



# People Management

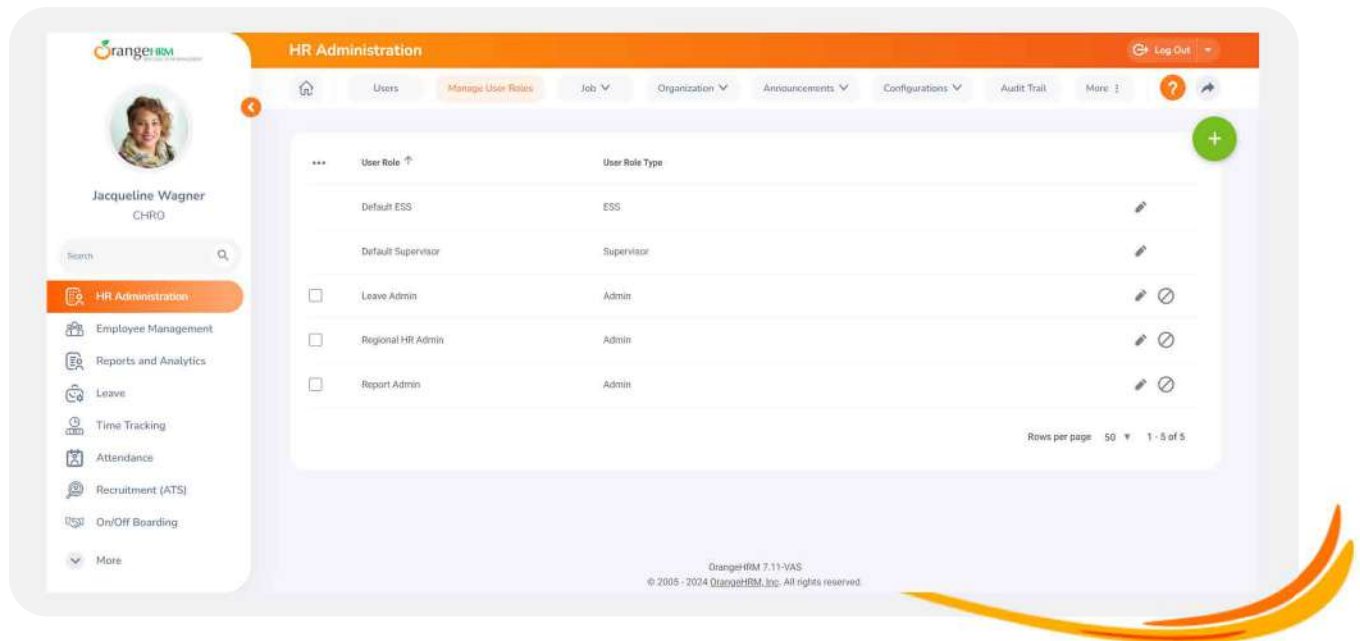


# HR Administration

No more worrying about things slipping through the cracks.

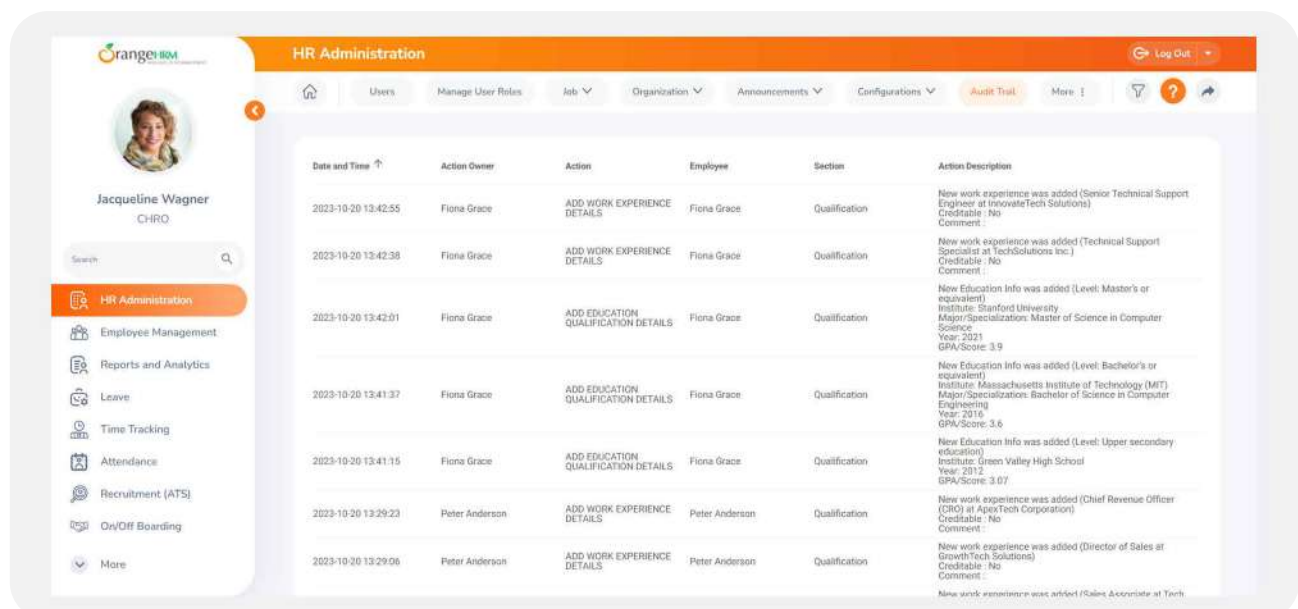
## Custom User Roles

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

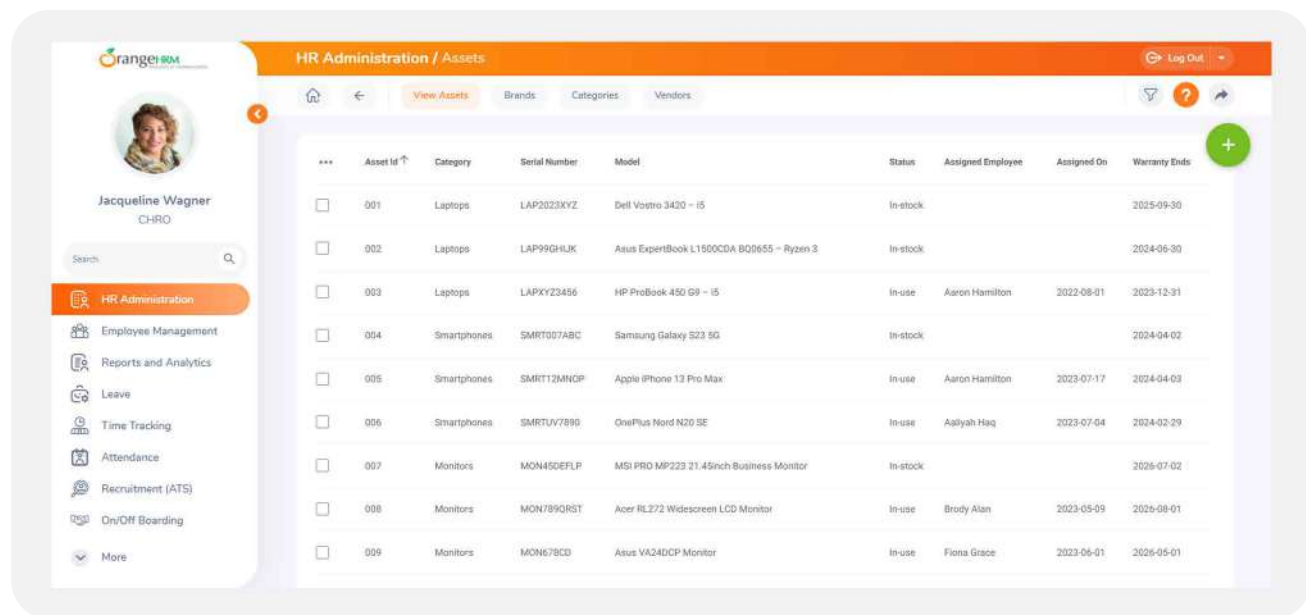
Being able to track any changes to the system is like the warm blanket to any rockstar HR manager. It takes care of the fear that comes when implementing any minor or major changes within the system.





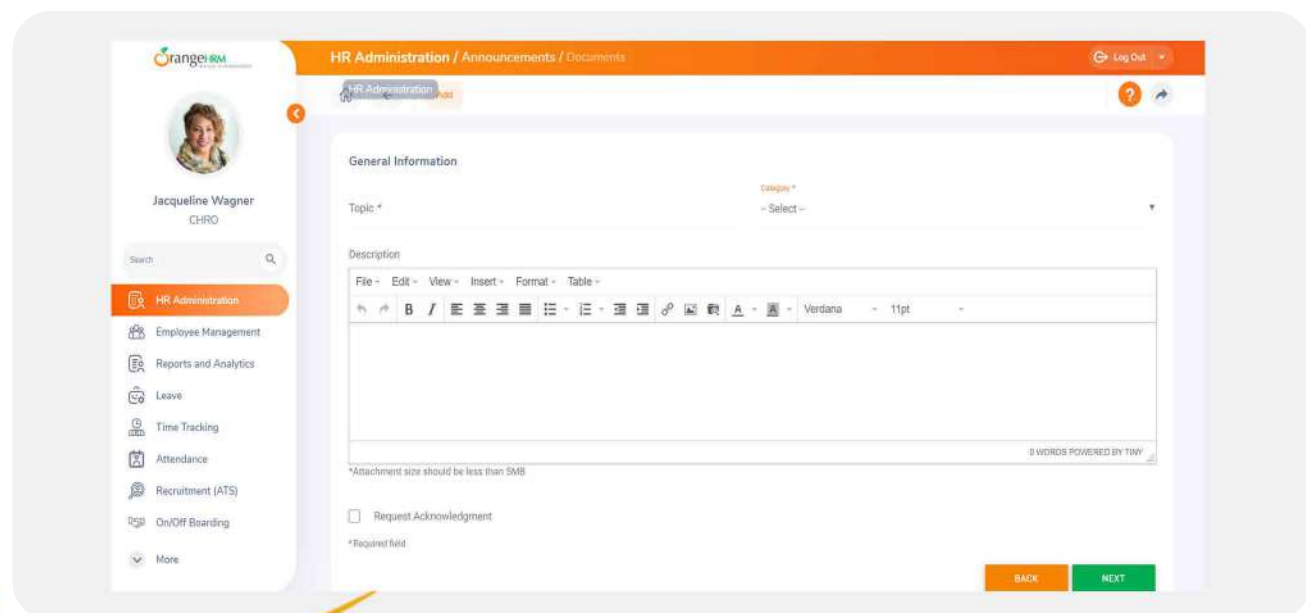
# Asset Tracking

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

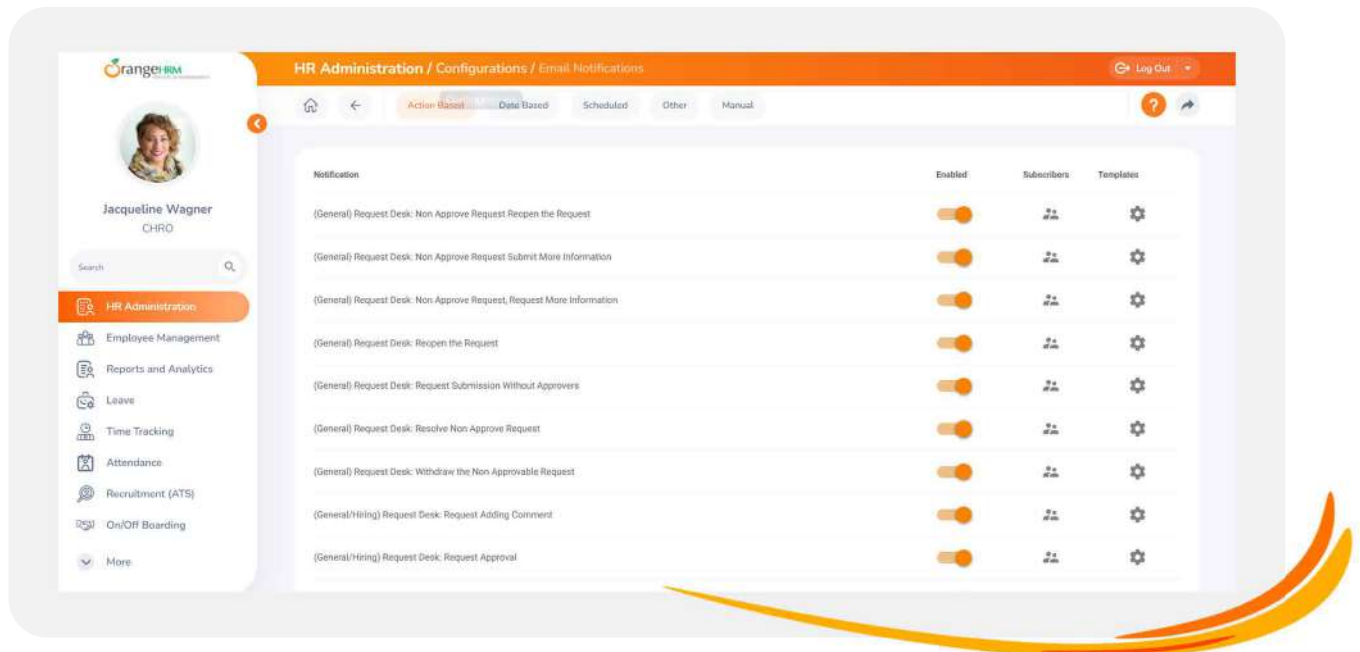
Ever wanted a way to communicate with your employees about an upcoming training or have the HR handbook live in a place where all can see? Well now you can with the News & HR Policy Publisher. This feature allows you to attach the most important things and have it live on the dashboard.



# 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.

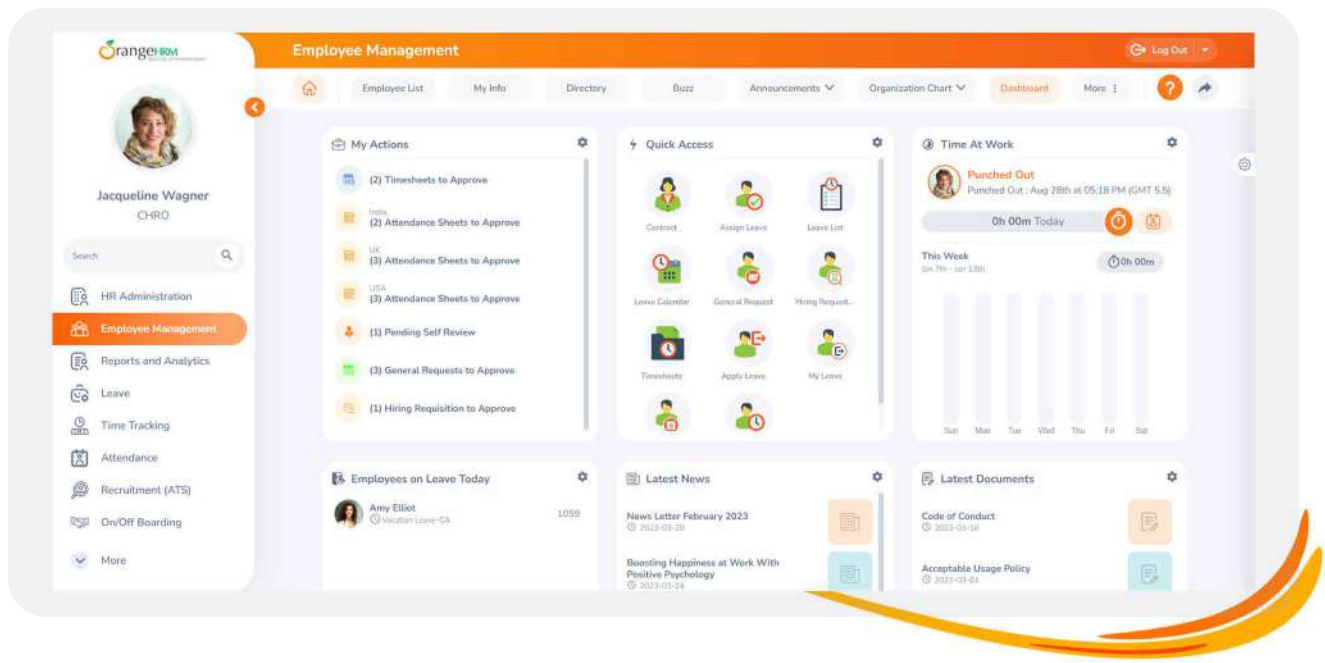


# Employee Management

Give your employees the autonomy they deserve.

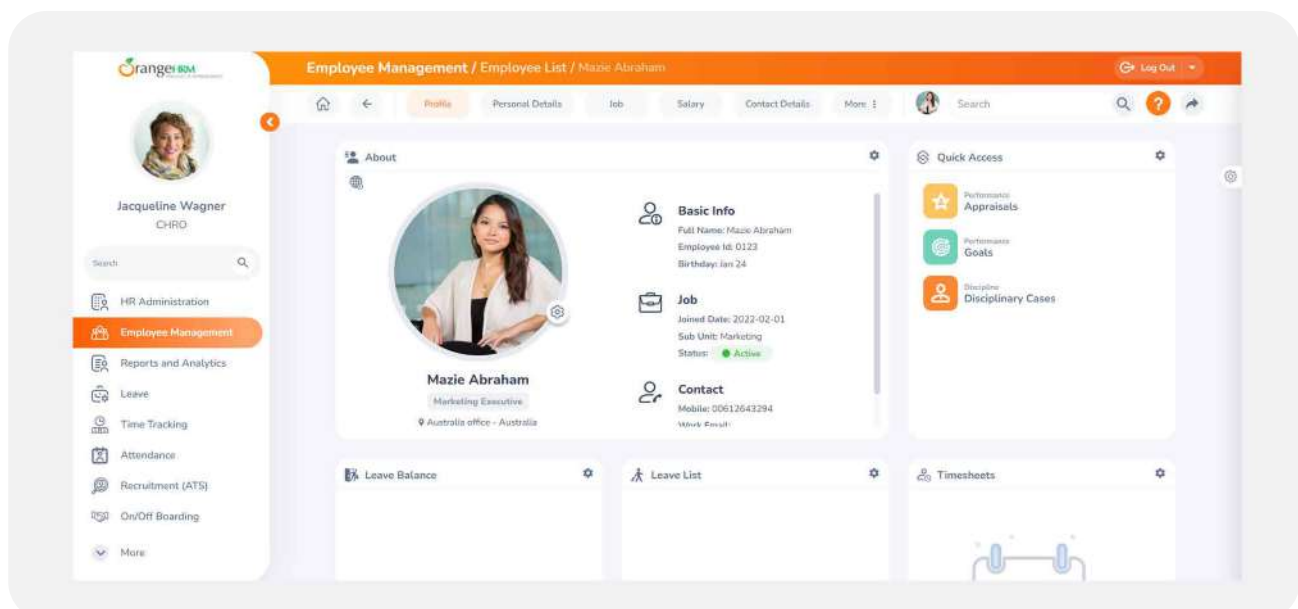
## Dashboard

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.

**Add Fixed Schedule**

Schedule Name\*

Overnight Shift

Set as Default to (Country)

Type for hints...

Day	Type	Shift In	Shift Out	Break Start	Break End	Duration (hh:mm)
Monday	Working Day	20:00	Continued Overnight	22:00	23:00	4:00
Tuesday	Working Day	Continued Overnight	04:00	hh:mm	hh:mm	4:00
Wednesday	Working Day	hh:mm	hh:mm	hh:mm	hh:mm	0:00
Thursday	Working Day	hh:mm	hh:mm	hh:mm	hh:mm	0:00
Friday	Working Day	hh:mm	hh:mm	hh:mm	hh:mm	0:00
Saturday	Non-working Day					
Sunday	Non-working Day					

Exclude break from duration ☐

## 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.

**Employee Management / Discipline**

**Add Disciplinary Case**

Employee Name \*

Type for hints...

Case Name \*

Description

\*Required field

CANCEL SAVE

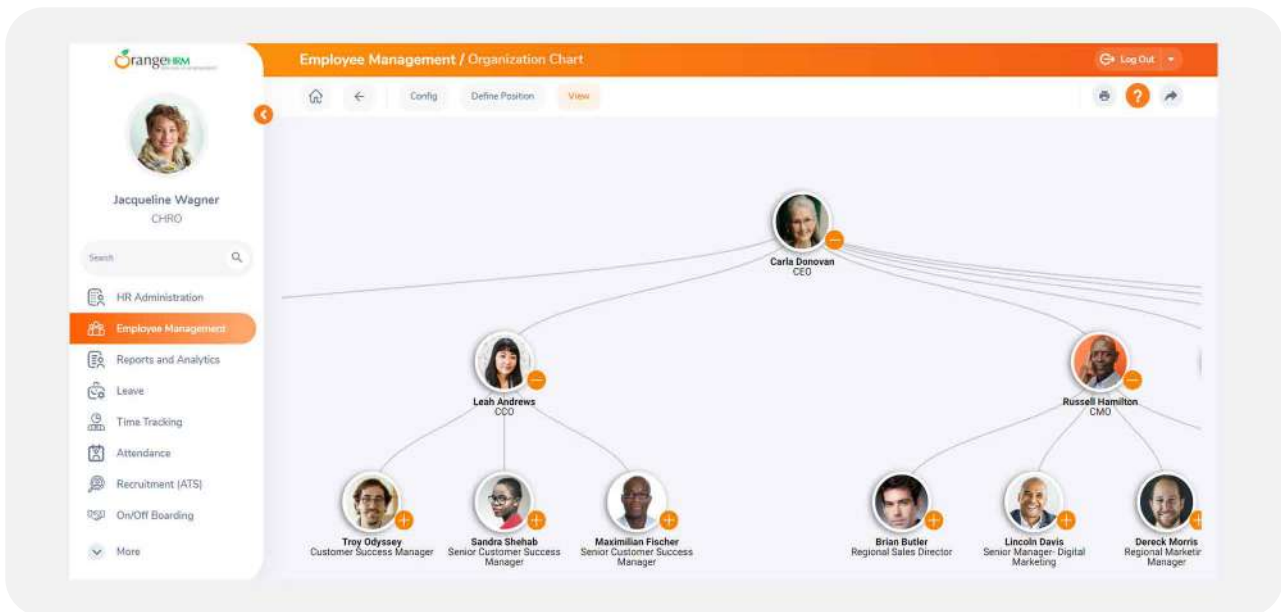
Created On	Disciplinary Action	Status
2023-03-08	View	In Progress
2023-03-07	View	In Progress

Rows per page: 50 1 - 2 of 2



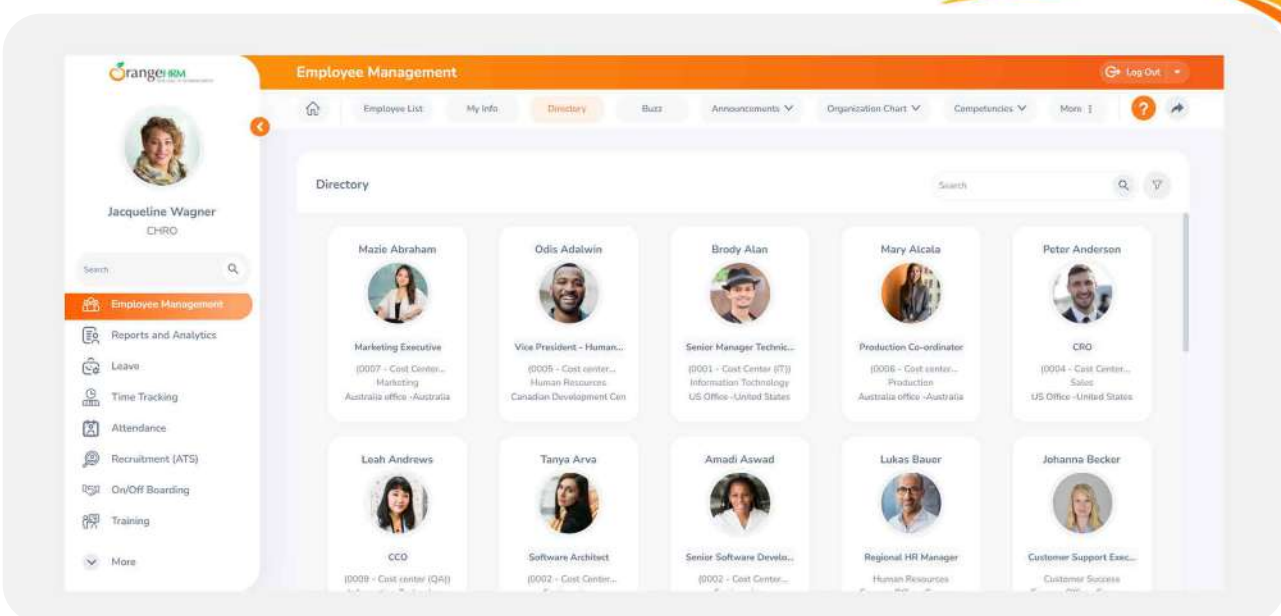
# Organization Chart

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.



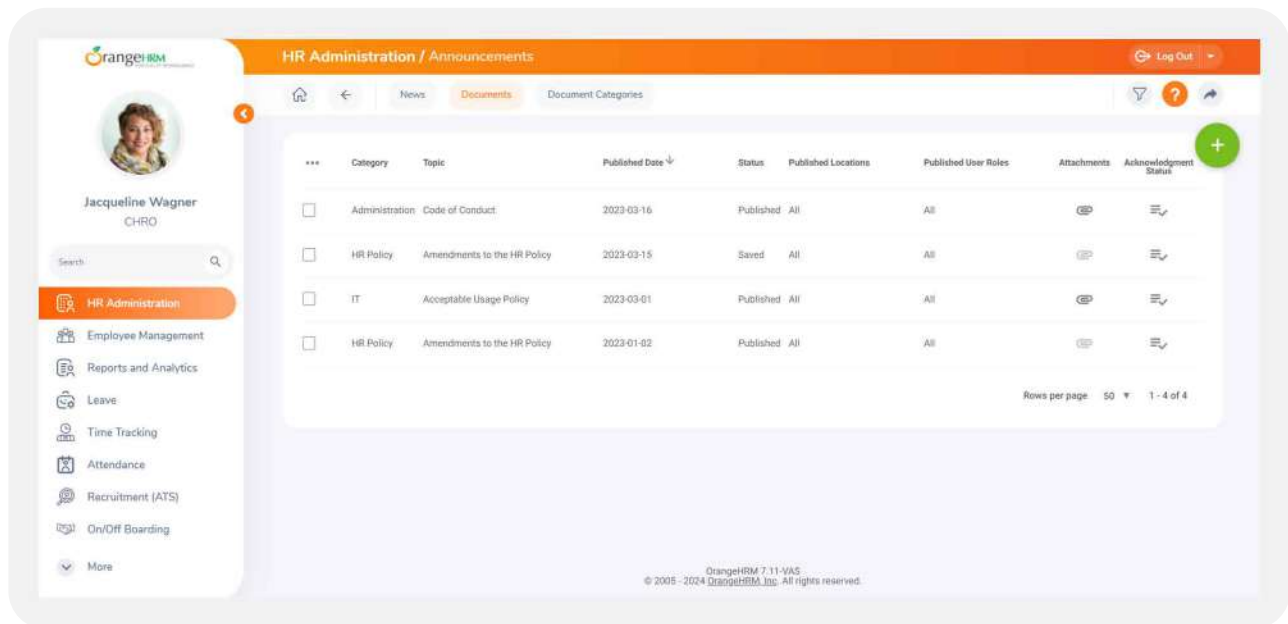
## Corporate Directory

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.



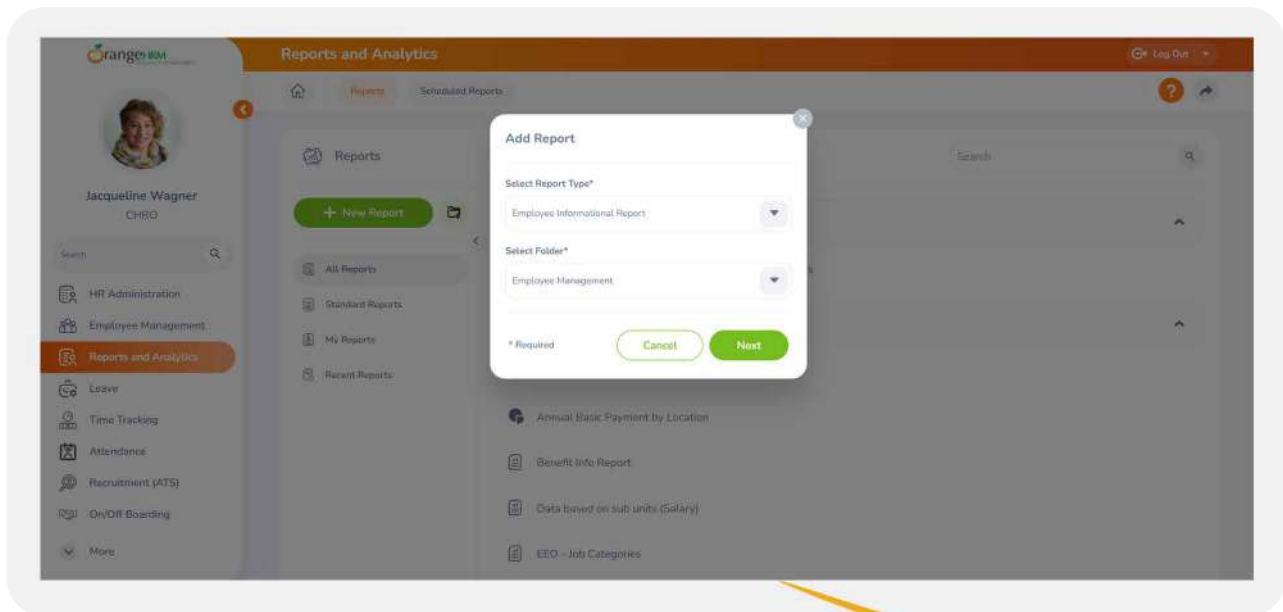


# Reporting and Analytics

Impress your boss with reports that give you full visibility.

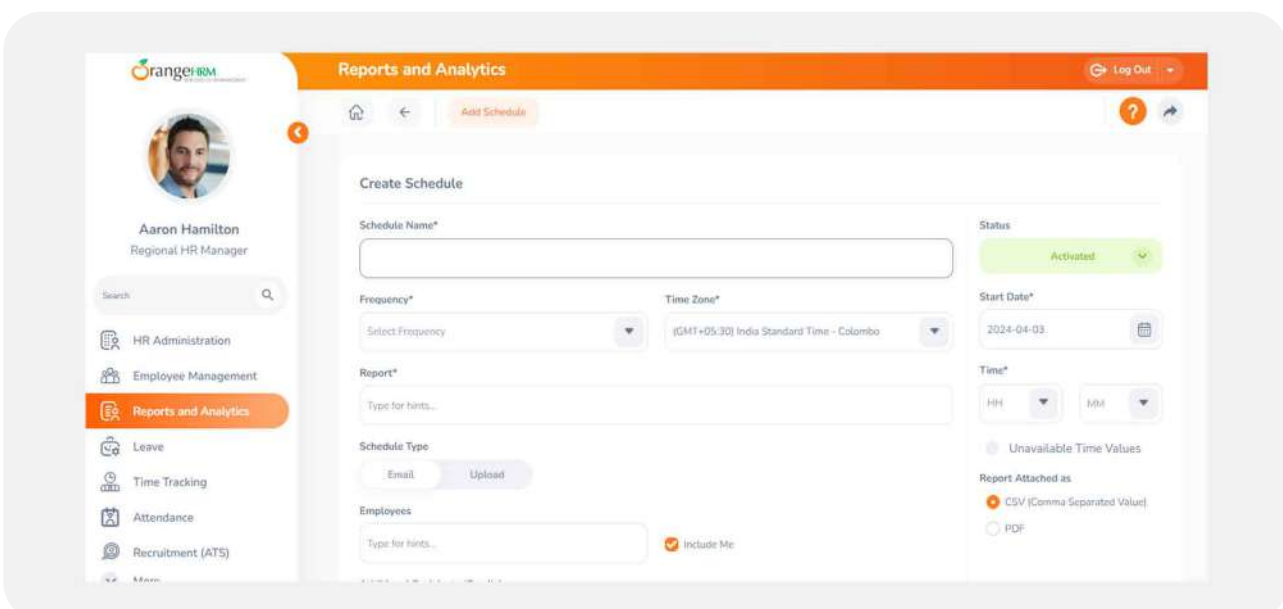
## Custom Reports

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.



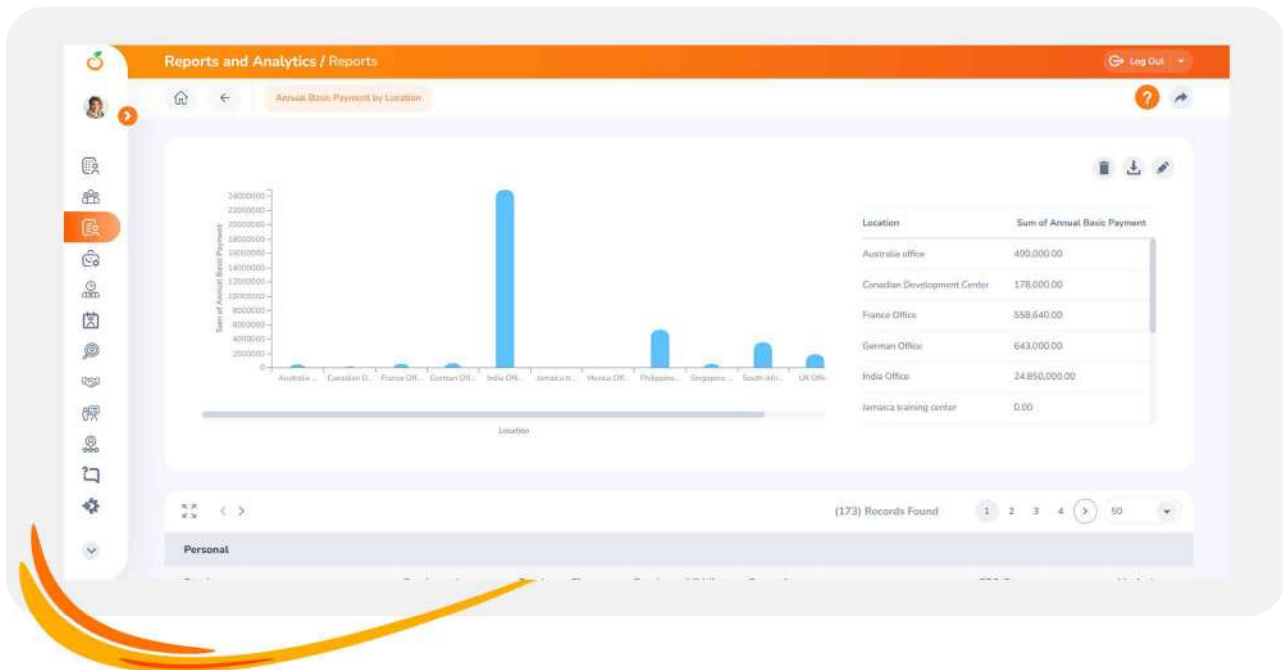
## Scheduled Reports

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.

The screenshot displays the 'Reports and Analytics / Reports' section of the OrangeHRM interface. The specific report is 'Benefit Info Report'. It shows a table of employee benefit information. The table has columns for Employee Id, Employee First Name, Insurance Provider, Coverage, Spousal Coverage, Spousal Coverage Selected, Spouse Name, and Dependents. The table is filtered to show 'Current Employees Only'.

Employee Id	Employee First Name	Insurance Provider	Coverage	Spousal Coverage	Spousal Coverage Selected	Spouse Name	Dependents
0123	Maele	Zurich insurance	Extended Medical/Vision	No			Yes
1061	Qide	Liberty mutual state farm	Dental	Yes	Dental	Susan Adalwin	>
1059	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.

The screenshot displays the OrangeHRM Employee Management interface. The left sidebar shows the user profile for Jacqueline Wagner (CHRO) and a navigation menu with options like HR Administration, Employee Management (highlighted), Reports and Analytics, Leave, Time Tracking, Attendance, Recruitment (ATS), Onboarding, Training, and More. The main content area is titled 'Employee Management / Employee List / Odric Adalwin'. It features tabs for Personal Details, Job, Salary, Contact Details, and More. The 'Job' tab is active, showing 'Employment Details' and 'Job History'. The 'Employment Details' section displays a 'Snapshot as Of: Mon, 08 Aug 2022'. The employee's current role is 'Regional HR Manager' at 'Canadian Development... Administration'. The snapshot shows the following data:

Joined Date*	Probation End Date	Date of Permanency
Mon, 08 Mar 2010	Fri, 03 Jun 2011	Mon, 06 Jun 2011

Job Title	Employment Status	Job Specification
Regional HR Manager	Full Time Permanent	Not Defined

Job Category	Sub Unit	Cost Center
Officials and Managers	Administration	0005 - Cost center (Administration)

Location*	Work Shift*	Pay Policy
Canadian Development Center	General	Canada - Monthly Pay Period

Buttons for 'Create Document' and 'Snapshot' are visible in the top right of the snapshot section.

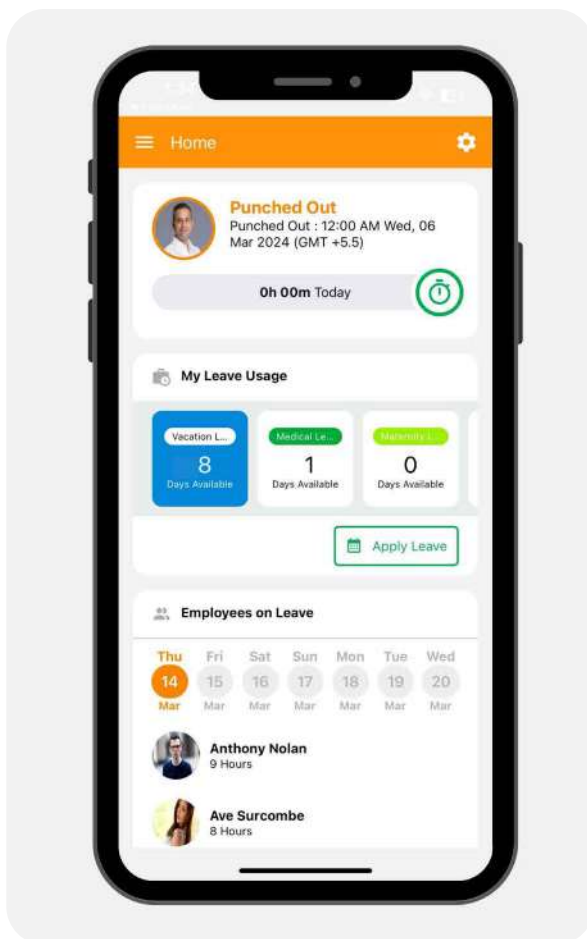


# Mobile App

HR management on the go!

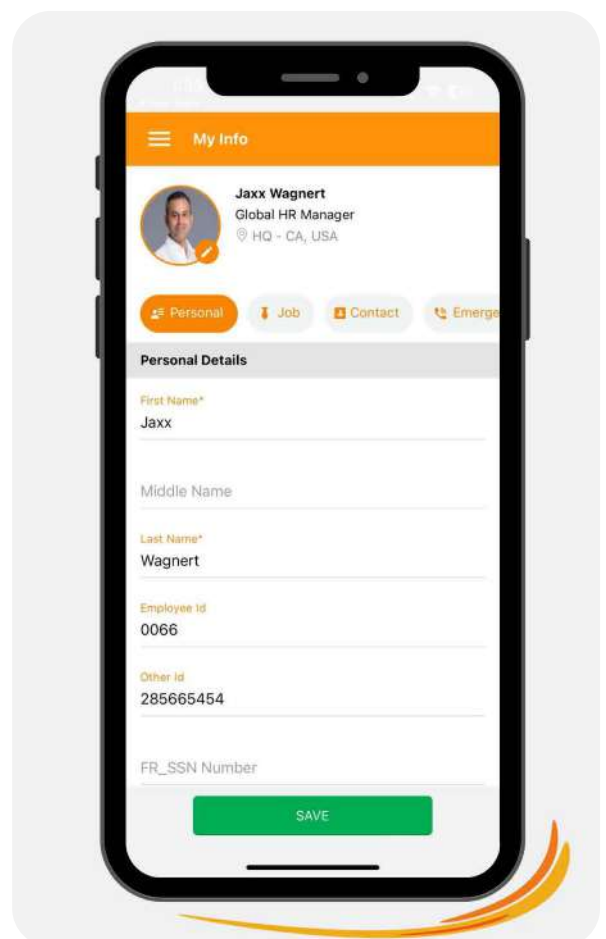
## Dashboard

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.



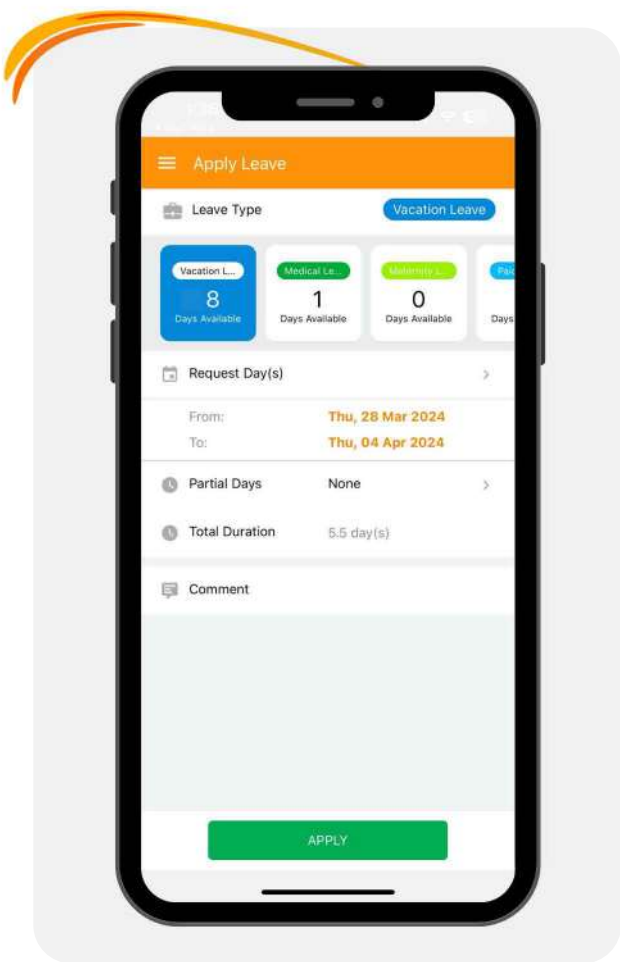
## Employee Management

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.



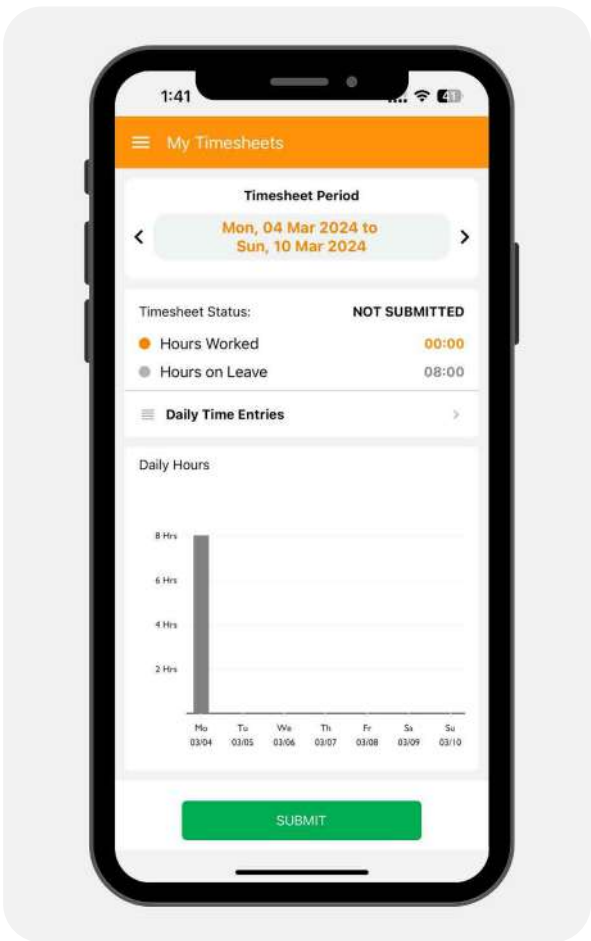
# Leave Management

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.



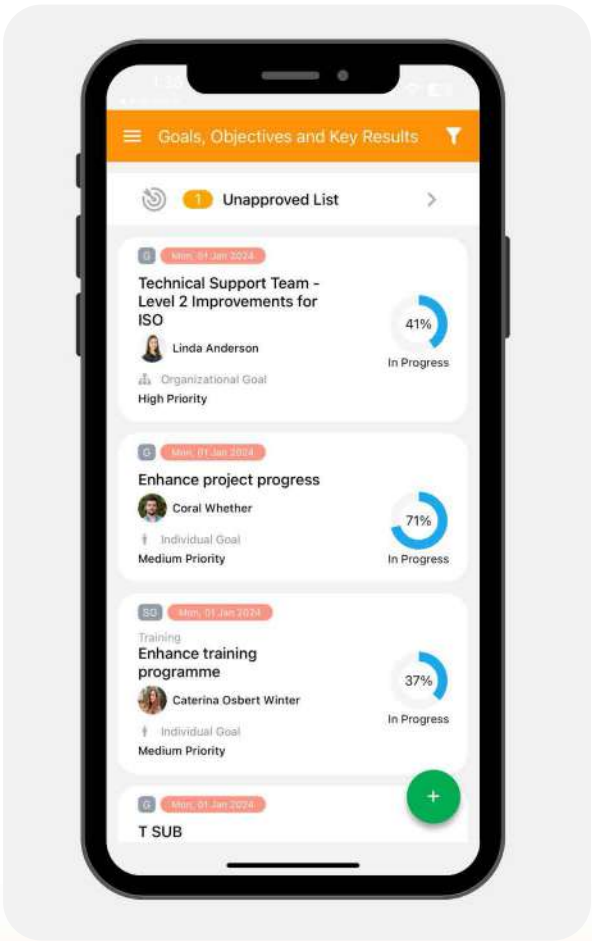
# Time Tracking

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.



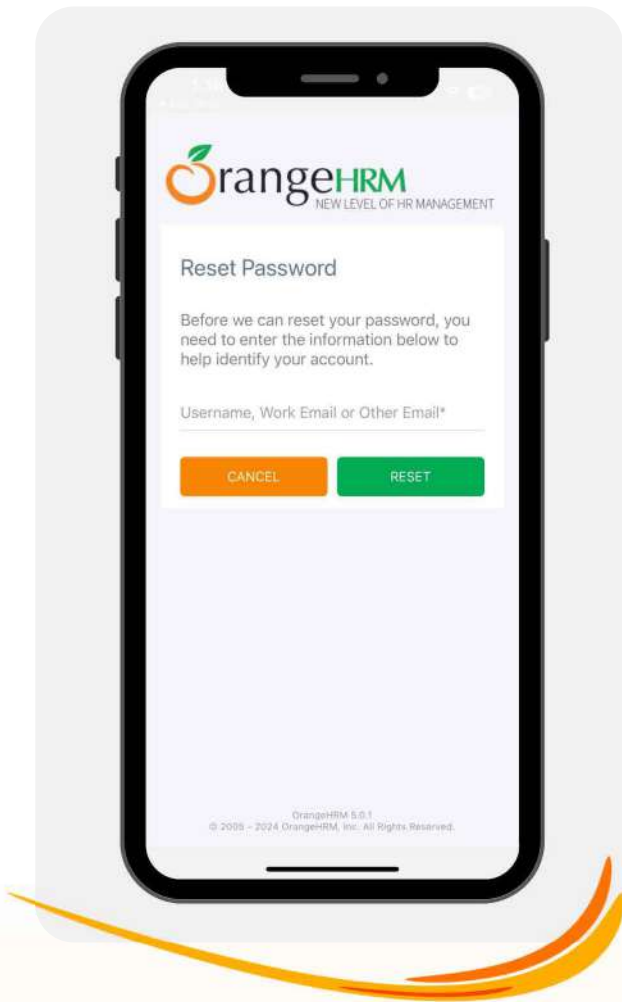
# Performance

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.







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