



# Minimum cost and maintenance aximum availability and convenience

OrangeHRM is the world's most popular open-source HRIS and has a definite edge over its competitors on cost leadership. OrangeHRM provides world-class, yet affordable Human Resource Management software. Whether your organization has 5 or 5,000 employees, OrangeHRM can provide the right solutions for you. Thousands of Small and Medium sized Enterprises around the world are benefitting from OrangeHRM as their HR management software.

You can have OrangeHRM up-and-running in just a few minutes!

# Featured Modules & Add-Ons

# **Administration Module**

## Admin - Define the information that serves as the backbone of the system

- Define company structure, job titles, pay grades, employee skills and other information
- Control access and security through defined users and user groups
- Set up Employee Self-Service HR

# **Personal Information Module**

## PIM - Maintain and manage all employee personal and professional information

- Employee SIN/SSN, bank account, direct deposit and pay information for payroll
- Option to upload employee picture
- Attach documents to help with HR record keeping for legal compliance

## Leave Management

- Define leave types such as vacation, sick, casual, and more
- Email notification for employee leave requests and approvals
- Calendar view available for departmental snapshot of future, pending and historical leave

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## **Time and Attendance Tracking**

- Project or Campaign Management tracking of hours, especially useful for budgeting and R&D
- Automates time tracking related processes for employees, contractors and seasonal or casual labor
- Organize labor data, improve workforce management and minimize errors in enforcement of the company's attendance policies

#### **Recruitment and Career site**

- Enter job vacancies
- Capture candidates' information and resumes
- Short-list candidates and input interview notes
- Integrate with website career page for real-time posting

#### **Benefits Management**

- Manage benefit-related tasks
- Define new benefits by type, provider and several other areas
- Benefits history and other information can be displayed through rich reporting capabilities

#### **Employee Self Service HR**

- Reduce burden on HR staff as employees update their personal information themselves
- Employees submit hours for timesheet and leave approval
- The functionality of this module spans through the entire system

#### **Audit Trail**

Keep track of selected changes done by users to information in the system.

#### **HR Policies & Bulletin Board**

Store company HR Polices & Forms in the system for employees to read and download necessary forms. The Bulletin Board acts as an online notice board and makes sure employees are updated with all news and notices.

#### **HR Policies & Bulletin Board**

With this add-on you can receive important notifications such as Date of Births, passport/visa expiry, license expiry, membership expiries and employee contact expiry in advance dates of your choice.

#### **HR Policies & Bulletin Board**

Schedule and manage and store employee training programs.

"As part of our long term strategy to combine the impressive capabilities of open source with a fresh, costeffective approach to IT, Johnny Rockets immediately recognized the unique possibilities that OrangeHRM offers: A modern HRIS system based on open standards, providing extensibility, maintainability and the ability to truly recognize a significant ROI."

Paul Nishiyama Vice President Information Technologies Johnny Rockets Inc. USA