OrangeHRM Starter

Free and Open Source HR Solution
It doesn’t matter whether you are in the start-up stage or a multinational organization, OrangeHRM has the HRIS system you are looking for. With our free Starter package, you get a lighter version of Advanced. You get access to things like HR Administration, Reporting, Recruitment, Time Tracking, and more.

Give your HR team the tools they need to streamline administrative tasks, support employees, and make informed decisions with OrangeHRM Starter.
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 the core tools like reporting, employee data, and more that you and your team need to succeed.

HR Administration  Employee Management  Reporting & Analytics

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 customers. Your culture thrives when your employees know they are cared for by you.

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

Performance Management
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 a great Applicant Tracking System and also be able to create an automated onboarding experience for these new hires.

Compensation

Remove the headaches of manually tracking PTO or figuring out attendance, OrangeHRM’s compensation pillar solves these problems. You could save hours a week and invest it back into your people.
User Roles

Whether you’ve been in HR for years or just starting out, the HR Administration module was built for you. From Admin & Employee Self Service (ESS) user roles to Mobile App, the HR Administration features gives you the basic tools you will need to manage your HRIS with ease.

Leave Notifications

Why do we rely on sticky notes to remind us about important things like approving paid time off? With notifications, you no longer have to. This feature gives you or anyone in the company automated emails triggered when an employee applies for PTO and when the supervisor approves or rejects the request.
Mobile App

When you download the OrangeHRM mobile app it gives you the ability to unlock functionality at your fingertips. You can apply for PTO, clock in or out, and more. This feature keeps you up to date while you are on the go.
Dashboard

The Dashboard is the command center for everything most important to the user. You can view pending PTO requests, apply for PTO and view timesheets helping you to keep everything 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.
Corporate Directory

Don’t field one-off questions by your team about what is so and so’s telephone number. With the Corporate Directory, you can see everyone’s phone number, email address, job title, and more.

Search Directory

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linda Jane Anderson</td>
<td>VP. Sales &amp; Marketing</td>
<td>Canadian Regional HQ</td>
</tr>
<tr>
<td>Lisa Andrews</td>
<td>Software Engineer</td>
<td>Development</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Canadian Regional HQ</td>
</tr>
<tr>
<td>Chenzira Chuki</td>
<td>QA Engineer</td>
<td>Quality Assurance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Canadian Regional HQ</td>
</tr>
</tbody>
</table>
Reports

Every business is different and their needs are as well. Start using reports to help answer questions that are unique to your organization. You can track some important things like PTO, time & attendance, and employee data.

![Leave Entitlements and Usage Report]

- **Employee**
  - Linda Anderson: 0.00
  - Lisa Anderson: 0.00
  - Cheryl Chukai: 0.00
  - Ethna Eze: 0.00
  - Jordan Mathews: 0.00
  - Jasmine Morgan: 0.00
  - Anthony Nolen: 0.00

- **Leave Entitlements (Days)**: 0.00
- **Leave Pending Approval (Days)**: 0.00
- **Leave Scheduled (Days)**: 0.00
- **Leave Taken (Days)**: 0.00
- **Leave Balance (Days)**: 0.00
Performance Management
Build a holistic view of your employees’ performance.

180° Employee Reviews
When you are setting up Performance Reviews, you need a system that will give you the flexibility to build and track what works for your company. With 180° Employee Reviews, the employee and supervisor can evaluate performance to understand how a particular employee is doing and where he/she needs to improve.
Recruitment (ATS)
Hire the right fit with all of the tools.

Job Posting
Publish and manage every posting from third-party job boards in one place. You can also provide the right hiring experience to candidates with task owners for each stage and track the progress of each vacancy.

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 make it easy to apply.
Compensation
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 approve the request easily.

Leave Configuration

Whether you want to create a leave type like a company holiday or standard ones like maternity leave, you can do all of this with the Leave Configuration tool. Define your leave policies and set them up in OrangeHRM. Once they are live everything will work in the background.
Time Tracking
Spending 3 days to figure out how many hours worked is a thing of the past.

Clock In / Clock Out
You can have your employees clock in or clock out logging into the software 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.

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 can track the time spent on a task throughout the week easily.
Did you also know that OrangeHRM has an Advanced version?

The Starter version is designed for organizations with employees of 50 or below with selected features for essential HR management. If you would like to find out more about the features available in the Advanced version, sign up for a free demo from our website now.

www.orangehr.com
Get OrangeHRM Starter

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