

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.



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.

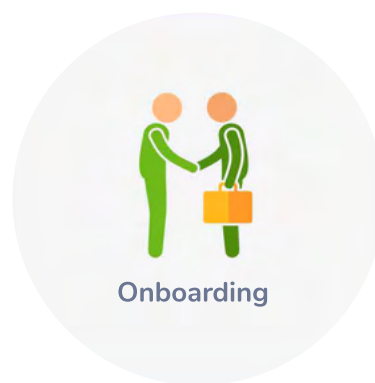
Managing things like performance, development, and training, gives you the power to make a change with your team. One that you can track overtime and know who is struggling and who is thriving.



Talent Management

If the culture of a business is considered the Queen's royal jewels, then the recruiting team is the guards defending them. They are the ones having to not only provide a great experience with a candidate but also do all of the screening, writing the job descriptions, working with managers on the qualifications, and the list goes on.

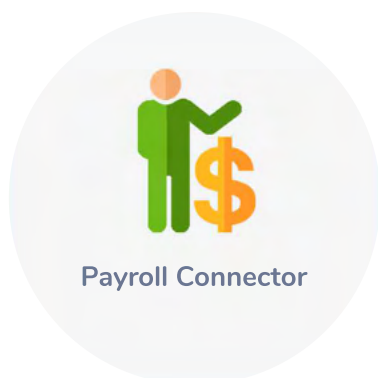
They need to be armed with one of the best Applicant Tracking Systems and also be able to create a world class automated onboarding experience for these new hires.



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.





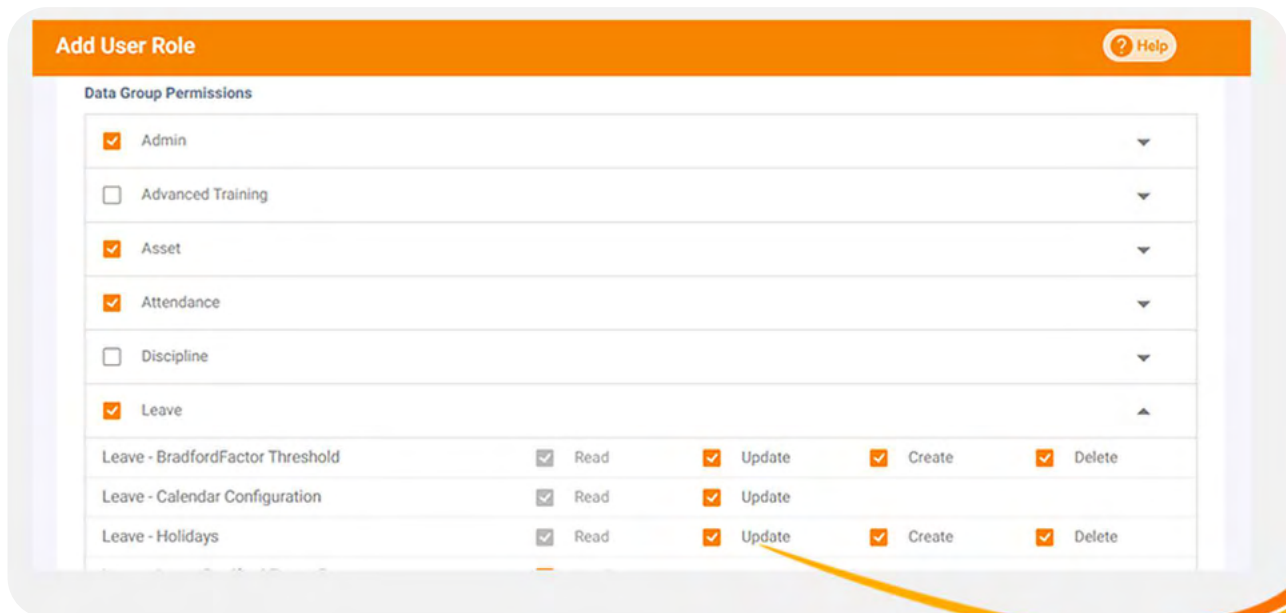
People Management

HR Administration

No more worrying about things slipping through the cracks.

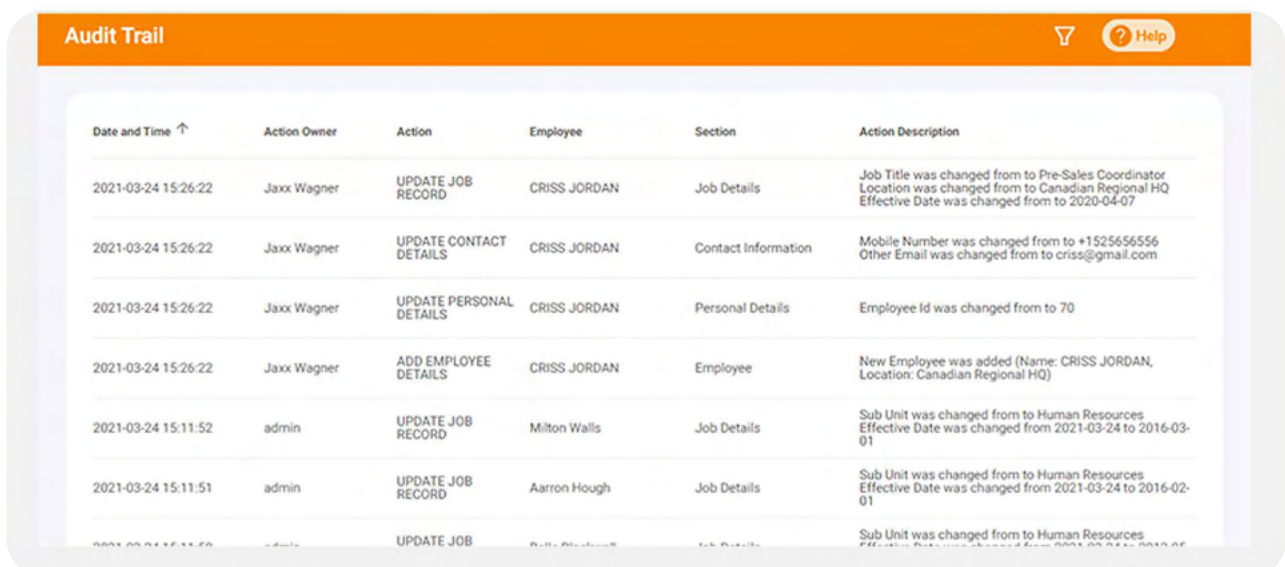
Custom User Roles

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.

Asset Details

Asset Details

Asset Id *

00005

Serial Number *

A100103

Brand

HP

Vendor

Super Computers (Pvt.)Ltd

Model

HP - Pavilion dv7

Category

Tablets

Location

France Regional HQ

Status:

In-use

Assigned To

Jacqueline White

1020


From

Mon, 16 Jul 2018

Acquired

Warranty Starts

Warranty Ends



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.

Add Document

Help

General Information

Topic *

Insurance Policy Updated

Category *

Insurance

Description

File Edit View Insert Format Table

Undo Redo Bold Italic Text Color Background Color Link Image Video

Verdana 11pt

P

0 WORDS POWERED BY TINY

*Attachment size should be less than SMB

☒ Request Acknowledgment

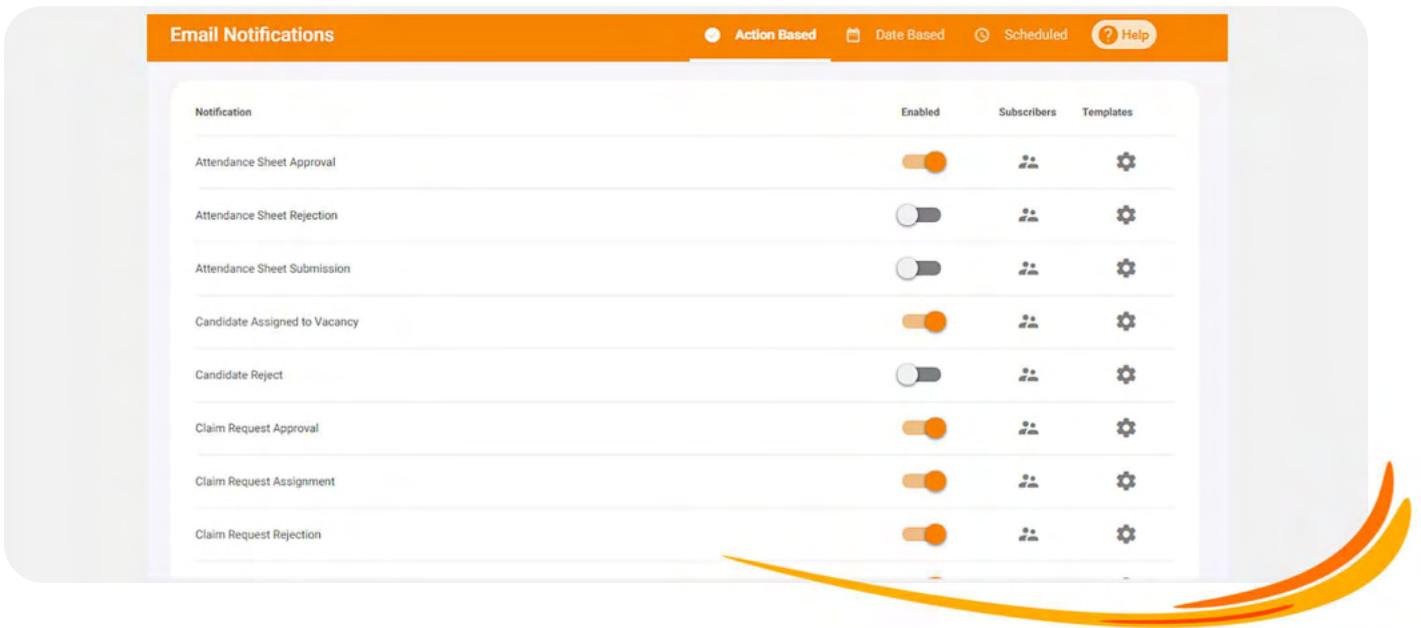
* Required field

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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?

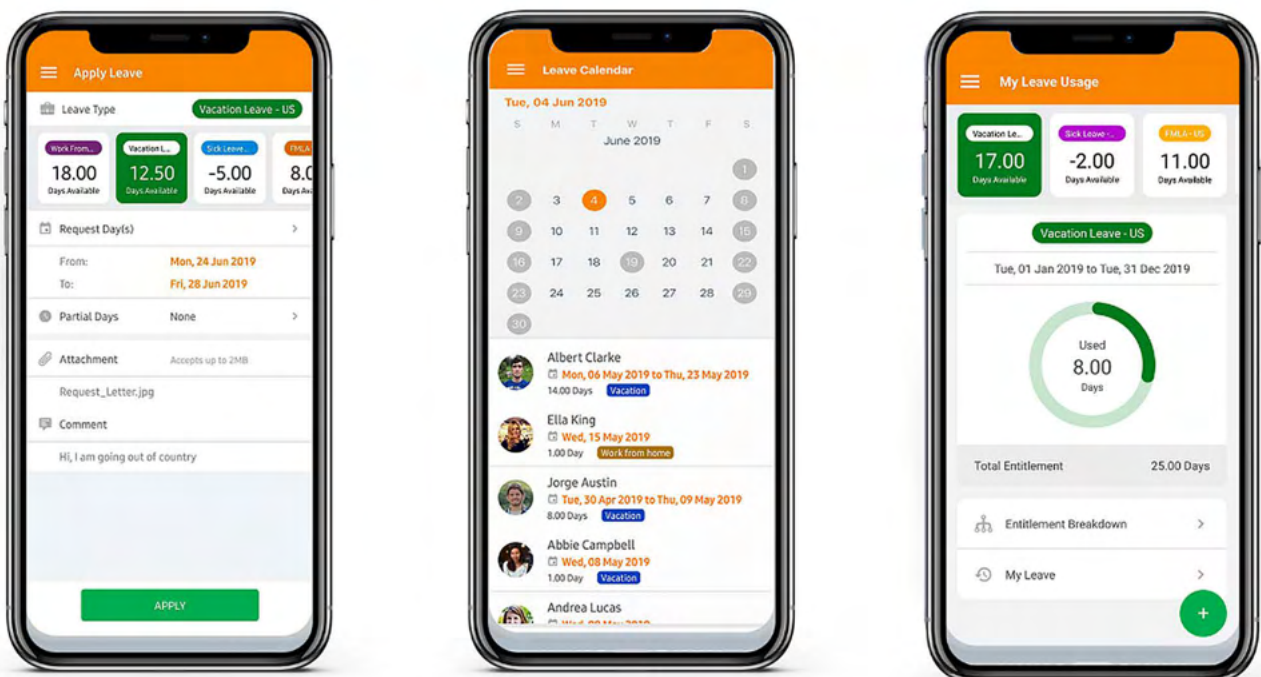
With notifications you no longer have to. This feature gives you or anyone in the company automated emails triggered based on actions that either need to be done or things that are completed.



Mobile App

When you download the OrangeHRM's mobile app it gives you the ability to unlock functionality at your fingertips. You can apply for PTO, clock in or out, view timesheets, and so much more.

This feature keeps you up to date while you are on the go.

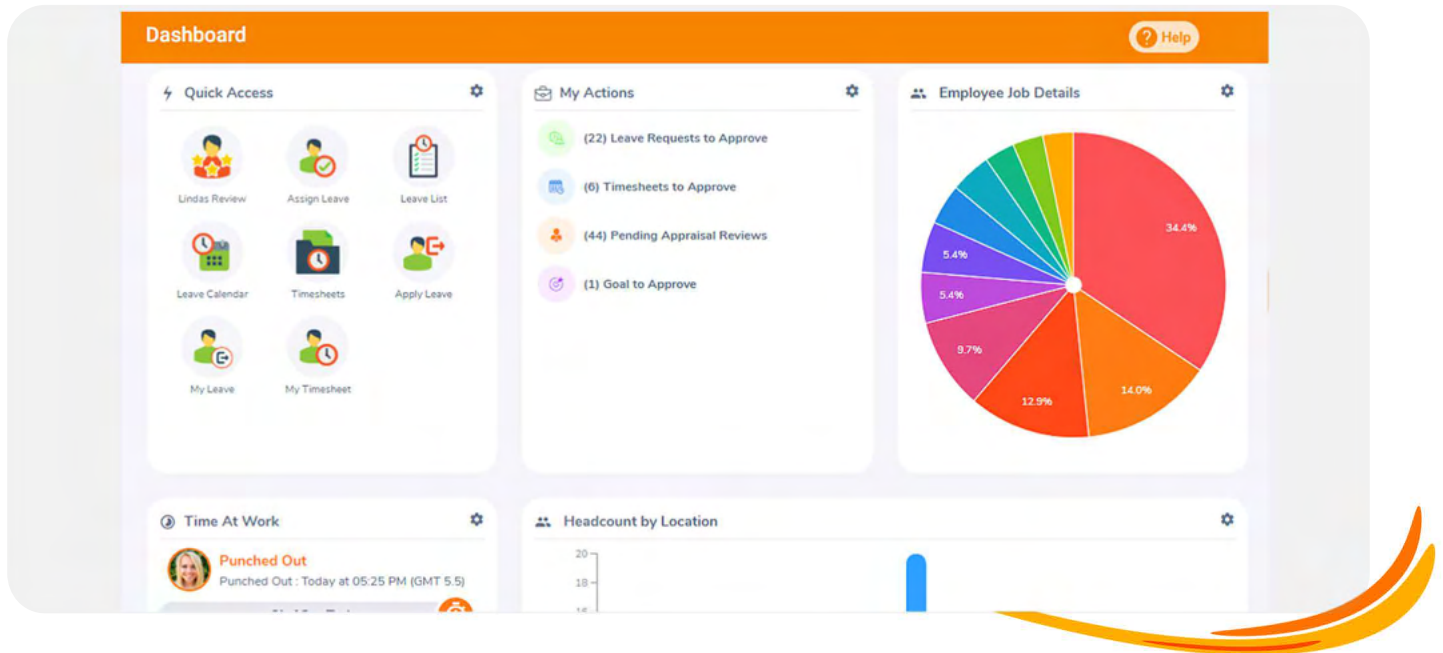


Employee Management

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.

The profile page for Linda Anderson, Head of Support, is displayed. It includes a navigation bar with "Personal Details", "Job", "Salary", and "More" options, along with a "Help" button. The "Personal Details" section is active and shows the following information:

Personal Details		
First Name*	Middle Name	Last Name*
Linda		Anderson
Employee Id	Other Id	SSN Number
EMP011	235896354	
Date of Birth	Marital Status	Gender
1992-06-05	Married	Female
Nationality	Driver's License Number	License Expiry Date
American	2002/USA/78956-S	2029-04-16
EEO Race and Ethnicity*		
White		

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.

Add Disciplinary Case

Employee Name *

Brody Alan

Case Name *

Reporting to work late

0032

Created On

Thu, 25 Mar 2021

Created By

Jacqueline White

Description

2 hours late consecutively for 4 days.

*Required field

CANCEL

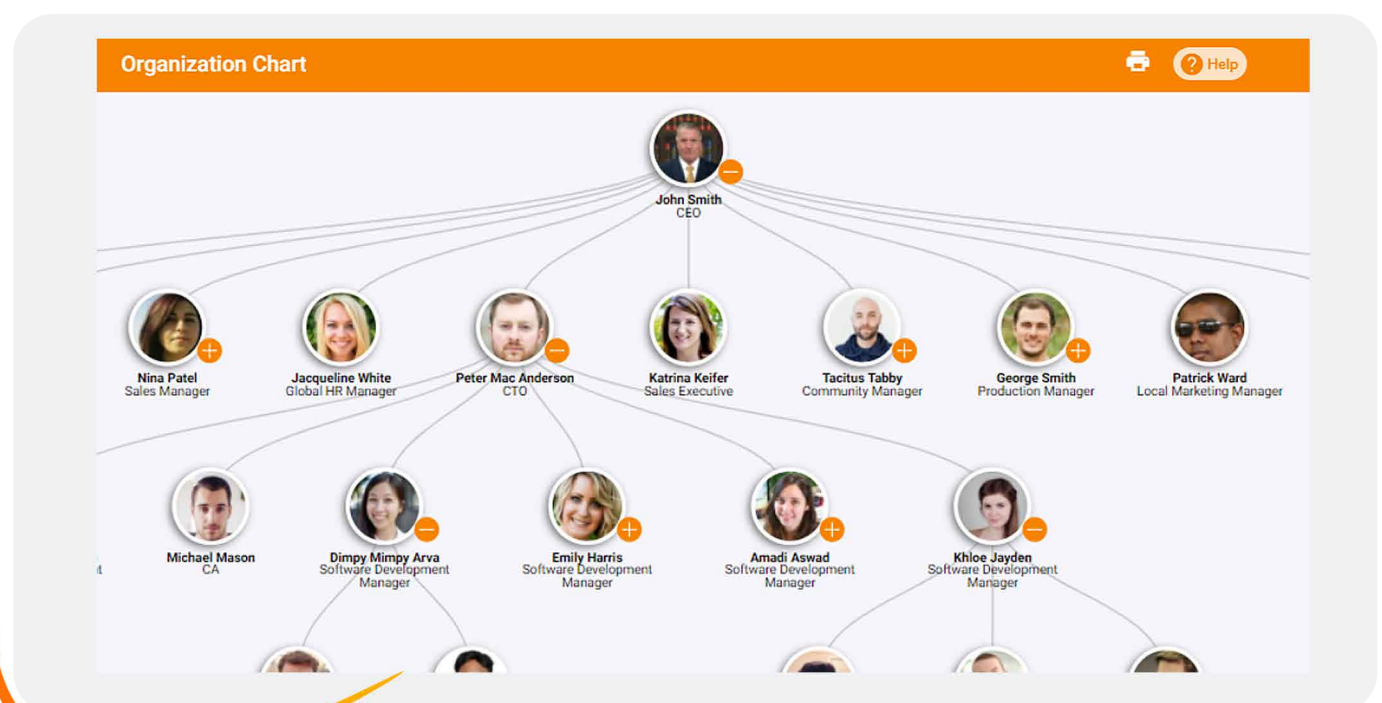
TAKE DISCIPLINARY ACTION

CLOSE CASE

EDIT

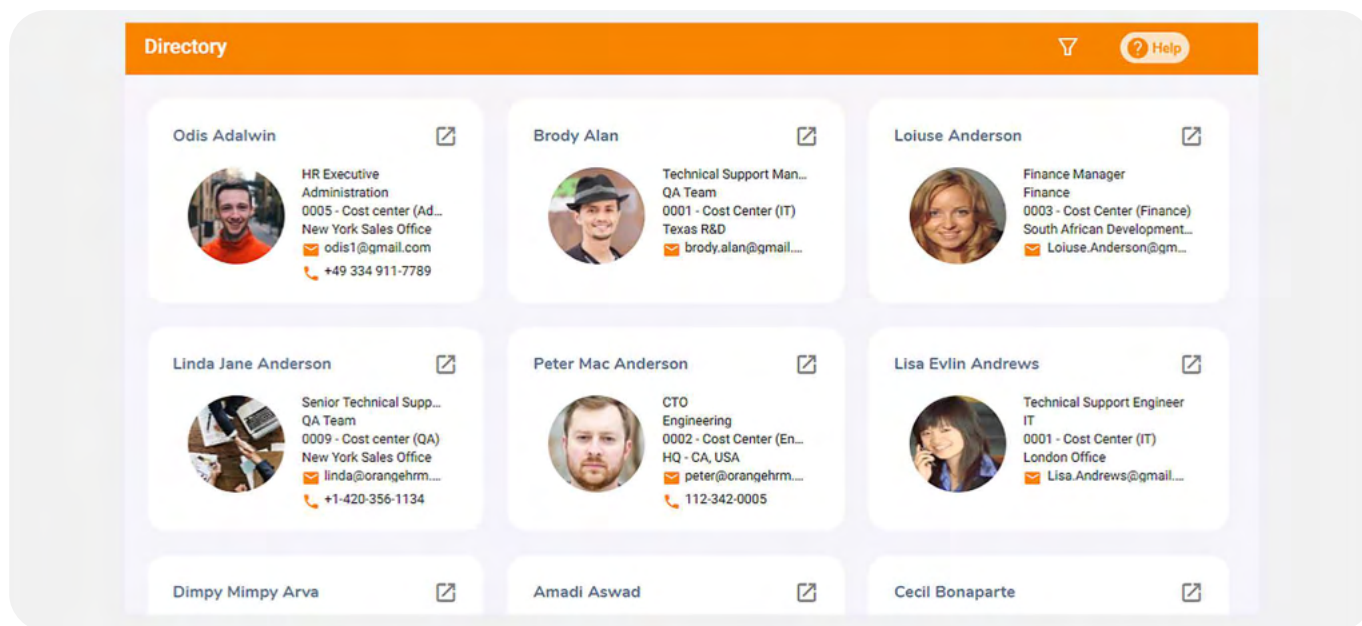
Organization Chart

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.



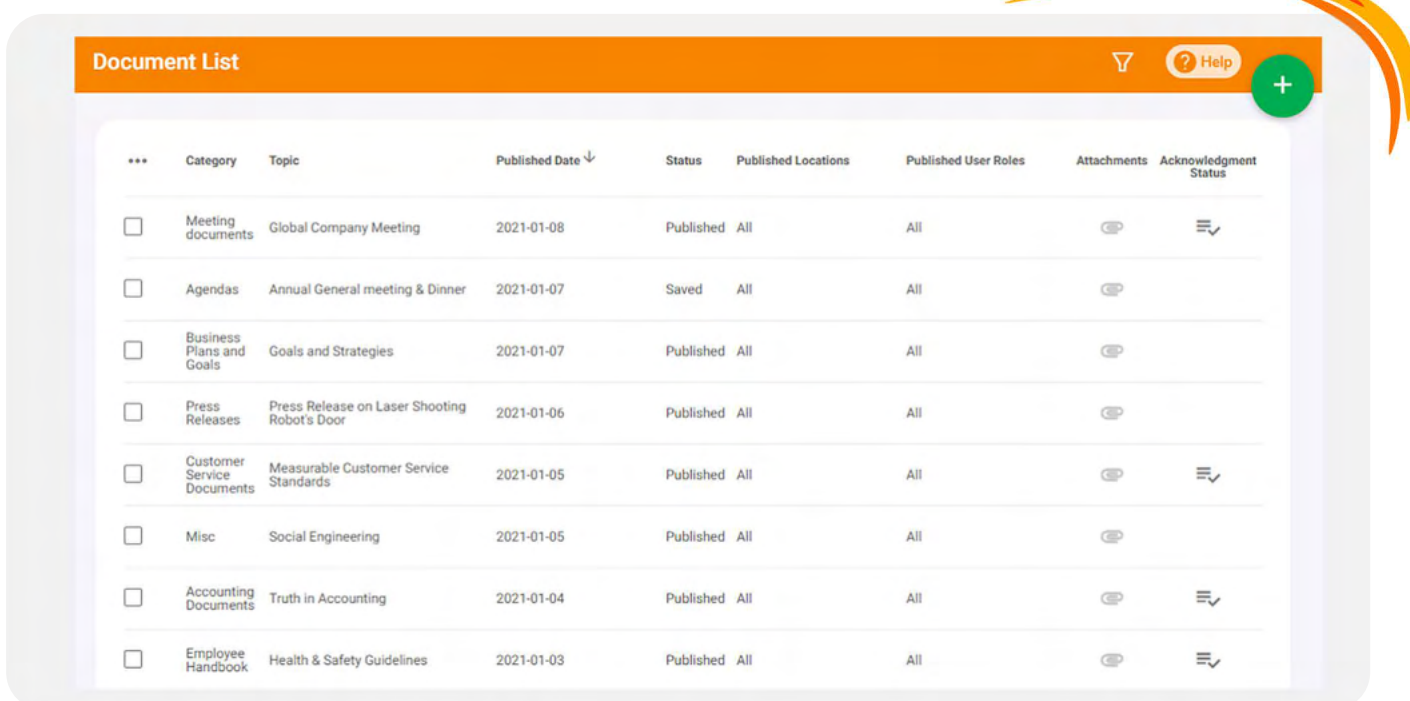
Corporate Directory

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.

Reports > EEO - Job Categories								
<div><div><div></div><div></div><div></div></div><div>(70) Records Found</div><div>100</div></div>								
Personal				Job				
Employee Id	Employee Last Name	Employee First Name	Employee Middle Name	Contract Start Date	Contract End Date	Job Title	Employment Status	Job Category
EMP013	Anderson	Loluse				Customer Success Manager	Part-Time Contract	Officials and
EMP011	Anderson	Linda				Head of Support	Full-Time Permanent	Laborers and
EMP012	Anderson	Peter				Chief Executive Officer	Full-Time Permanent	Officials and
EMP059	Aristide	Roland				Support Specialist	Full-Time Permanent	Officials and
EMP037	Autie	Alexandra	Pascal	2009-12-22	2010-12-22	Database Administrator	Full-Time Permanent	Officials and
EMP056	Aylwin	Ida				Support Specialist	Full-Time Permanent	Professionals
EMP048	Barnsdale	Matelda				Sales Representative	Part-Time Permanent	Officials and
EMP034	Bartolic	Zita	Lamond	2007-06-19	2007-10-19	Account Assistant	Full-Time Internship	Officials and
EMP076	Blackwell	Belle				Assistant Manager - HR	Full-Time Permanent	Officials and
EMP035	Boughtflower	Rudd	Westley	2008-09-18	2008-12-18	Content Specialist	Full-Time Internship	Professionals
EMP055	Bougourd	Monro				Software Engineer	Full-Time Permanent	Officials and

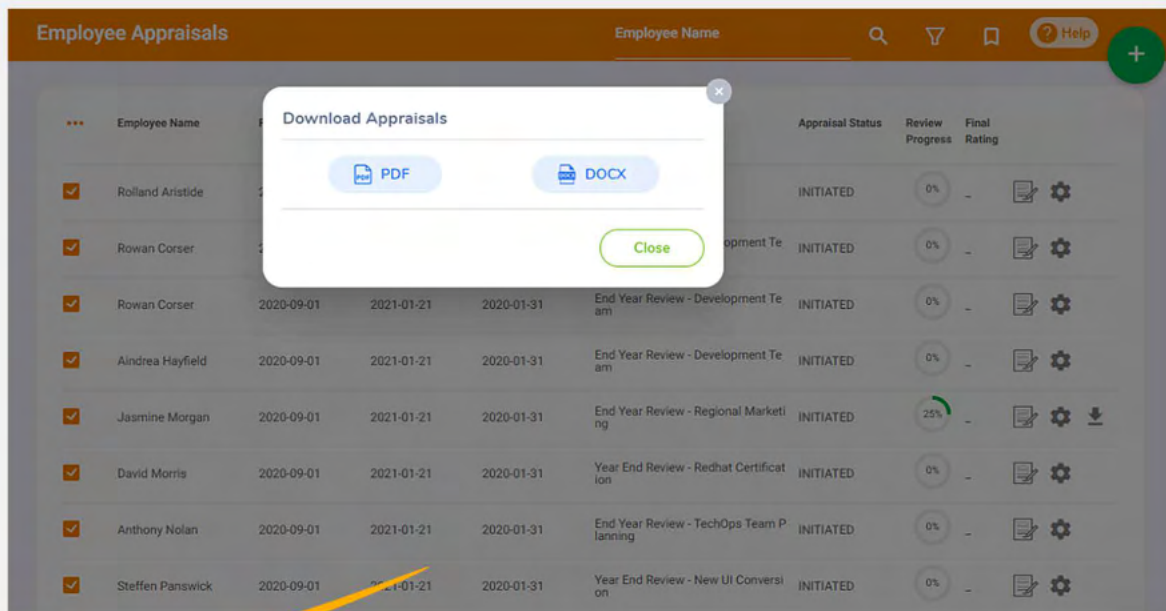
Graphical Reports

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 helps 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.





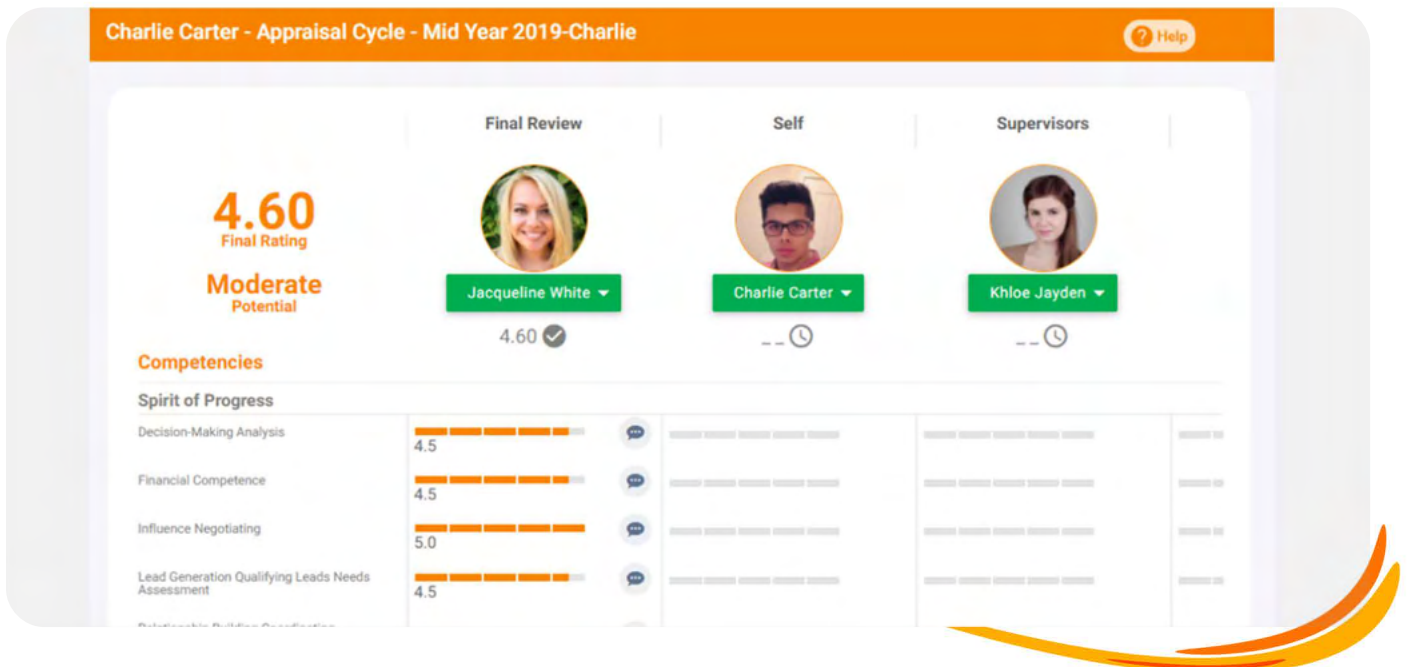
Culture

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.



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.

The screenshot displays the 'Appraisal Configuration' interface. It features a top navigation bar with tabs for 'Evaluators', 'Questions', and 'Templates', along with a 'Help' icon and a green plus button. The 'Questions' tab is selected, showing a list of custom review questions. The questions are as follows:

- ☐ Are the employee's work methods and approach to accomplishing his job effective, efficient, and continuously improving?
- ☐ Based on YOUR personal satisfaction with your job (workload, environment, pay, challenge, etc.) how would you rate your satisfaction from 1 (poor) to 10 (excellent.)
- ☐ Does the employee appear to be motivated by his work-related tasks, job, and relationships?
- ☐ Does this employee exhibit leadership qualities in the roles he plays in the company?
- ☐ How do you keep your technology skills current?
- ☐ If you've just been assigned to a project involving a new technology. How would you get started?
- ☐ What are some practices you use to help prevent a developer on the team from breaking the build? When the build does break, how do you help fix it?

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.

Edit Goal

Help

Edit Goal

Goal Name*

Create 20 customer case studies

Level

Individual

Arial11ptBIB

0 WORDS

*File size should be less than 5MB

Parent Goal

Type for hints...

Due Date*

Fri, 15 Jan 2021

Assigned To*

Status

Evaluator Groups

☒ Main Evaluator

☒ Self

☒ Supervisors

☐ Peers

70%

Completion


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.

Mid Year Review 2020-Odis - Odis Adalwin

Help

Main Evaluator (Final) Review



3.13

Rating

Employee:

Odis Adalwin

Status:

SUBMITTED

Evaluator:

John Smith (Main Evaluator)

Comment

Competencies

3.25

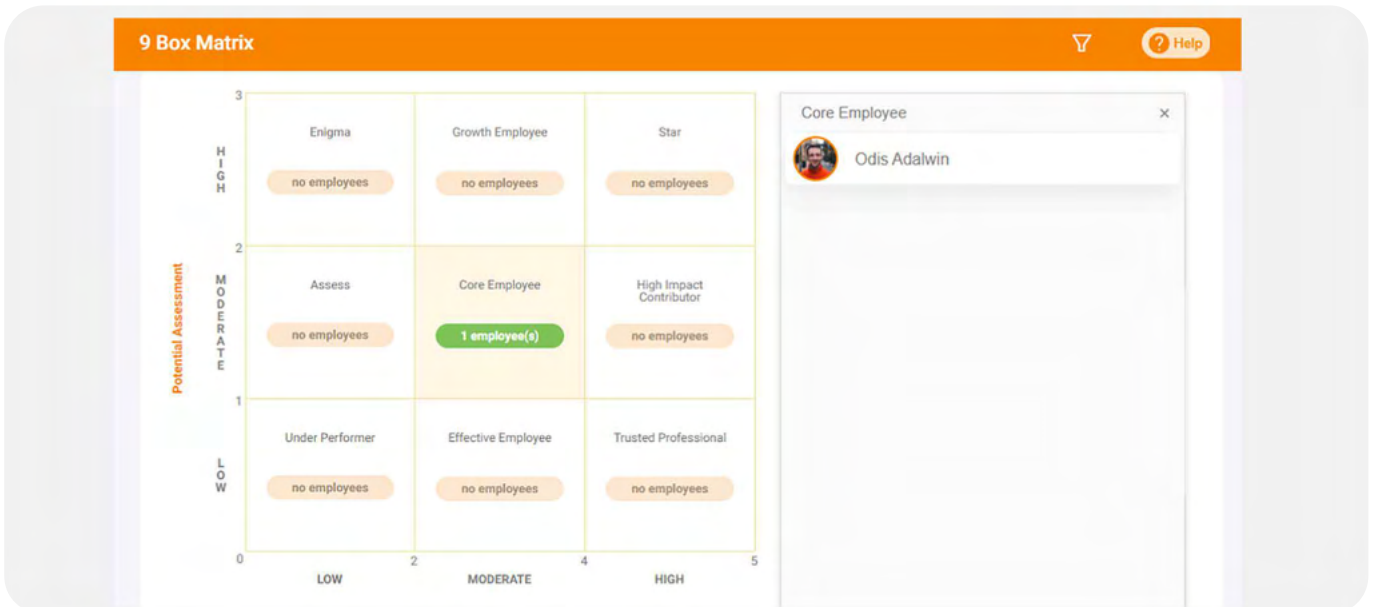
Spirit of Progress

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.

The IDP interface for Odie Adalwin, HR Executive, shows a 'Development Plan' section with two main categories: 'Current Role' and 'Future Role'. Each category contains a table of development goals with columns for Goal Name, Completion, Status, Due Date, and Last Updated On.

Current Role	Goal Name	Completion	Status	Due Date	Last Updated On
<input type="checkbox"/>	Complete Executive Certification in Occupational Safety & Health	0%	Pending	Wed, 30 Jun 2021	Fri, 08 Jan 2021
<input type="checkbox"/>	Follow advice from legal and IT experts on how to manage and store sensitive personal data	0%	Pending	Tue, 01 Dec 2020	Tue, 03 Dec 2019
<input type="checkbox"/>	Join the online forum HR.com	100%	Achieved	Wed, 16 Oct 2019	Mon, 16 Dec 2019

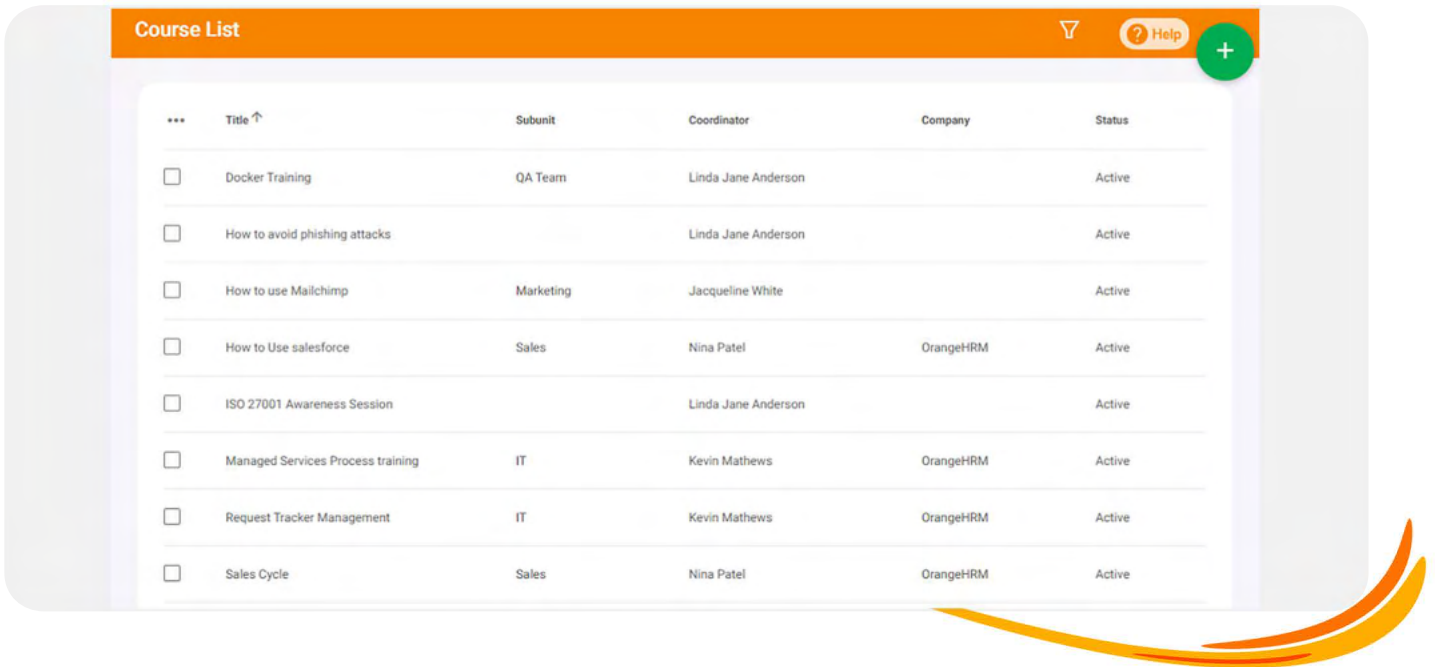
Future Role	Goal Name	Completion	Status	Due Date	Last Updated On
<input type="checkbox"/>	Complete Professional Qualification in HR Management Diploma	0%	Pending	Thu, 31 Dec 2020	Tue, 03 Dec 2019

Training (LMS)

Create the training that needs to happen for your team.

Content Library

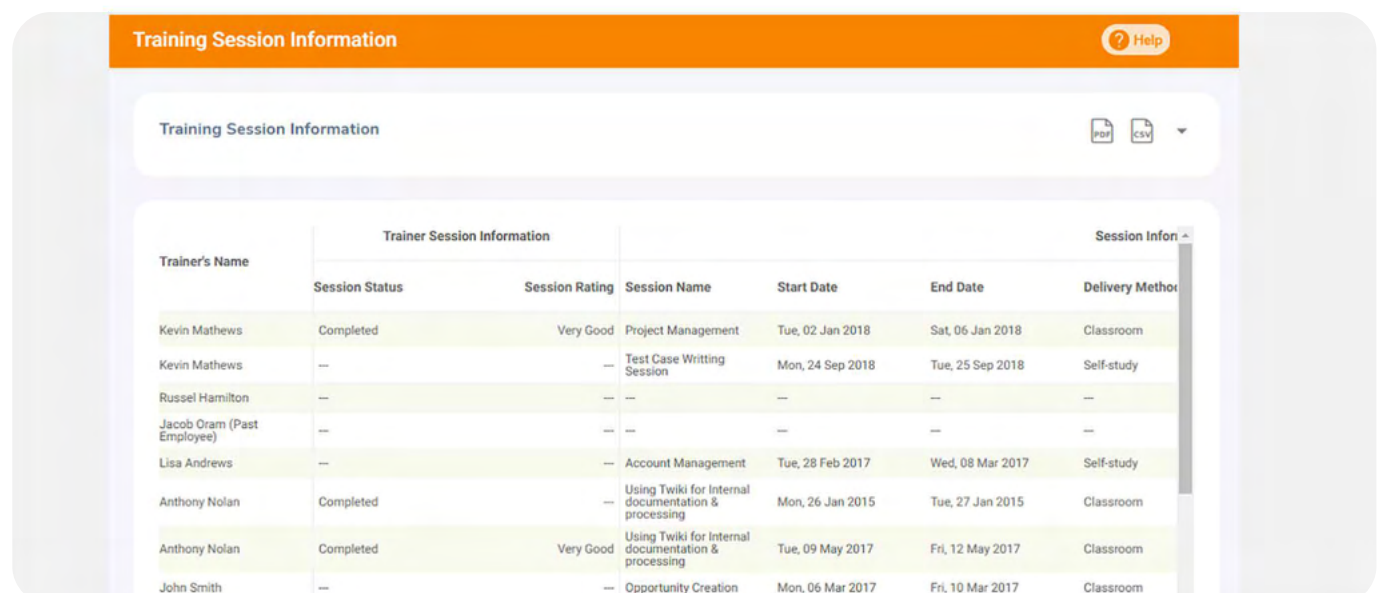
Ongoing training for HR is sometimes looked as a bore. But with the Content Library feature you can build custom training courses and add different sessions to those courses. It gives you flexibility in adding any or all employees and allows you to make the course public or private. So start scheduling training today.

A screenshot of the 'Course List' interface. It features an orange header bar with the title 'Course List', a filter icon, a 'Help' button, and a green '+' button. Below the header is a table with columns: 'Title', 'Subunit', 'Coordinator', 'Company', and 'Status'. Each row has a checkbox on the left. The table lists various training courses like 'Docker Training', 'How to avoid phishing attacks', 'How to use Mailchimp', etc.

***	Title ↑	Subunit	Coordinator	Company	Status
<input type="checkbox"/>	Docker Training	QA Team	Linda Jane Anderson		Active
<input type="checkbox"/>	How to avoid phishing attacks		Linda Jane Anderson		Active
<input type="checkbox"/>	How to use Mailchimp	Marketing	Jacqueline White		Active
<input type="checkbox"/>	How to Use salesforce	Sales	Nina Patel	OrangeHRM	Active
<input type="checkbox"/>	ISO 27001 Awareness Session		Linda Jane Anderson		Active
<input type="checkbox"/>	Managed Services Process training	IT	Kevin Mathews	OrangeHRM	Active
<input type="checkbox"/>	Request Tracker Management	IT	Kevin Mathews	OrangeHRM	Active
<input type="checkbox"/>	Sales Cycle	Sales	Nina Patel	OrangeHRM	Active

Attendee Tracking

It sometimes is difficult to get every employee trained on HR and Onboarding needs. It can be even harder to track who has taken all of those training sessions. But with Attendee Tracking it's all taken care of for you.

A screenshot of the 'Training Session Information' interface. It has an orange header bar with the title 'Training Session Information' and a 'Help' button. Below the header, there's a section titled 'Training Session Information' with PDF and CSV download icons. The main part of the interface is a table with columns: 'Trainer's Name', 'Session Status', 'Session Rating', 'Session Name', 'Start Date', 'End Date', and 'Delivery Method'. The table lists various training sessions and the trainers who conducted them.

Trainer's Name	Trainer Session Information		Session Information			
	Session Status	Session Rating	Session Name	Start Date	End Date	Delivery Method
Kevin Mathews	Completed	Very Good	Project Management	Tue, 02 Jan 2018	Sat, 06 Jan 2018	Classroom
Kevin Mathews	---	---	Test Case Writing Session	Mon, 24 Sep 2018	Tue, 25 Sep 2018	Self-study
Russel Hamilton	---	---	---	---	---	---
Jacob Oram (Past Employee)	---	---	---	---	---	---
Lisa Andrews	---	---	Account Management	Tue, 28 Feb 2017	Wed, 08 Mar 2017	Self-study
Anthony Nolan	Completed	---	Using Twiki for Internal documentation & processing	Mon, 26 Jan 2015	Tue, 27 Jan 2015	Classroom
Anthony Nolan	Completed	Very Good	Using Twiki for Internal documentation & processing	Tue, 09 May 2017	Fri, 12 May 2017	Classroom
John Smith	---	---	Opportunity Creation	Mon, 06 Mar 2017	Fri, 10 Mar 2017	Classroom

Employee Evaluation

Deploying employee training can be time consuming and difficult to know how effective it is with your employees. That's why the Employee Evaluation feature exists. It collects feedback from your team so that you can always be able to make improvements to that specific training.

Participating Session - Introduction to Request Tracker

Help

Session Details

Session Name : Introduction to Request Tracker

Start Date : Tue, 14 Feb 2017

Delivery Method : Classroom

Description :

Training Course : Request Tracker Management

Submission Due Date : Fri, 17 Feb 2017

Status : Scheduled

Session Rating

Participant : Jacqueline White

☐ Participation Status

Session Rating *

-Select-

Student Comment



Talent Management



Recruitment (ATS)

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.

The screenshot displays the 'Customer Success Executive - Settings' page. It features three tabs: 'Vacancy Info', 'Workflow' (selected), and 'Job Posting'. On the left, a vertical workflow diagram shows stages: Application Received, Shortlisted, Job Knowledge..., Interview with Managers, Final Interview..., Job Offer, and Hired. On the right, the 'Workflow' configuration section shows 'Stage Name' set to 'Shortlisted' and 'Stage Coordinators' with a dropdown menu showing 'Jacqueline White'. A green 'SAVE' button is at the bottom right.

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.

The screenshot shows a job application page for 'Customer Success Executive'. It includes a 'View All Vacancies' link, the job title, and the published date: 'Wed, 23 May 2018, Customer Success, HQ - CA, USA'. The OrangeHRM logo is prominently displayed, along with a green 'APPLY' button. Below the logo, the text 'What We Do:' is followed by a paragraph describing the company's mission and product.

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.

The screenshot shows a web interface for an application form. At the top, there's an orange header bar with a back arrow, the text "Customer Success Executive > Application Form", and a "Help" button. Below the header, there's a "SELECT RESUME*" button and a note: "Accepts .docx, .doc, .odt, .pdf, .rtf, .txt up to 5MB". The main section is titled "CANDIDATE PERSONAL DETAILS" and contains several input fields: "First Name", "Middle Name", "Last Name", "Email", "Contact Number", "LinkedIn", "Twitter", and "Facebook". There's also a "Keywords" section with a prompt: "Enter comma separated words about your suitability for this position (eg: skills)". At the bottom, there's a "Notes" section.

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.

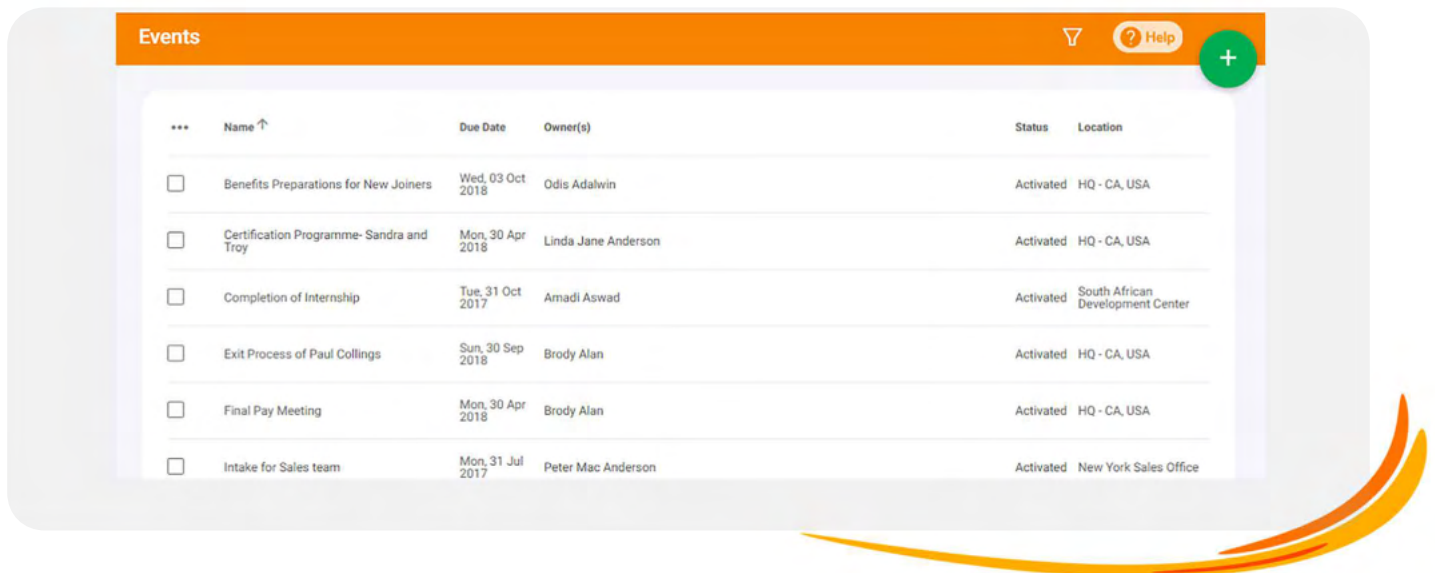
The screenshot shows an interview assistant interface. At the top, there's an orange header bar with the candidate's name "Daniel Nolan" and a "Help" button. Below the header, there's a profile card for "Daniel Nolan" with a placeholder image, email "daniel@orangehrm.com", and phone number "789857567". To the right of the profile card, there are tabs for "DETAILS", "RESUME", and "NOTES". Below the profile card, there are two interview slots: "1st interview" on "25 Jul 2017, 12:30pm (GMT-04:00) Eastern Time" and "IQ Test" on "17 Jun 2017, 3:30pm (GMT-04:00) Eastern Time". To the right of the interview slots, there are several questions and rating scales: "Do you have experience in working with Standard Query Language (SQL) databases?" with radio buttons for "Yes" and "No"; "If yes how many years of experience do you have?" with a dropdown menu; "Rate your skill level for Windows Server environments. 1-I don't know anything about WS 2-Average 3-Good 4-Excellent *" with radio buttons for "1", "2 *", "3", and "4"; "Are you ok to work on shifts that span over night? *" with radio buttons for "Yes *" and "No"; and "Select the CRM applications listed that you have worked with. *" with checkboxes for "Salesforce" and "SugarCRM".

Onboarding

Create the best onboarding experience.

Onboard for Individuals or in Batches

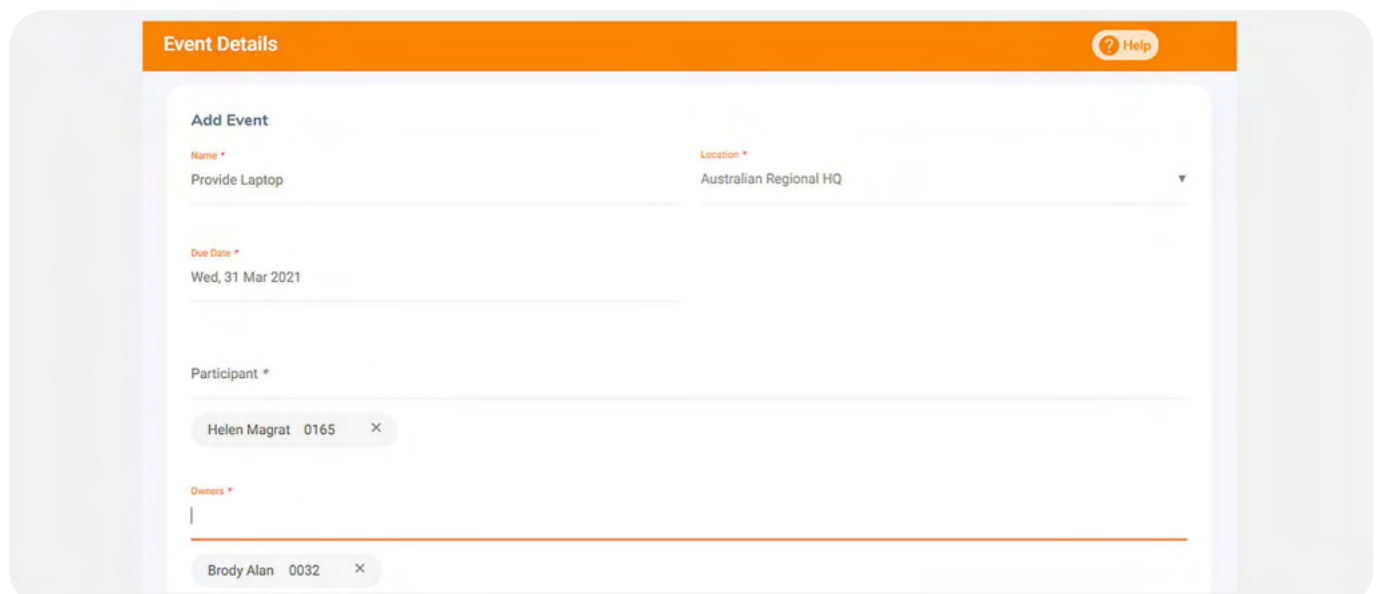
Being able to be flexible is important in creating a welcoming environment for your new hire. You don't want them to be second guessing their decision of coming over to work for you. Whether it's a new hire group or individual you can create events that correlate with their start date making sure everything is ready on day one.

A screenshot of the 'Events' section in the OrangeHRM interface. It features a table with columns for Name, Due Date, Owner(s), Status, and Location. There are six rows of events, each with a checkbox in the first column. The interface includes an orange header bar with a filter icon, a help button, and a green plus button for adding new events.

***	Name ↑	Due Date	Owner(s)	Status	Location
<input type="checkbox"/>	Benefits Preparations for New Joiners	Wed, 03 Oct 2018	Odis Adalwin	Activated	HQ - CA, USA
<input type="checkbox"/>	Certification Programme- Sandra and Troy	Mon, 30 Apr 2018	Linda Jane Anderson	Activated	HQ - CA, USA
<input type="checkbox"/>	Completion of Internship	Tue, 31 Oct 2017	Amadi Aswad	Activated	South African Development Center
<input type="checkbox"/>	Exit Process of Paul Collings	Sun, 30 Sep 2018	Brody Alan	Activated	HQ - CA, USA
<input type="checkbox"/>	Final Pay Meeting	Mon, 30 Apr 2018	Brody Alan	Activated	HQ - CA, USA
<input type="checkbox"/>	Intake for Sales team	Mon, 31 Jul 2017	Peter Mac Anderson	Activated	New York Sales Office

Assign Event Owners for Easy Tracking and Accountability

Stop worrying about if Greg from IT set up the new hires laptops. With assigning event owners like IT, you can manage every onboarding event within the OrangeHRM. You can build multiple events and different tracks of events for different hires such as a new executive's onboarding will be different than someone starting in sales.

A screenshot of the 'Event Details' form in the OrangeHRM interface. The form has an orange header bar with a help button. It contains several sections: 'Add Event' with fields for Name (Provide Laptop), Location (Australian Regional HQ), and Due Date (Wed, 31 Mar 2021); a 'Participant' section with a tag for Helen Magrat (0165); and an 'Owners' section with a tag for Brody Alan (0032).

Event Details

Add Event

Name *

Provide Laptop

Location *

Australian Regional HQ

Due Date *

Wed, 31 Mar 2021

Participant *

Helen Magrat 0165

Owners *

Brody Alan 0032

Onboarding Task Manager

Since you can assign a manager over an onboarding event, that manager will get reminders about the due date and what they need to do. You can also notify department heads with reminders about the new hire starting.

Employee Tasks Information

?

Help

+

***	Task ↑	Owner	Event	Participant	Job Title	Participant Location	Status	Due Date	Priority	Owner Subunit
<input type="checkbox"/>	Allocate Assets	Peter Mac Anderson	Intake for Sales team	Nicky Silverstone	Sales Executive	New York Sales Office	Complete	Mon, 31 Jul 2017	High	Engineering
<input type="checkbox"/>	Allocate Assets	Linda Jane Anderson	New Hire - Production Team	Paul Collings	Researcher	HQ - CA, USA	Incomplete	Mon, 13 Nov 2017	Low	QA Team
<input type="checkbox"/>	Allocate Assets	Jordan Armerster Mathews	New Hire - HR Executive	Jordan Armerster Mathews	Trainee	HQ - CA, USA	Complete	Mon, 04 Dec 2017	Medium	—
<input type="checkbox"/>	Allocate Assets	Linda Jane Anderson	On-boarding (Digital marketing managers)	Grant madison	Digital Marketing Manager	HQ - CA, USA	Incomplete	Mon, 06 May 2019	Low	QA Team
<input type="checkbox"/>	Allocate Assets	Linda Jane Anderson	On-boarding (Digital marketing managers)	Lincoln Burrows	Digital Marketing Manager	HQ - CA, USA	Incomplete	Mon, 06 May 2019	Low	QA Team
<input type="checkbox"/>	Allocate Assets- New Hire Management Trainee	30 Software Engineer (Past Employee)	Onboarding Process of New Hire- Management Trainee	Okta Melbourne	Management Trainee	Canadian Regional HQ	Incomplete	Sat, 30 Jun 2018	Low	Technical Support Team
<input type="checkbox"/>	Arrange Fairwell Party for Andrew Daley	Katrina Keifer	Offboarding Process for Andrew Daley	Andrew Daley (Past Employee)	IT technical support officer	London Office	Incomplete	Fri, 31 Aug 2018	Low	Sales
Intake for								Fri		

Offboarding Automation

No need to panic when someone leaves your company. You can enable the offboarding tool and have pre-built events like restricting access to this user from important softwares or collecting the user's door badge. When an employee quits it can blindside you but with offboarding automations, it doesn't have to blow up your day.

Task Type Details

Name *

Disable email accounts

Notified Before

3

Notified Before

Days

▼

Default Owner(Blank for Participants)

Linda Jane Anderson

Also Notify Email

linda.a@gmail.com

Description

Disable email accounts Brody Alan (EMP ID 075).

CANCEL

SAVE

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

InterCorp Solutions



MC Systems.



Nitso



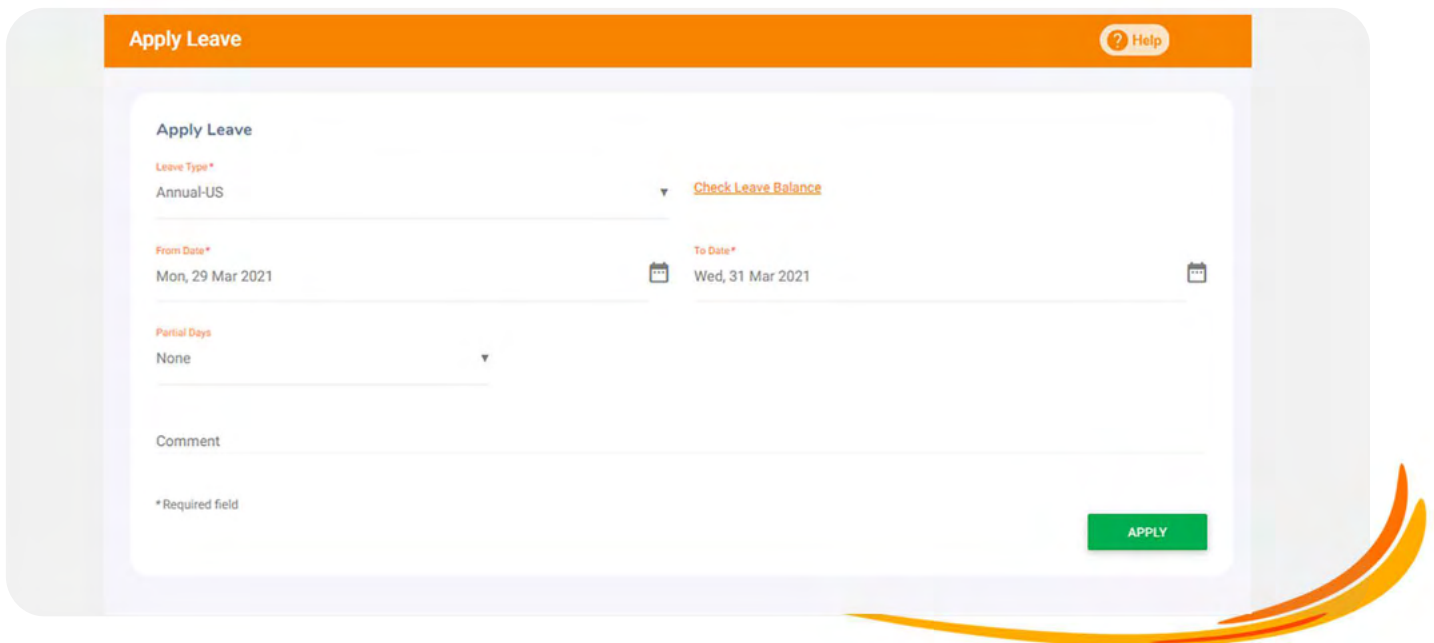
PayPros

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 whomever 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.

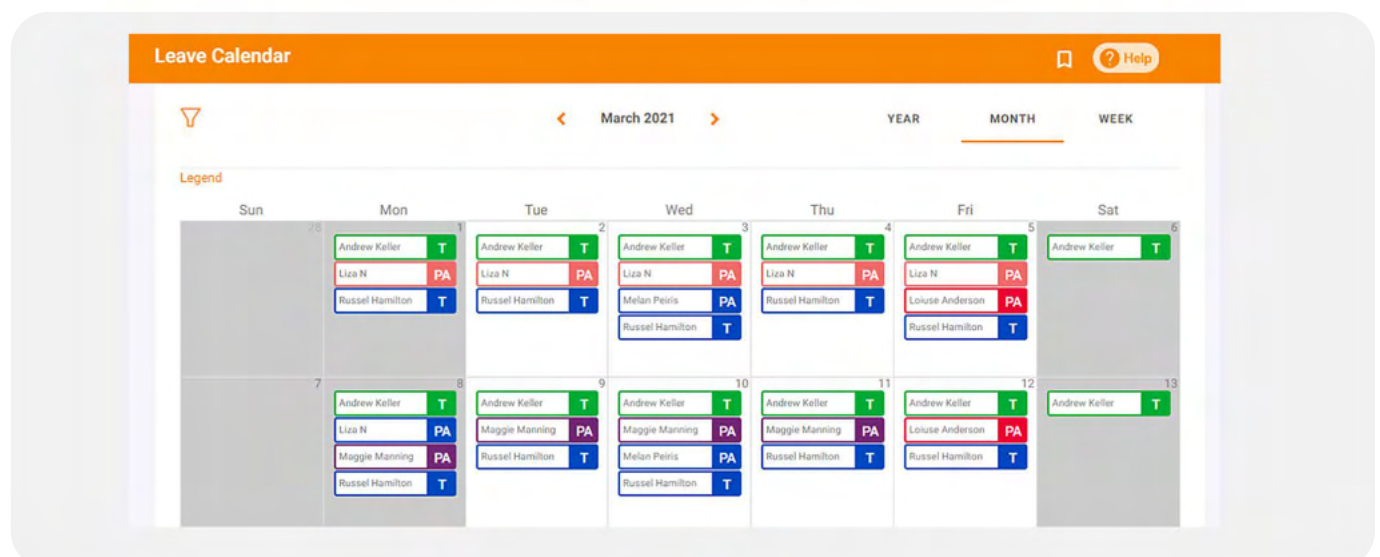


The screenshot shows the 'Apply Leave' form in OrangeHRM. The form has an orange header bar with the title 'Apply Leave' and a 'Help' icon. The main content area is white and contains the following fields:

- Leave Type***: A dropdown menu with 'Annual-US' selected. A link 'Check Leave Balance' is visible next to it.
- From Date***: A date picker showing 'Mon, 29 Mar 2021'.
- To Date***: A date picker showing 'Wed, 31 Mar 2021'.
- Partial Days**: A dropdown menu with 'None' selected.
- Comment**: A text input field.
- *Required field**: A note indicating which fields are mandatory.
- APPLY**: A green button at the bottom right.

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.

The screenshot shows the 'Work Week' configuration page. At the top, there's an orange header with 'Work Week' and a 'Help' button. Below the header, the page is titled 'Work Week'. There's a 'Country*' dropdown menu set to 'Australia'. Below this, there are two columns of days. The left column lists 'Monday*', 'Wednesday*', 'Friday*', and 'Sunday*', each with a 'Full Day' or 'Non-working Day' option. The right column lists 'Tuesday*', 'Thursday*', and 'Saturday*', each with a 'Full Day' or 'Non-working Day' option. Each day has a dropdown arrow next to it.

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.

The screenshot shows the 'Leave List' interface. At the top, there's an orange header with 'Leave List' and a 'Help' button. Below the header, there's a settings gear icon and a green 'SAVE' button. The main part of the interface is a table with the following columns: Employee, Date, Leave Type, Net Leave Balance (Days), Number of Days, Status, and Actions. The table contains several rows of leave requests.

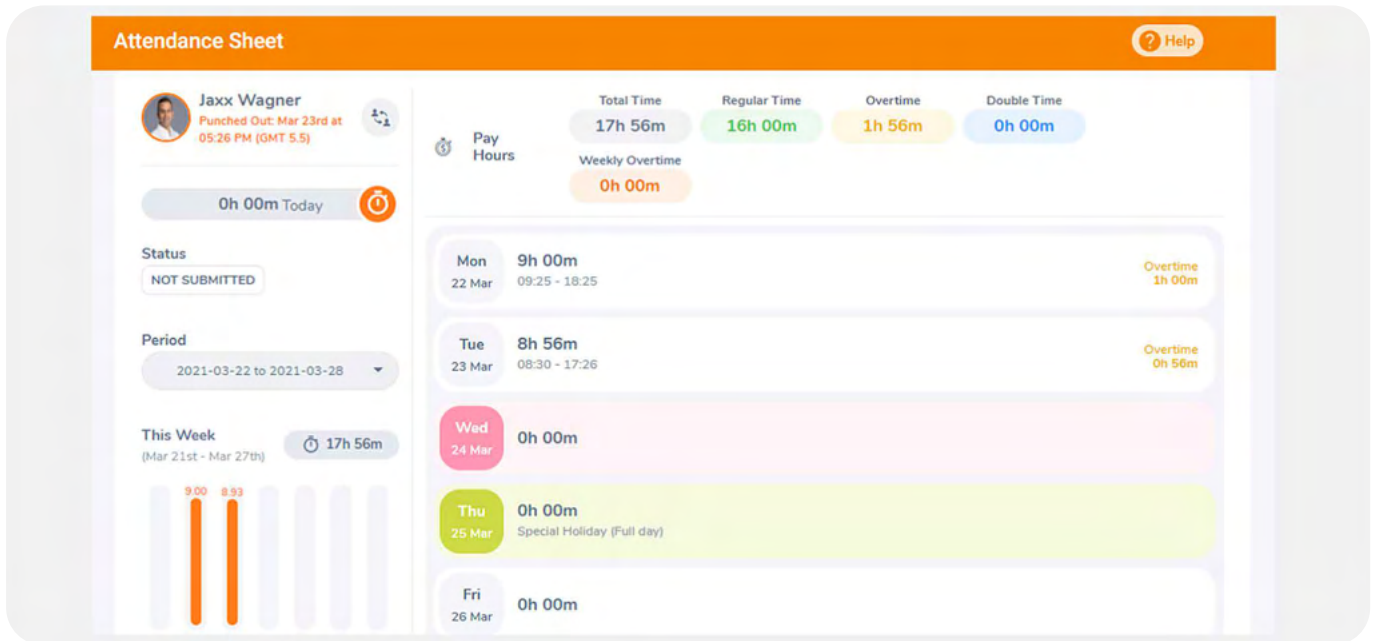
Employee	Date	Leave Type	Net Leave Balance (Days)	Number of Days	Status	Actions
Alice Duval	Wed, 14 Apr 2021	Sabbatical leave	<u>3.50</u>	1.00	Pending Approval(1.00)	Select Action ▼ ⋮
Alice Duval	Wed, 31 Mar 2021(08:00 - 12:30) Half Day	Sabbatical leave	<u>3.50</u>	0.50	Pending Approval(0.50)	Select Action ▼ ⋮
Melan Peiris	Wed, 31 Mar 2021	Casual Leave	<u>-4.00</u>	1.00	Pending Approval(1.00)	Select Action ▼ ⋮
Luke Wright	Mon, 29 Mar 2021 to Wed, 31 Mar 2021	Annual-US	<u>7.00</u>	3.00	Pending Approval(3.00)	Select Action ▼ ⋮
Liza N	Mon, 29 Mar 2021	Compassionate & bereavement leave	<u>1.00</u>	1.00	Pending Approval(1.00)	Select Action ▼ ⋮
Loiuse Anderson	Fri, 26 Mar 2021	Family responsibility leave	<u>0.50</u>	1.00	Pending Approval(1.00)	Select Action ▼ 👤 ⋮
Melan Peiris	Wed, 24 Mar 2021	Casual Leave	<u>-4.00</u>	1.00	Pending Approval(1.00)	Select Action ▼ ⋮

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.

The screenshot shows the 'Pay Policies' page in OrangeHRM. It displays a list of 3 pay policies found. A green button '+ Add Pay Policy' is visible. The table lists the following policies:

<input type="checkbox"/>	Name ↑	Pay Period ↑	Start Date ↑	Job Titles	Locations	Sub Units	Employment Statuses
<input type="checkbox"/>	California Pay Policy	Weekly	Mon, 01 Jun 2020	All Job Titles	HQ - CA, USA	All Sub Units	All Employment Statuses
<input type="checkbox"/>	New York Pay Policy	Monthly	Wed, 01 Jan 2020	All Job Titles	New York Sales Office	All Sub Units	All Employment Statuses
<input type="checkbox"/>	Texas Pay Policy	Every Other Week	Mon, 01 Jun 2020	All Job Titles	Texas R&D	All Sub Units	All Employment Statuses

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

My Timesheets

Help

Timesheet

Mon, 22 Mar 2021 to Sun, 28 ...

StatusNOT SUBMITTED

Create Timesheet

Total Time18:00

H - HolidayL - LeaveW - WeekendFull day-offPartial day-off

SUBMITSAVE

	Project	Activity	From	To	Duration	
Mon 22	+ Add Activity					
	ACME Ltd - ACME Ltd	Bug Fixes	09:00	17:30	08:30	+ -
Tue 23	+ Add Activity					
	ACME Ltd - ACME Ltd	Customizations	09:30	13:00	03:30	+ -
	Apache Software Foundation - ASF - Phase 1	Feature Development	13:30	19:30	06:00	+ -
Wed 24	+ Add Activity					
					00:00	
Thu 25	+ Add Activity					
					00:00	



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