

Orange HRM

OrangeHRM is emerging in line with the new generation of HR Information Systems (HRIS) and will assist you in managing your company's most important asset - Human Resource.

Based on modular architecture, this comprehensive Open Source solution reflects the main areas of HR Management from simple personnel administration to today's complex strategic approaches. Orange HRM, which is applicable to diverse business industries, is a perfect platform for re-engineering your HR processes and redefining the workflow operations of HR professionals, paving the way to a new level of HR Management. Product Features Administration Module (Admin)

The part of the system where the HR Manager or other appointed personnel perform all system administration tasks. This include defining company structure, pay grades and other information that serves as the backbone for the rest of the system. Security issues are taken care of through this module as well by defining user rights.

Features:

- Define Company Info (General Information, Company Structure, Locations)
- Define Job information (Job titles, Pay Grades, Employment Statuses, EEO Job Categories)
- Define Qualification Information (Education, Licenses)
- Define Skills (Skills, Languages)
- Define Memberships and Membership types
- Define Nationalities & Races
- Define Users
- Configure and subscribe for E-mail Notifications Personal Information Manager Module (PIM)

This core module maintains all relevant employee related information, including different types of Personal Information, Detailed Qualifications and Work Experience, Job Related Information etc. Picture of employee is included as well. Information captured in this module is utilized by all other modules, thus eliminating data redundancy.

Features :

- Personal information (Date of birth, SSN, nationality, ethnic race etc.)
- Color picture
- Contact details
- Emergency Contact(s)
- Dependents
- Immigration details (Passport & Visa info)
- Job information
- Payment details (Pay Grade & Salary)
- Employee reporting structure (Assign Supervisor)
- Work Experience
- Education details
- Skills
- Assign Languages
- Assign Licenses
- Assign Memberships
- Attachments
- Define employee id (which was previously auto generated)
- Display more employee details in the employee list
- Search with more fields Employee Self Service Module (ESS)

Employee Self Service is a powerful tool providing employees of the company with the ability to view relevant information such as Personal Information, Updating Personal Information with Web - Enabled PC without having to hassle the HR staff.

The functionality of this module spans through the entire system, making information available anywhere, anytime. Of course all information is subject to company defined security policy, where everyone can only view the information he/she is authorized to. Time and cost saving effects from this solution are tremendous. Reports Module

This feature produces customized reports according to your needs. Any number of reports can be defined by selecting from a range of search criteria and report fields.

Report definitions can be saved to avoid repeating this task. Once the report definition is saved, the report can be generated by providing the required criteria dataLeave Module

A comprehensive leave management module, with extensive possibilities of defining leave types and more. It caters for all application and approval processes and is able to display information on Leave Entitlement, Balance, History etc. Thanks to the web-enabled and self-service concepts, it significantly streamlines all Leave related procedures, Eliminates paperwork and Saves costs.

Features:

- Define Leave Types
- View Leave Summary of all employees in one screen
- Define Days-off (weekends and specific holidays)
- Apply for and assign continuous leave
- Receive auto notification e-mails after performing leave related operationsTime and Attendance Module (Time)

The module automates time tracking related processes. The offered functionality enhances the organization's performance by eliminating paperwork and manual processes associated with time and attendance needs. The sophisticated module helps to efficiently Organize labour data, improve the Workforce management and Minimize errors in enforcement of company's attendance policies.

Features:

- Define Organization's Customers and Projects
- Create Timesheets
- Administration and Management of your own and your subordinate's Timesheets