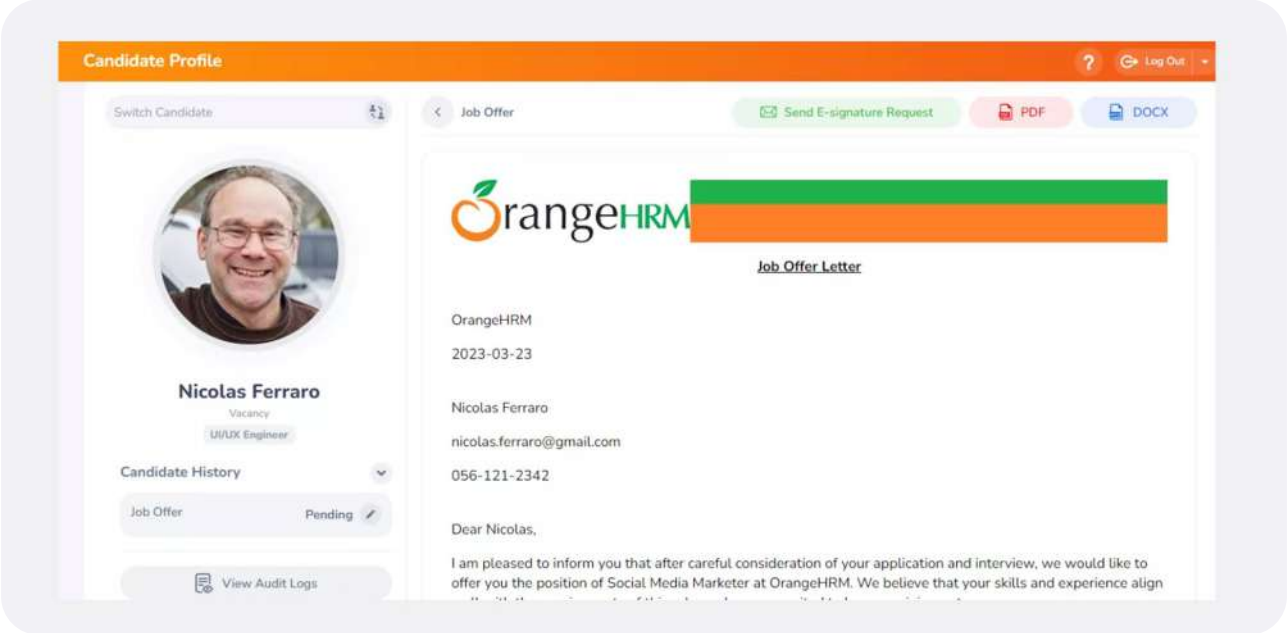
Integrate System with Company Website

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.



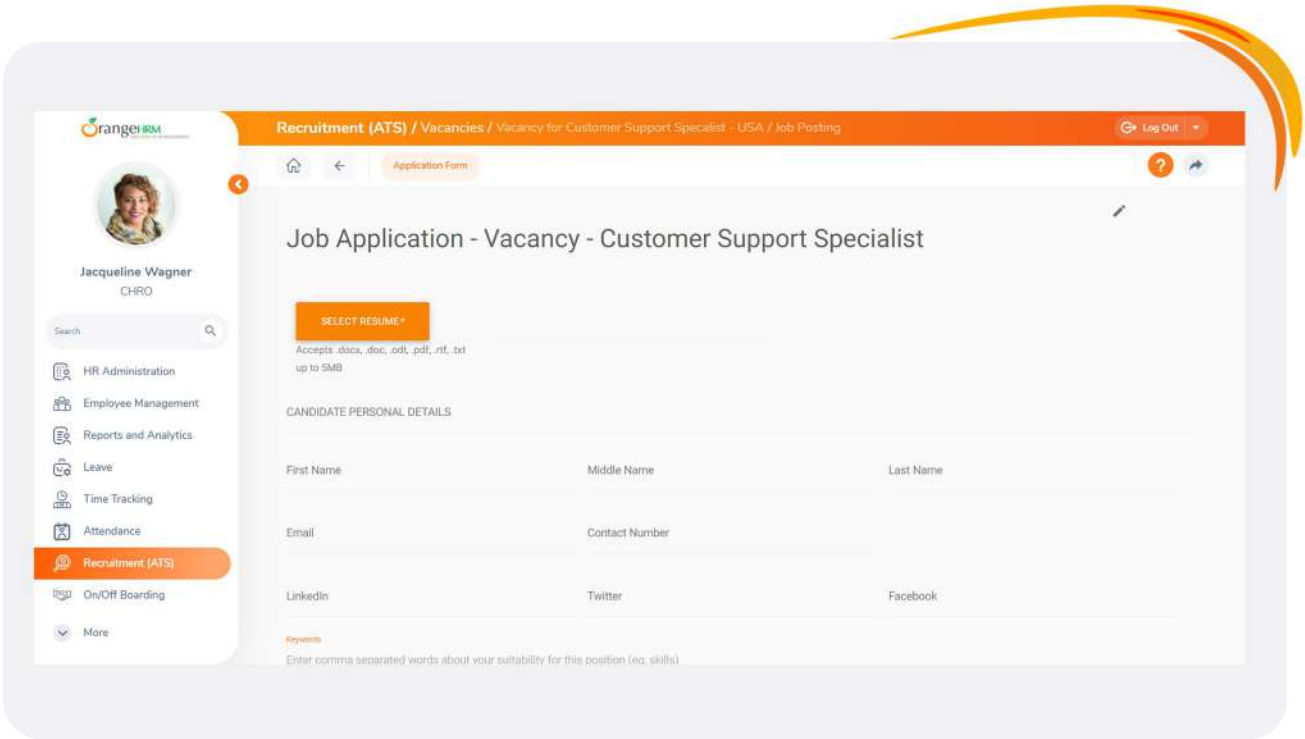
Signatures Made Simple

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.



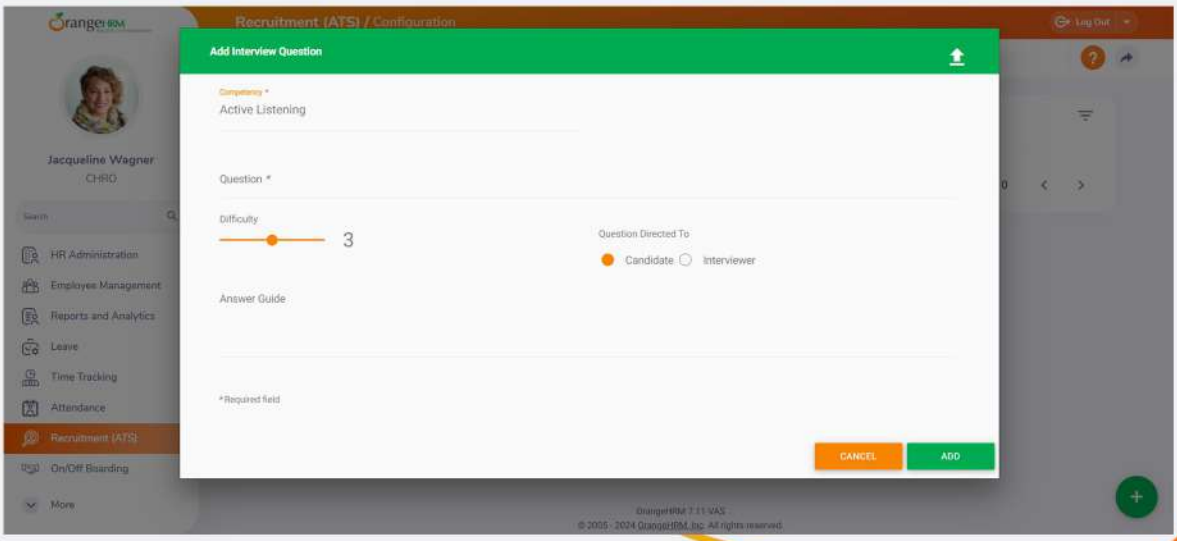
Customizable Application Forms & Questions

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.



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.

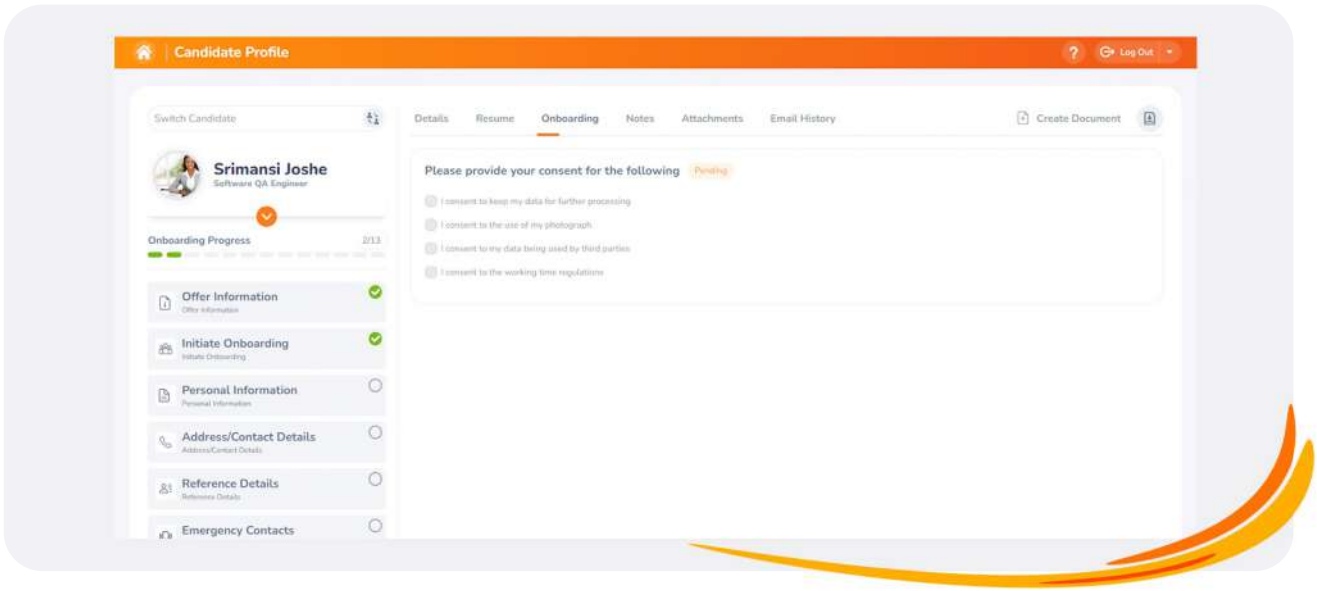


Onboarding

Create the best onboarding experience.

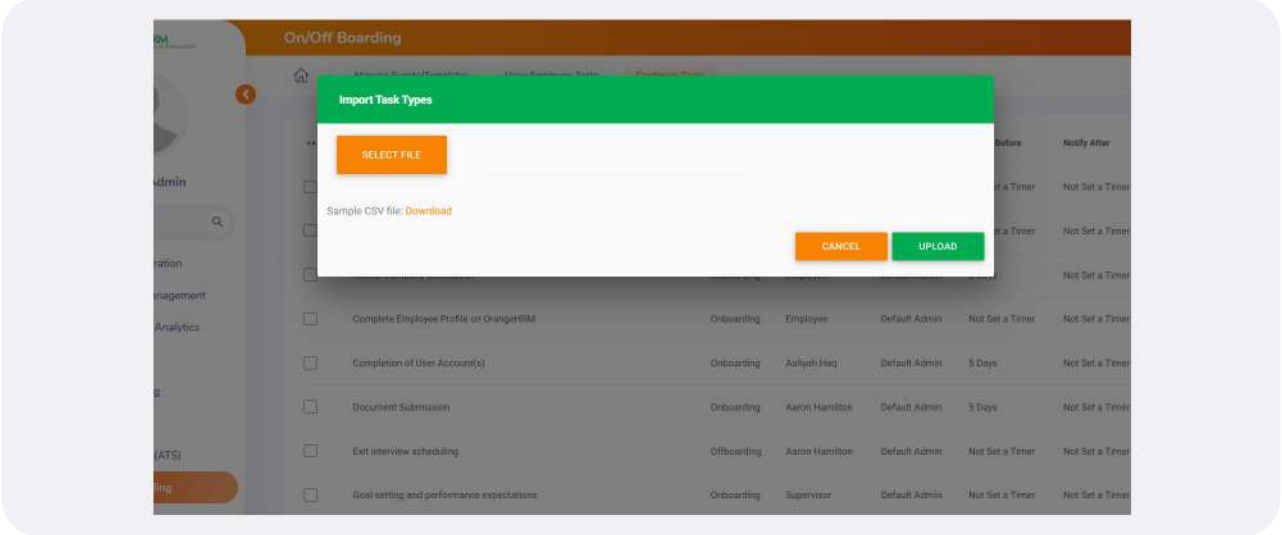
Preboarding Made Simple

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.



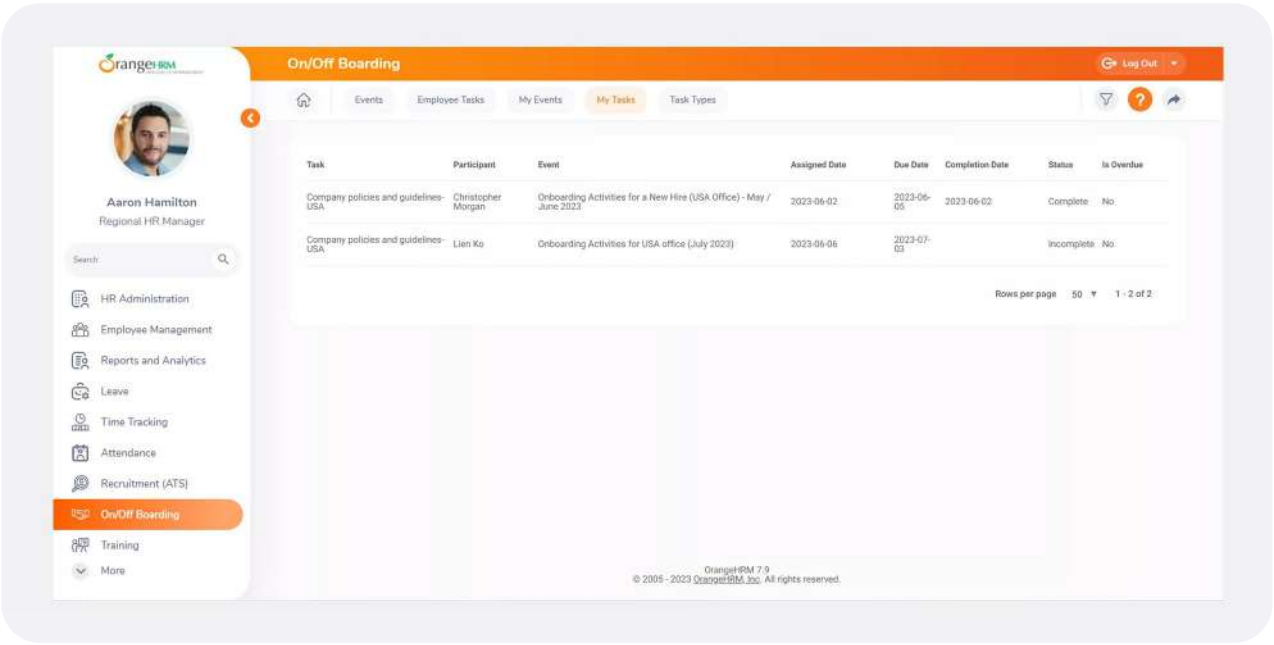
Bulk Upload Task Types

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.



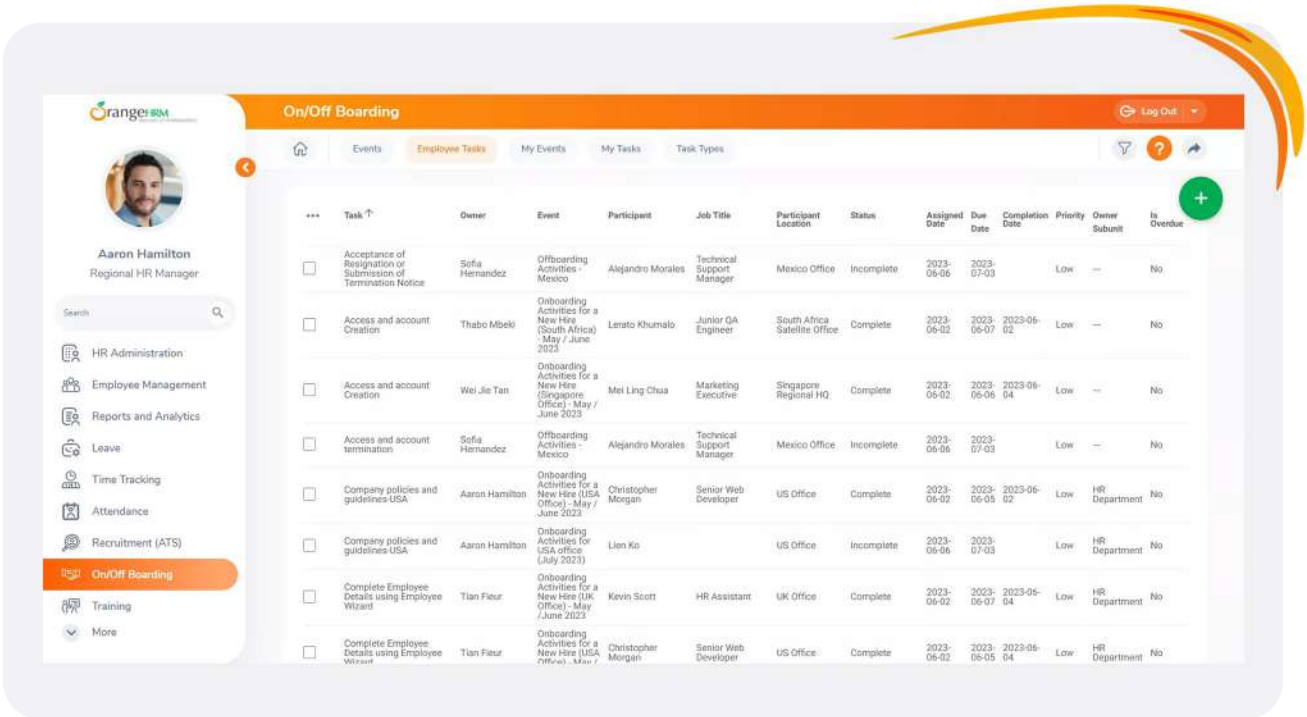
Manage Any Type of Task with Ease

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.



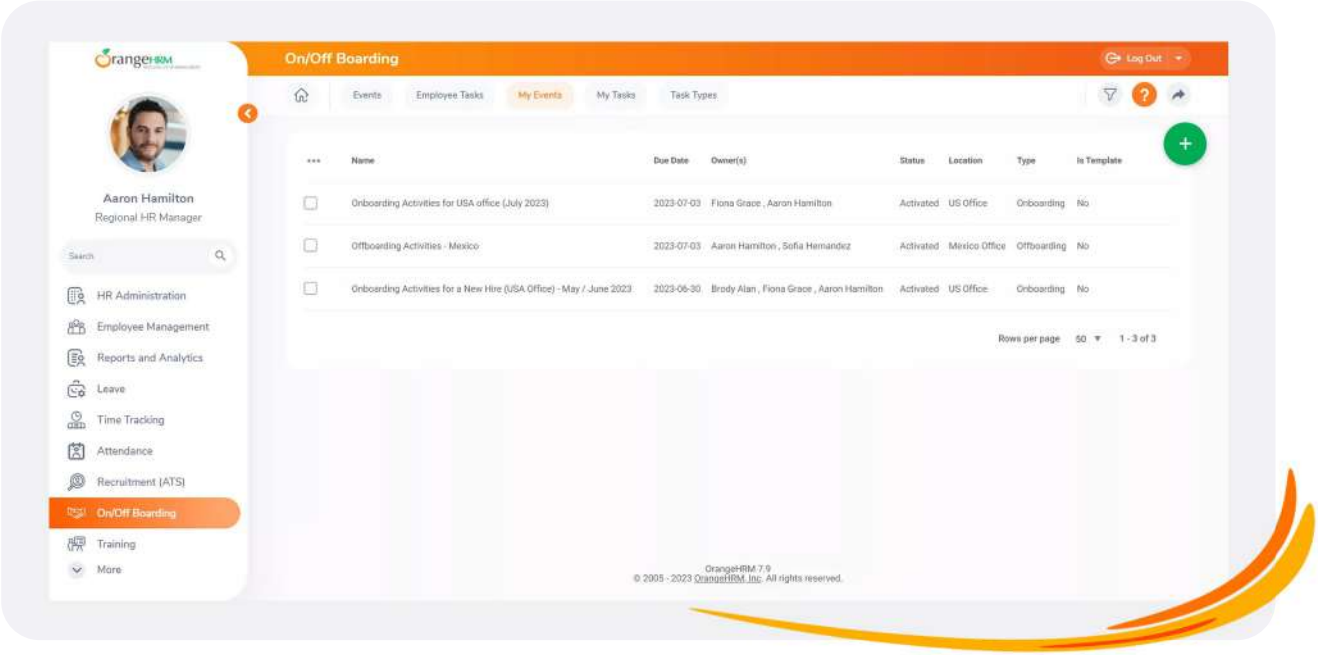
Monitor Progress at a Glance

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.



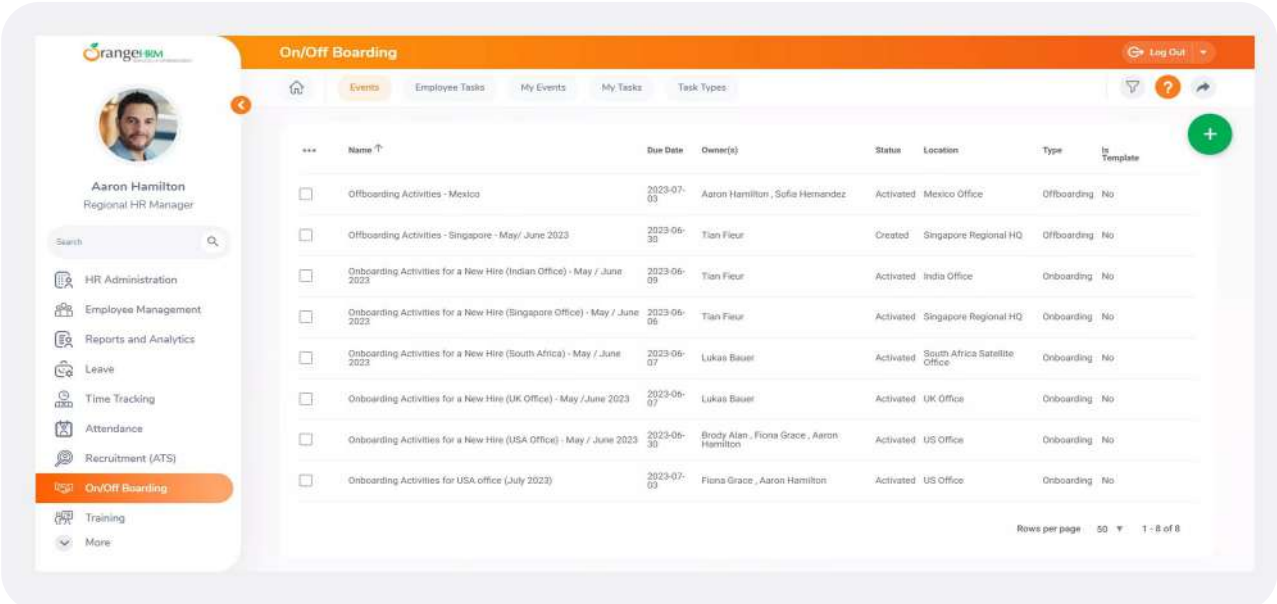
Automate Onboarding and Offboarding Events

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.



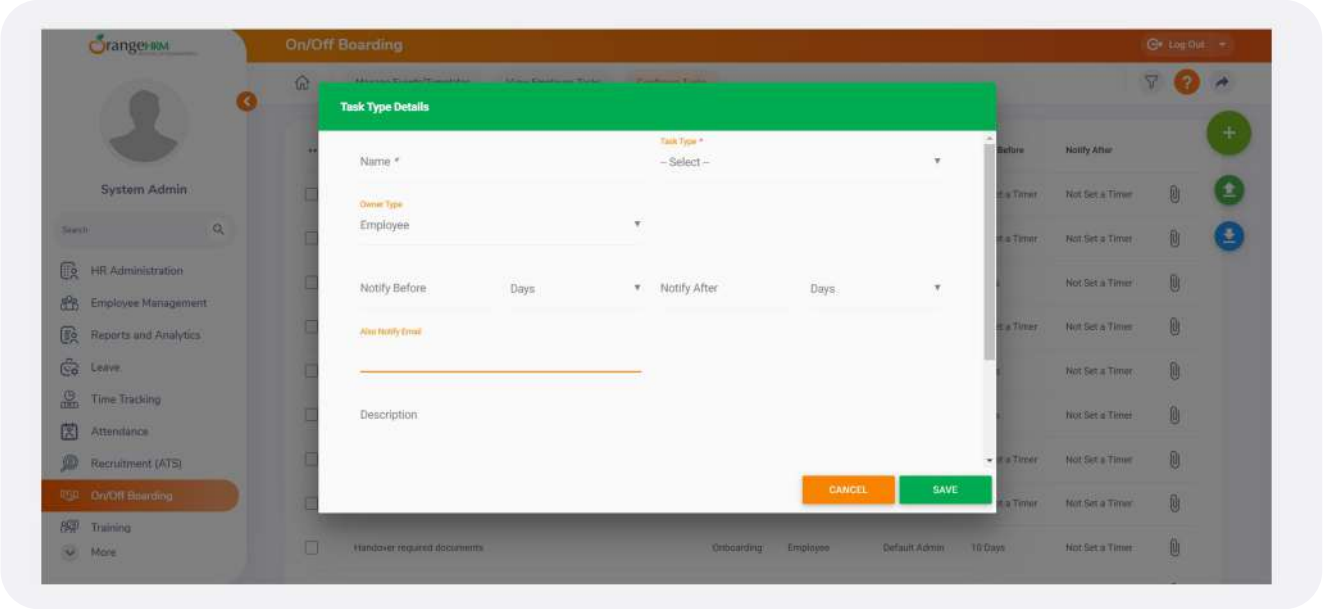
Streamline Onboarding and Offboarding with Templates

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.



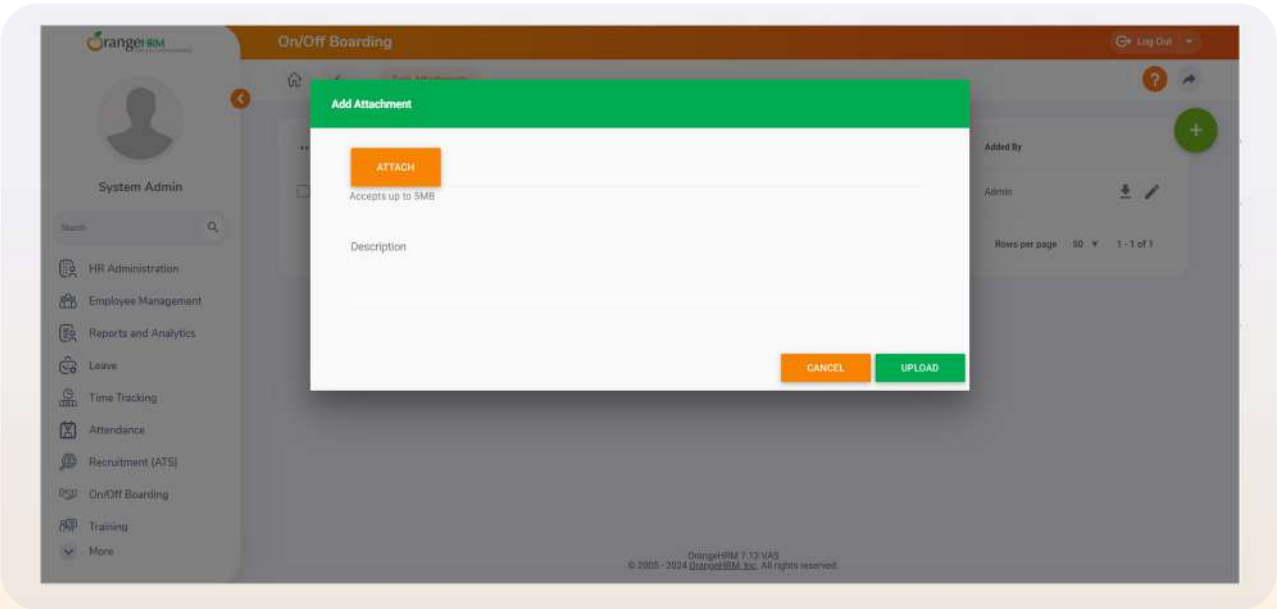
Automated Overdue Reminders

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.



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.

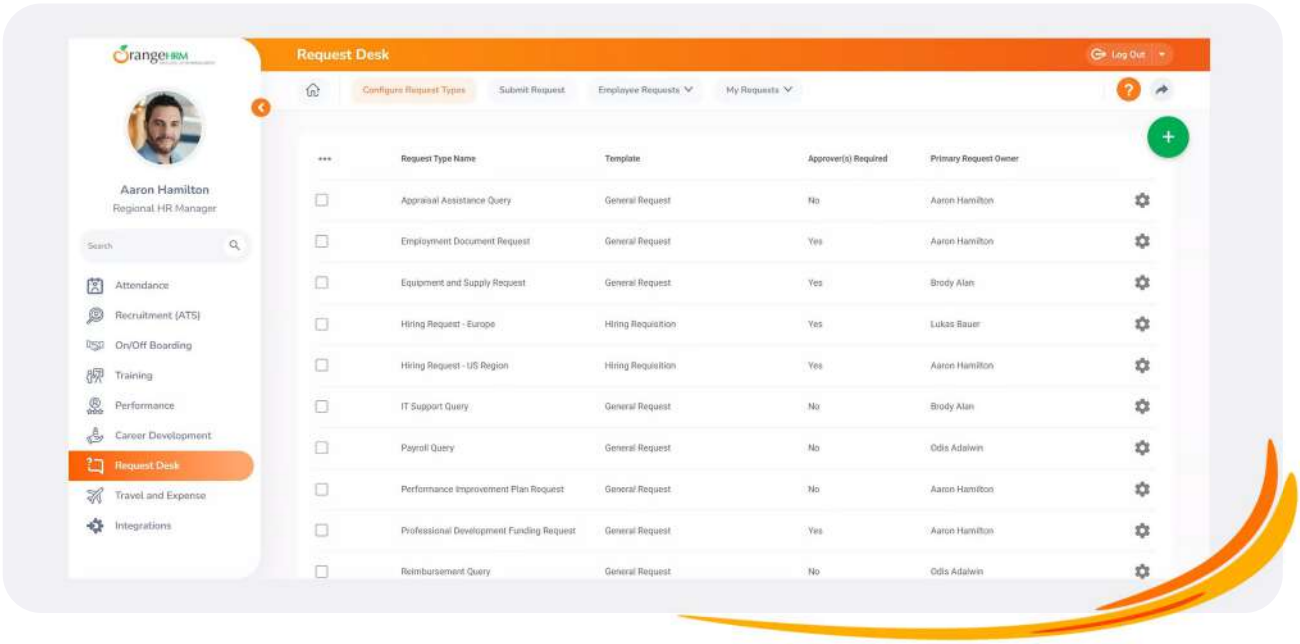


Request Desk

Simplify your request management process.

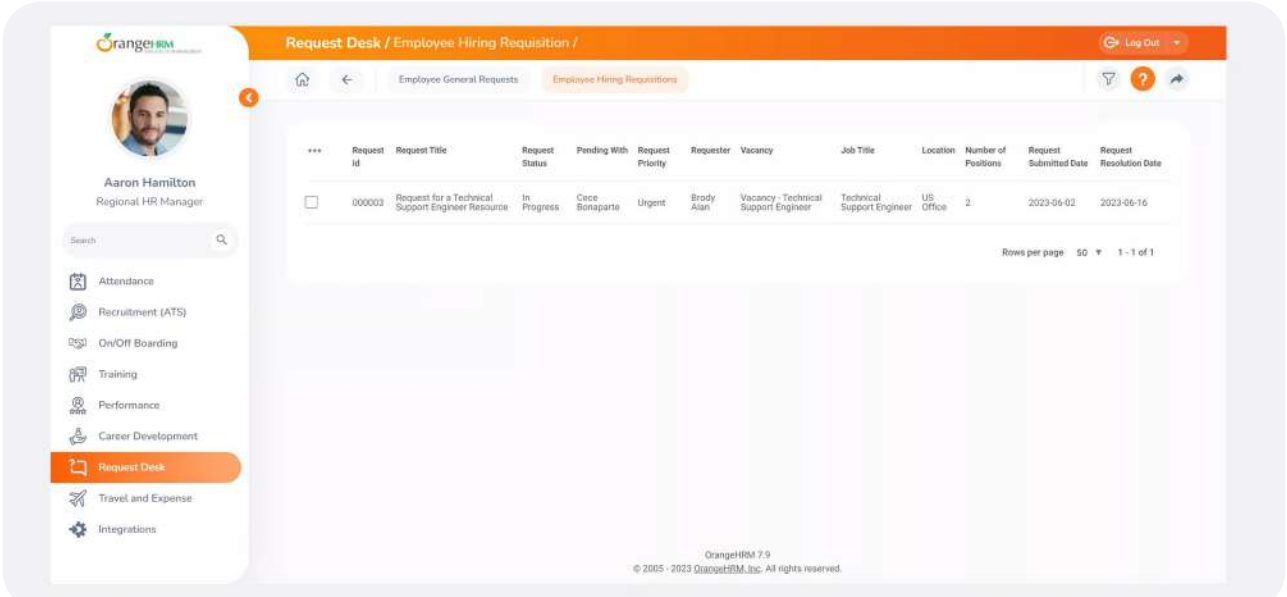
Centralized Platform for Request Tracking and Resolution

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.



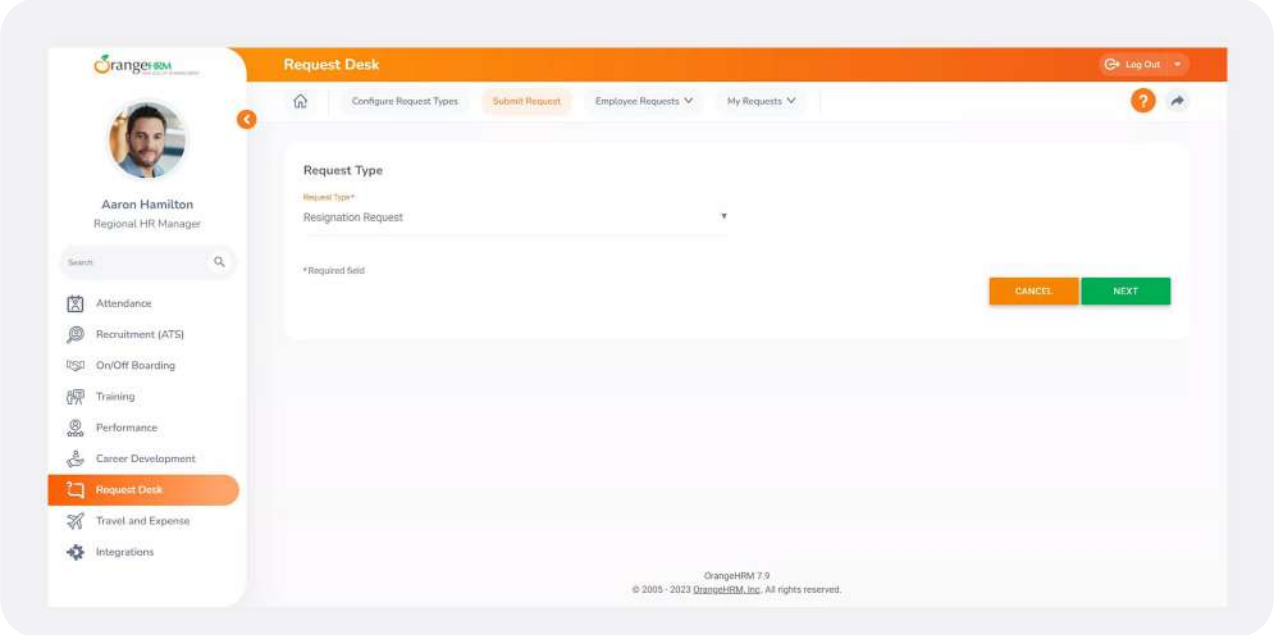
Manage Hiring Requisitions and Workflow Automation

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.



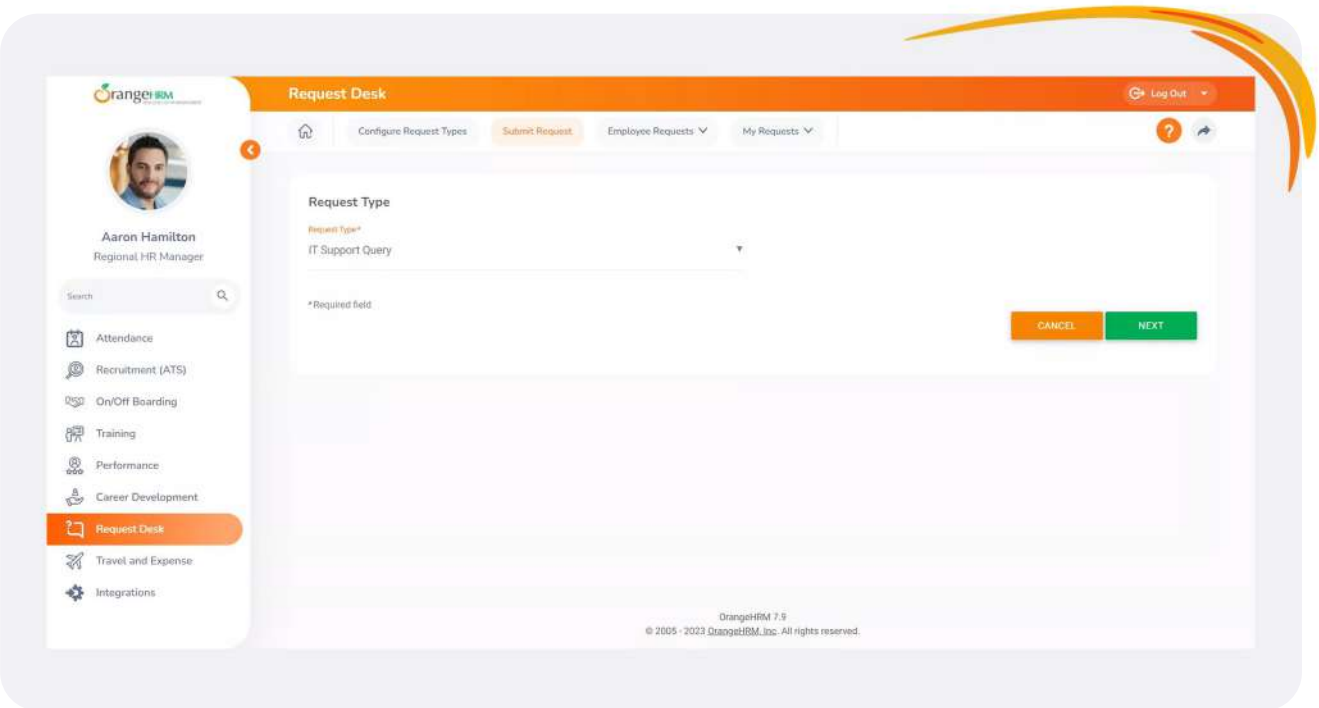
Self-Resignation Request Management and Workflow Automation

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.



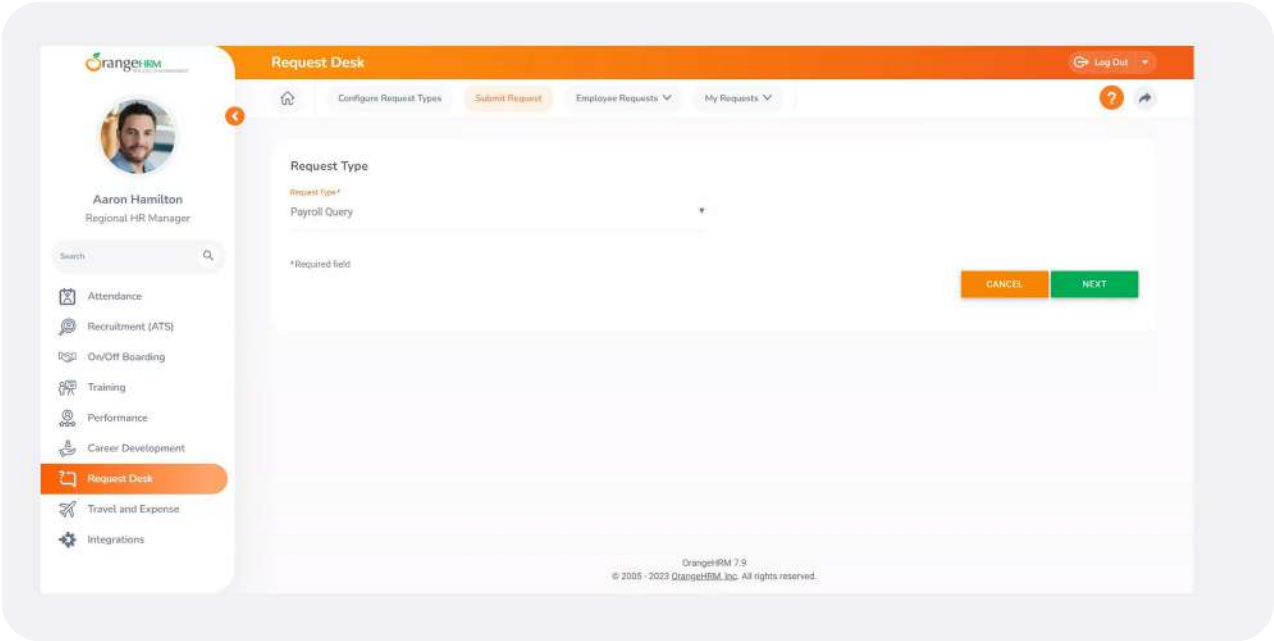
IT-related Query Management

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.



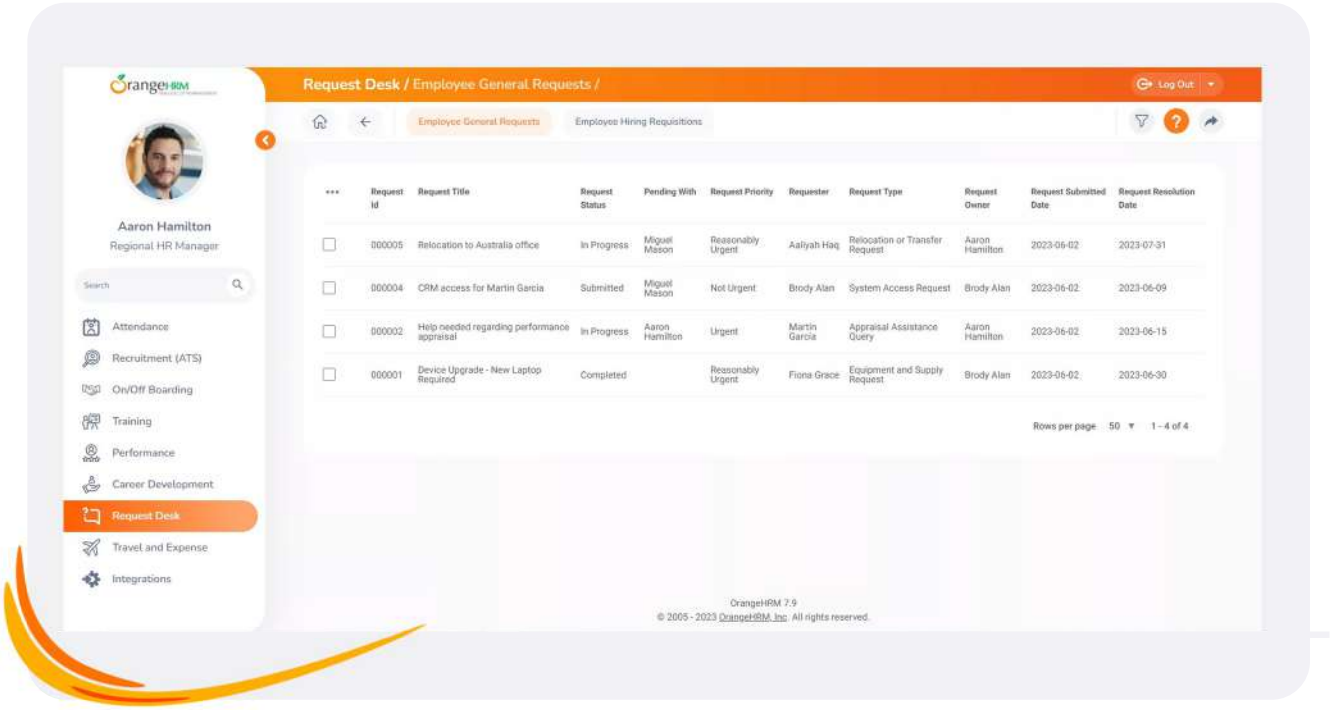
HR Department Request Management

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.



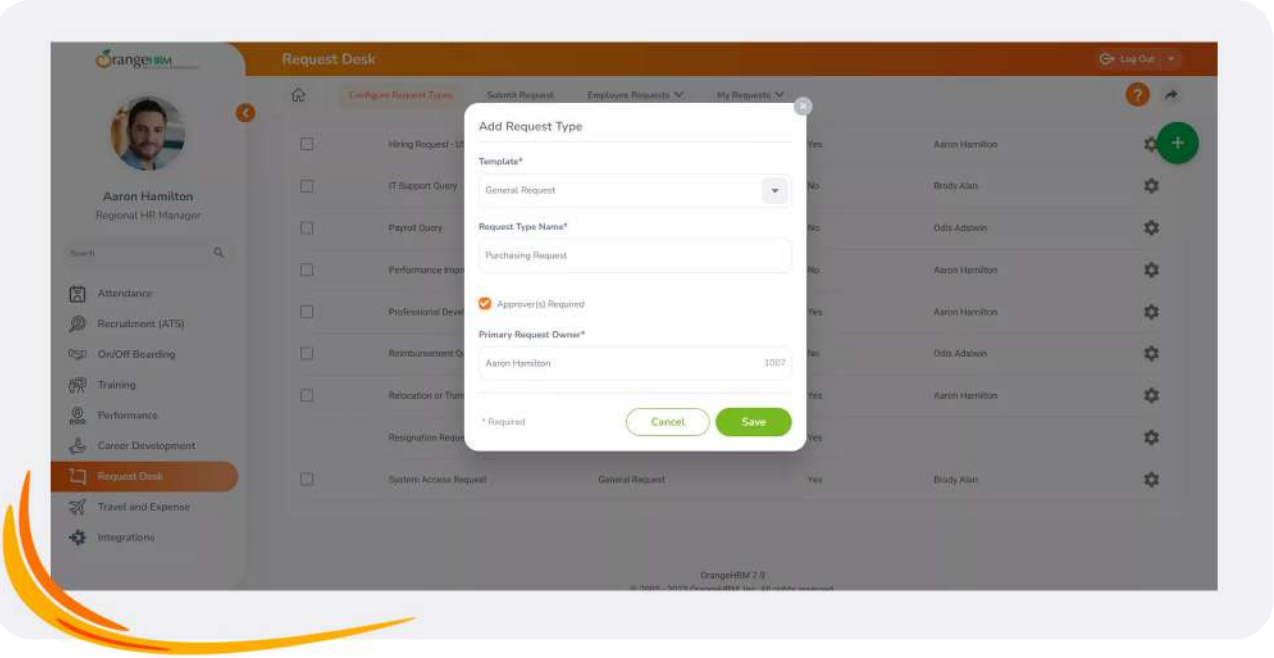
Request Communication Management

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.



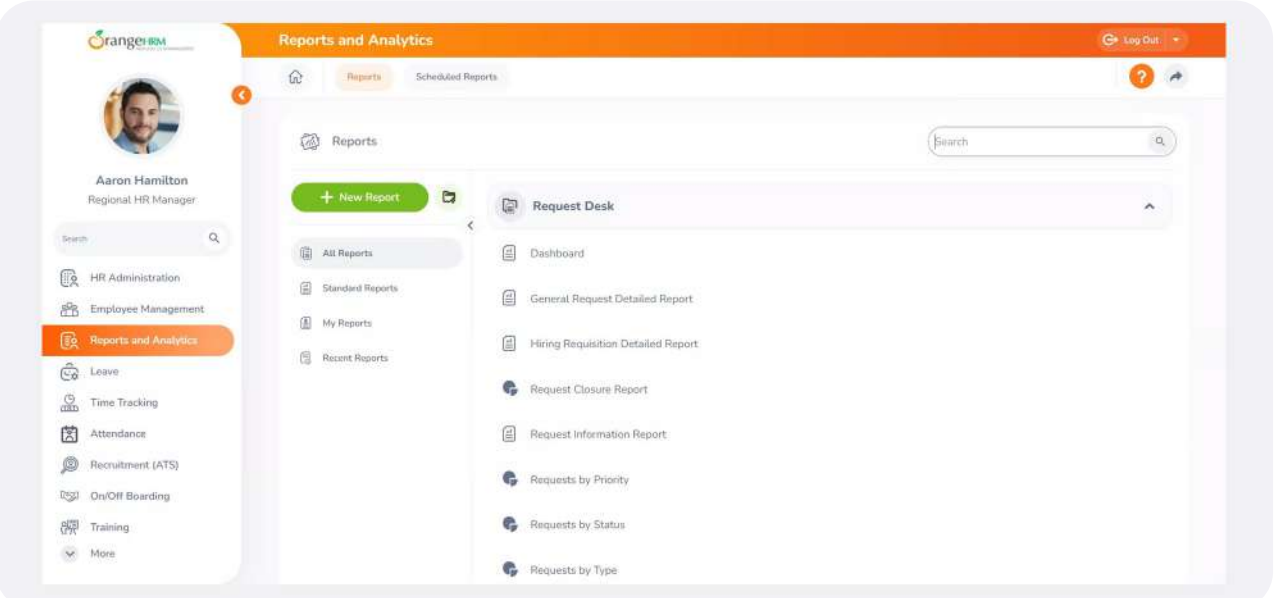
Workflow Automation for Streamlined Operations

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.



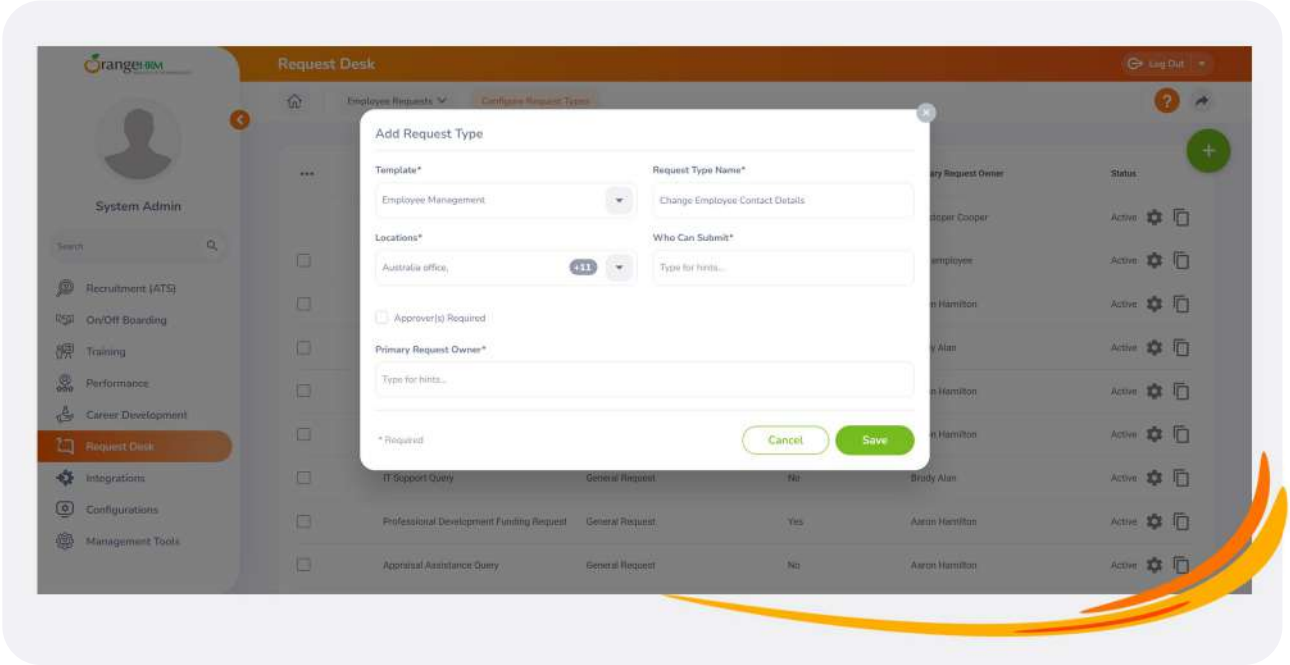
Reporting and Analytics for Continuous Improvement

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.



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.



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

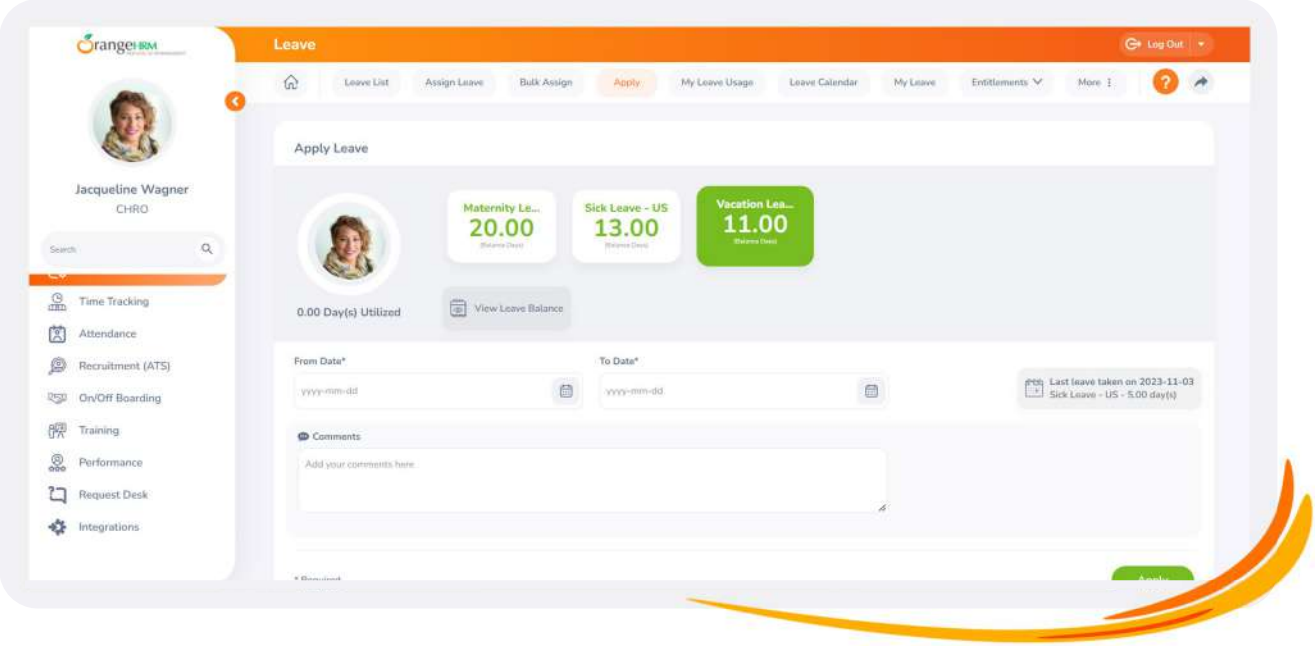
PayPros

PTO / Leave Management

Set yourself free by letting OrangeHRM take care of it.

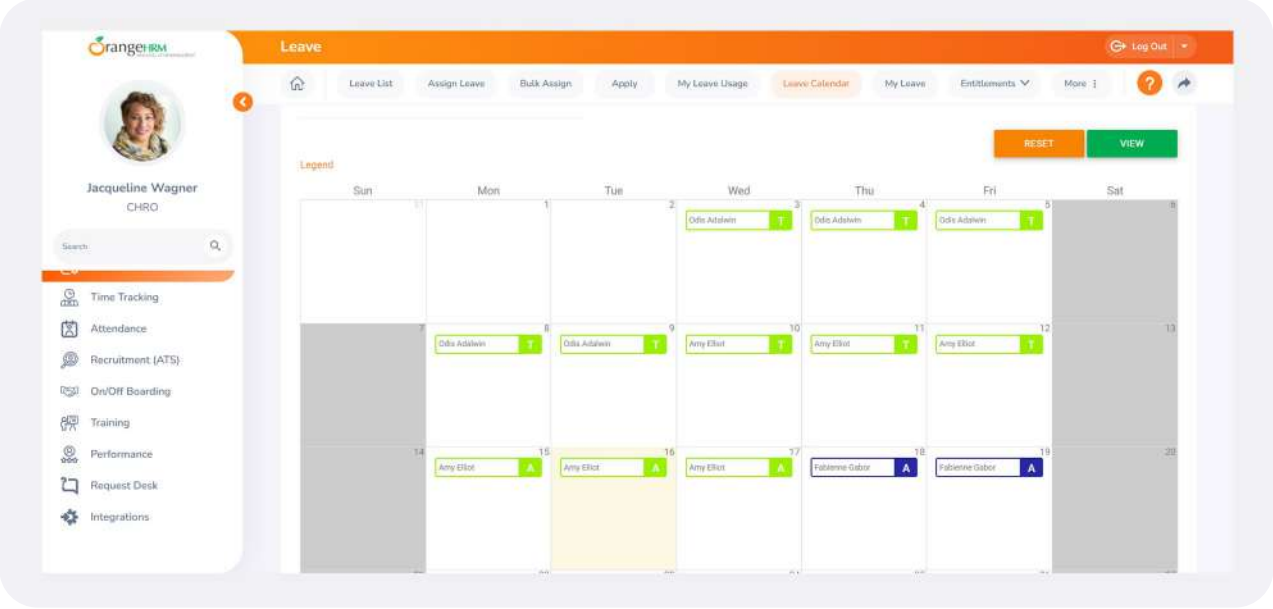
Request / Approve Leave

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.



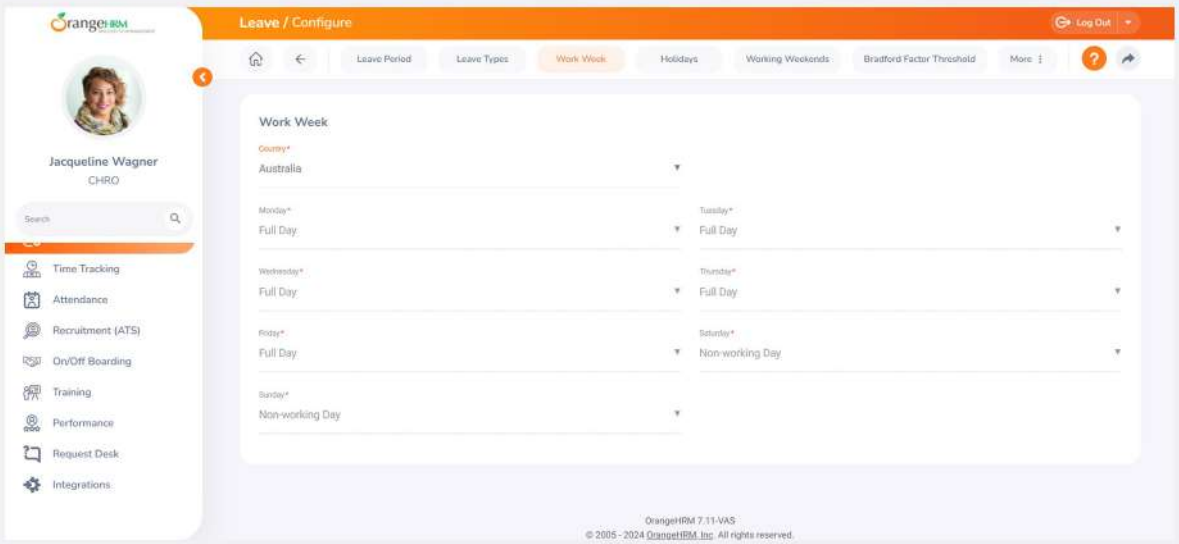
PTO Calendar

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.



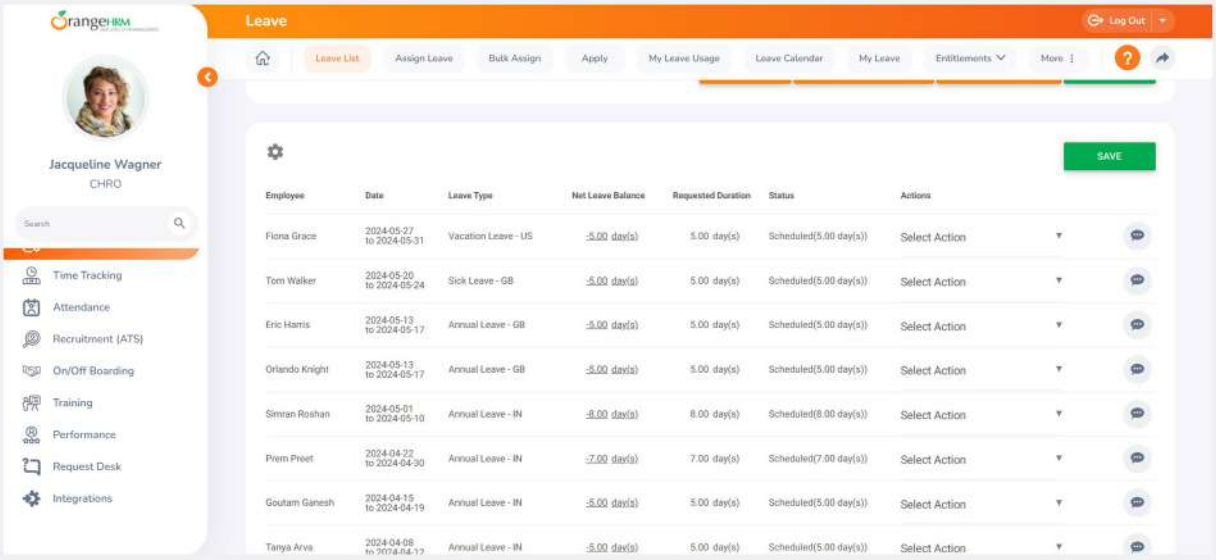
Advanced Leave Configuration

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.



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.

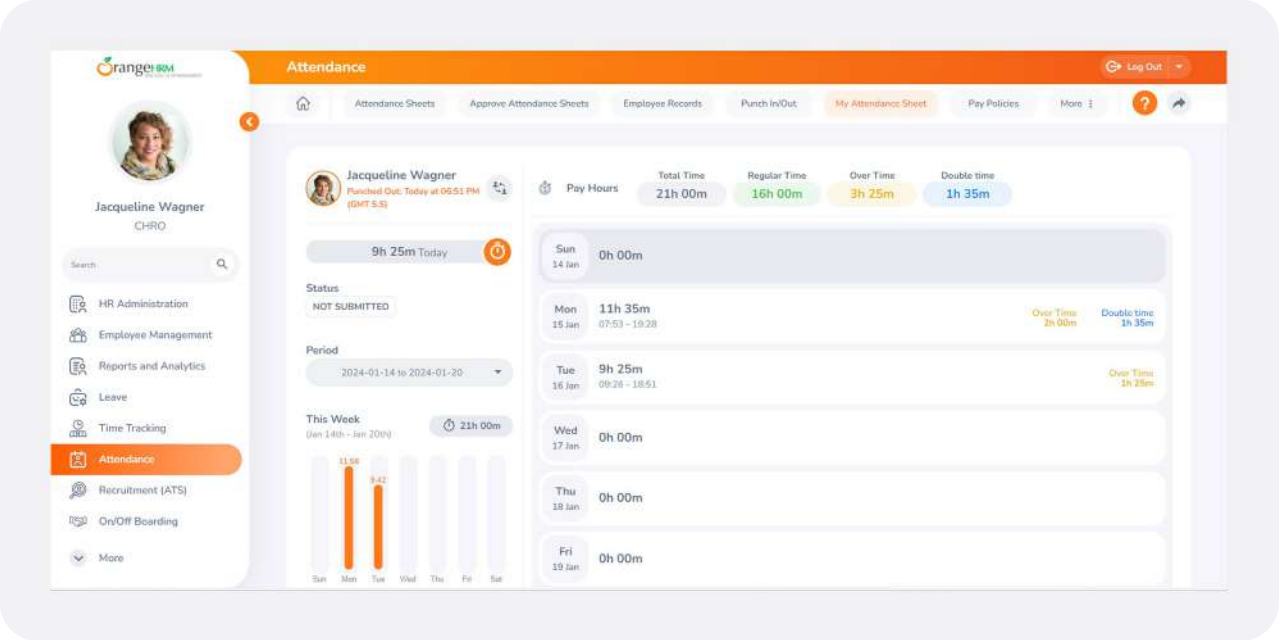


Time Tracking

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

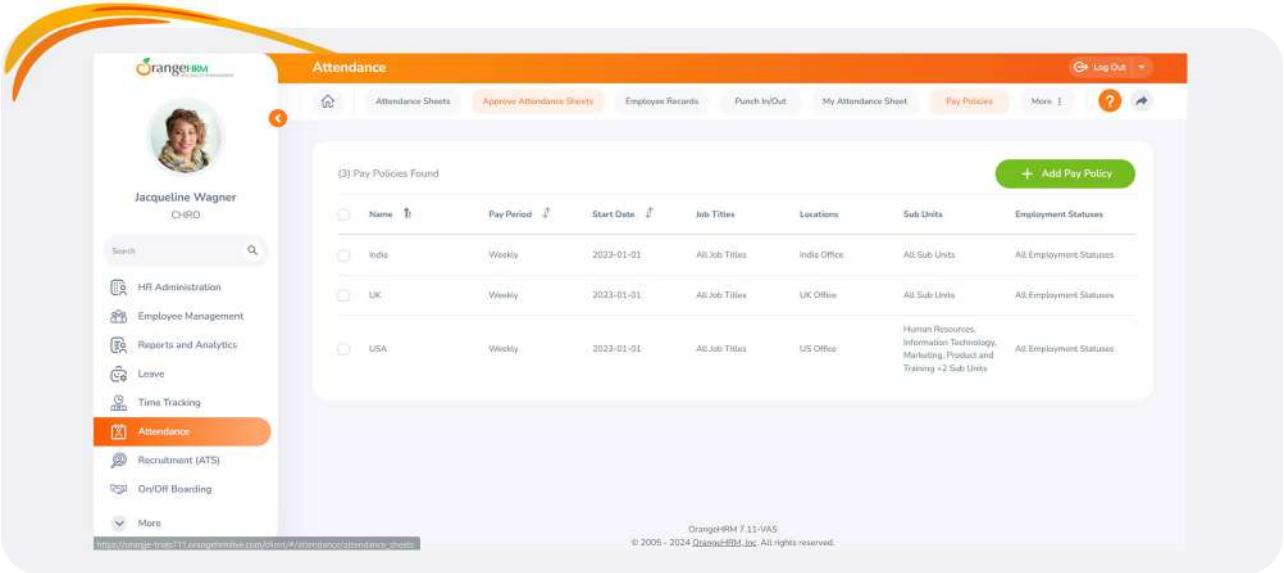
Clock-In / Clock-Out

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.



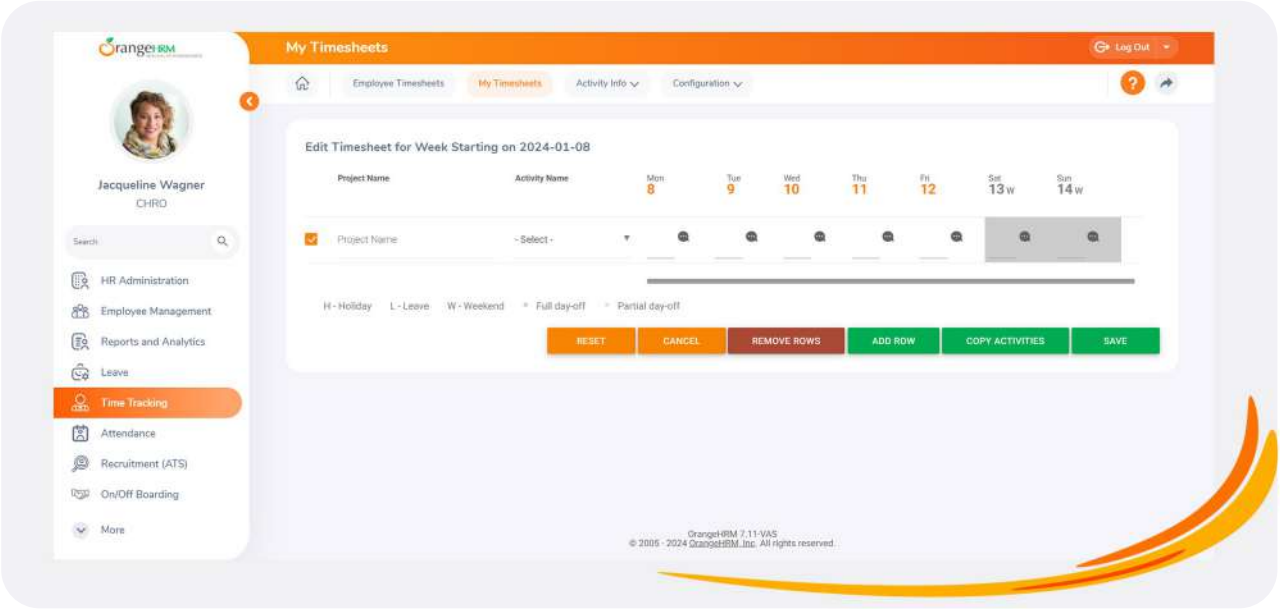
Pay Policies and Overtime

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.



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



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