



 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 leave 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

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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.



HR  
Administration



Employee  
Management



Reporting &  
Analytics

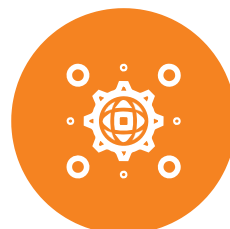


Mobile App

# Talent Management

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A company's culture thrives when protected by a diligent recruitment team, ensuring that every new hire aligns with its values and vision. They are the ones who not only provide a great candidate experience but also handle screening, write job descriptions, collaborate with managers on qualifications, and so much more. To support them, they need one of the best applicant tracking systems and the ability to create a world-class, automated onboarding experience, including pre-boarding, to ensure new hires are fully prepared before their first day.



# Compensation

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Remove the headaches of manually tracking leave, figuring out attendance, or having a Payroll system not integrated with your HRMS. OrangeHRM's compensation pillar 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 them back into your people.



Roster



Leave Management



Time Tracking



Payroll Connector

# Culture

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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 over time and know who is struggling and who is thriving.



Performance Management



Career Development



Training



Surveys



Employee Voice



Discipline

# People Management

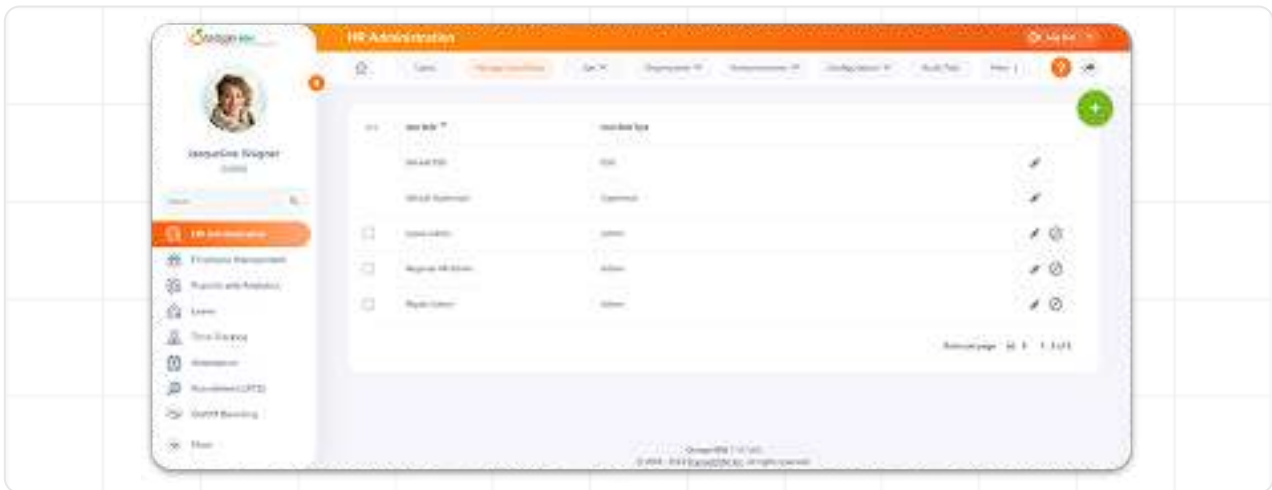


# HR Administration

No more worrying about things slipping through the cracks.

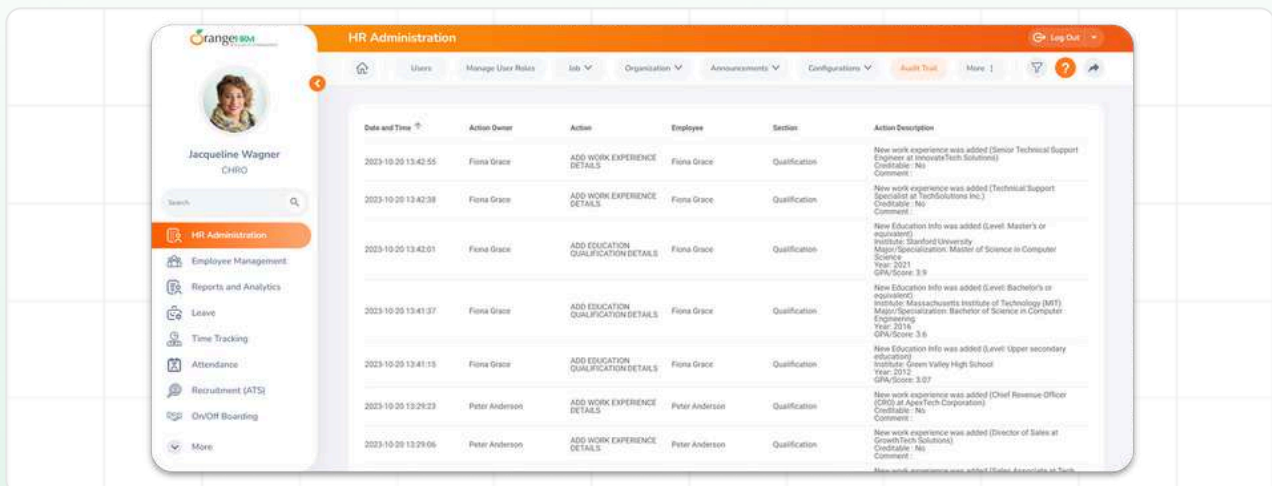
## Custom User Roles

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.



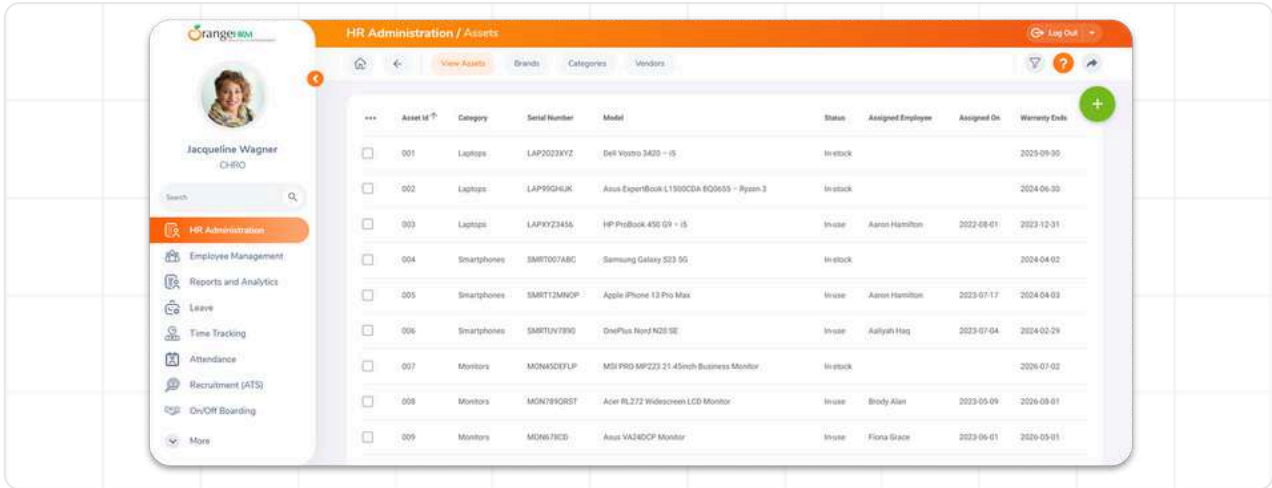
## Audit Trail

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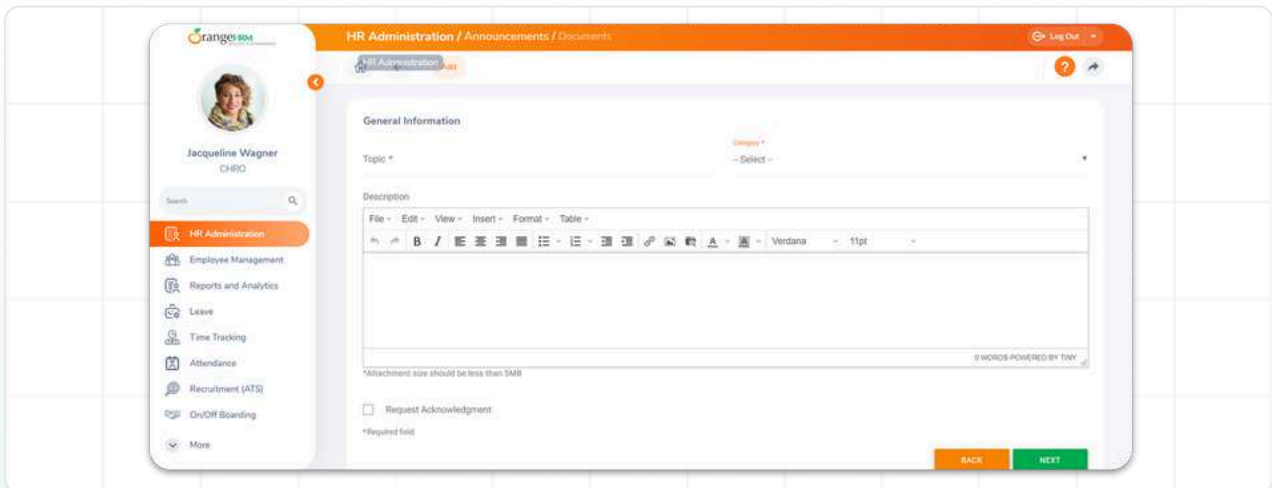
# Asset Tracking

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

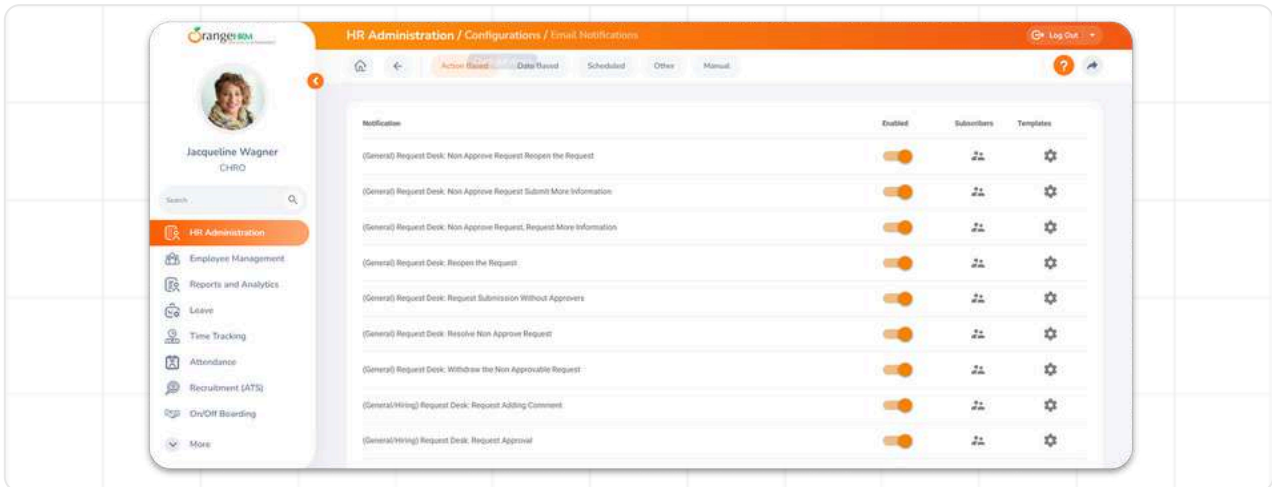
Ever wanted a way to communicate with your employees about an upcoming training or have the HR handbook live in a place where all can see? Well now you can with the News & HR Policy Publisher. This feature allows you to attach the most important things and have it live on the dashboard.



# 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.

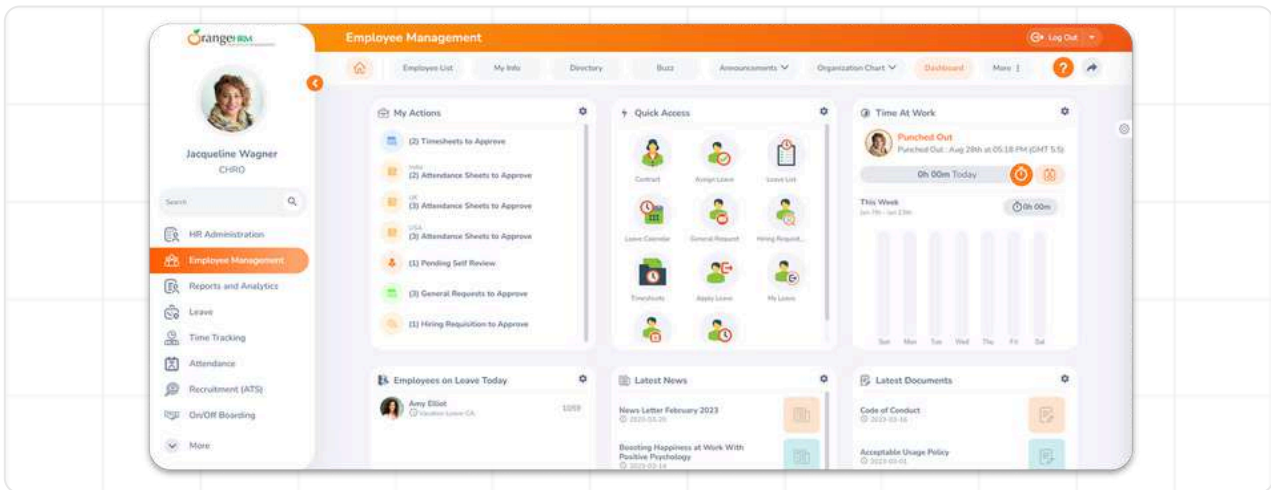


# Employee Management

Give your employees the autonomy they deserve.

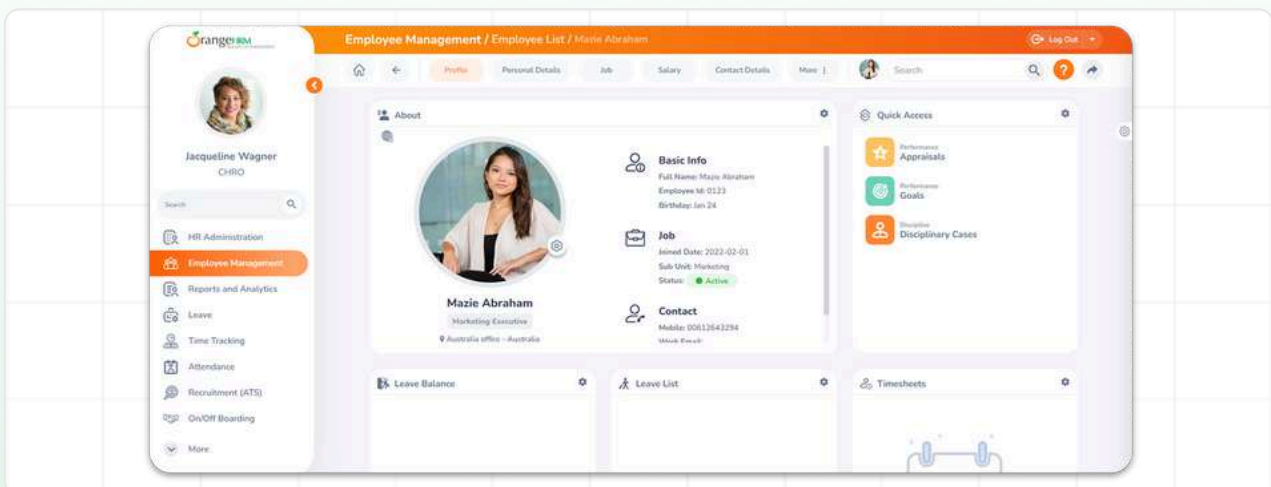
## Dashboard

The Dashboard is the command center for everything most important to the user. For employees it shows leave 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.



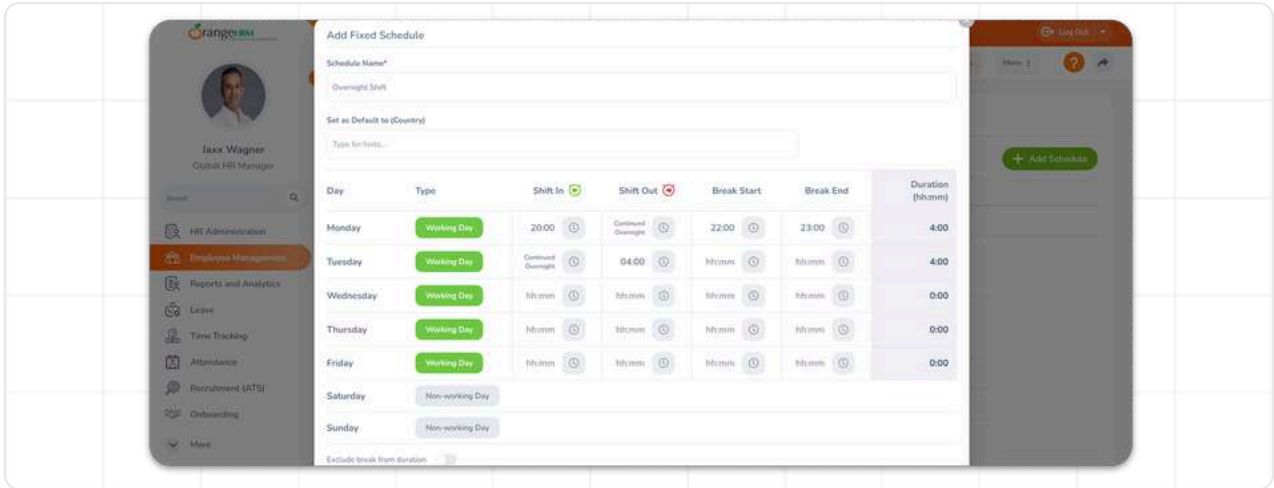
## Employee Database & Profiles

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.



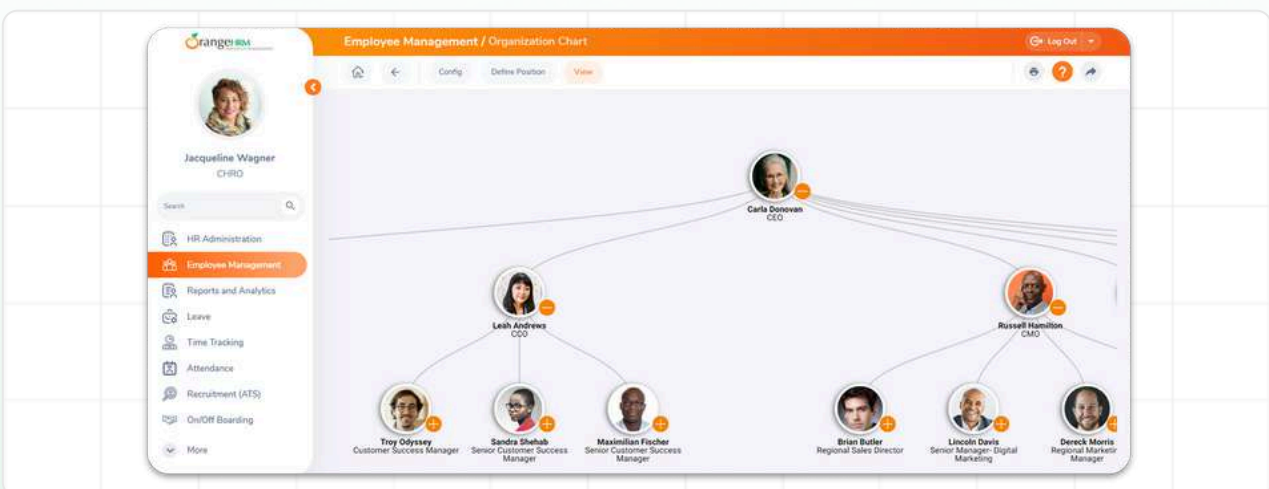
# Work Schedules

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.



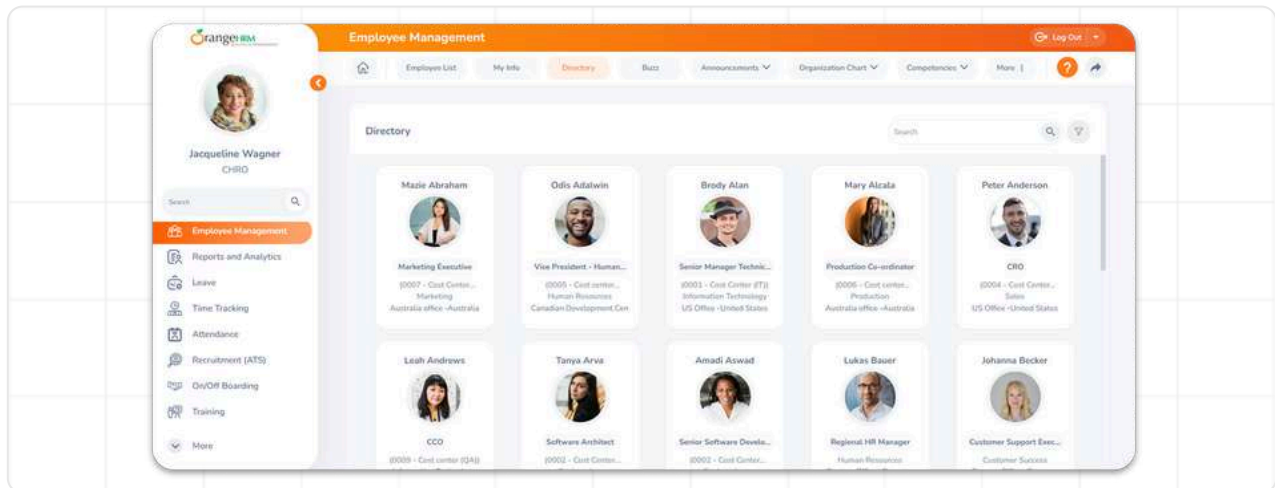
# Organization Chart

Giving your employees 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.



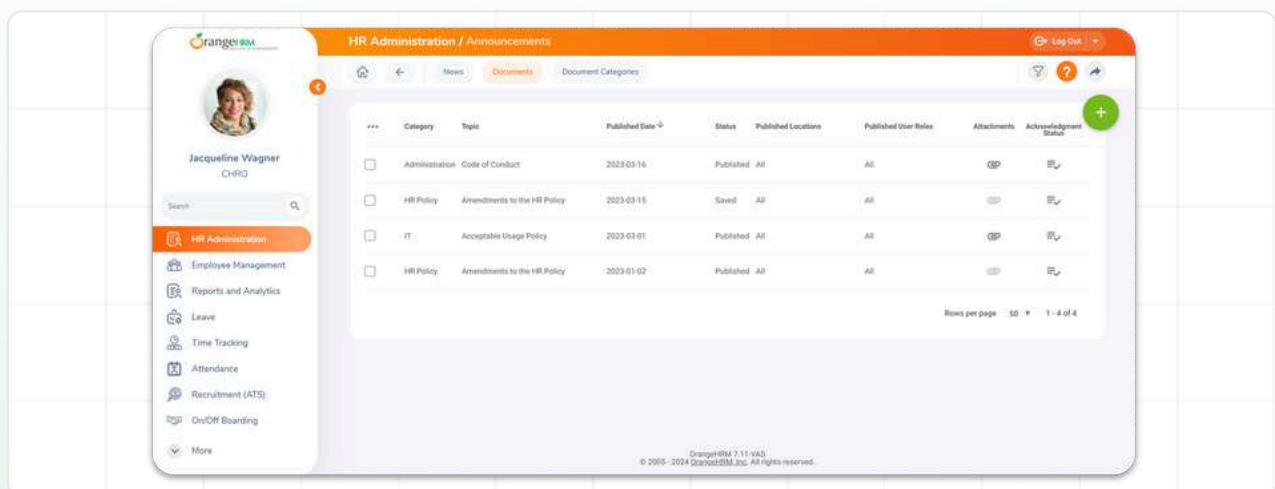
# Corporate Directory

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.

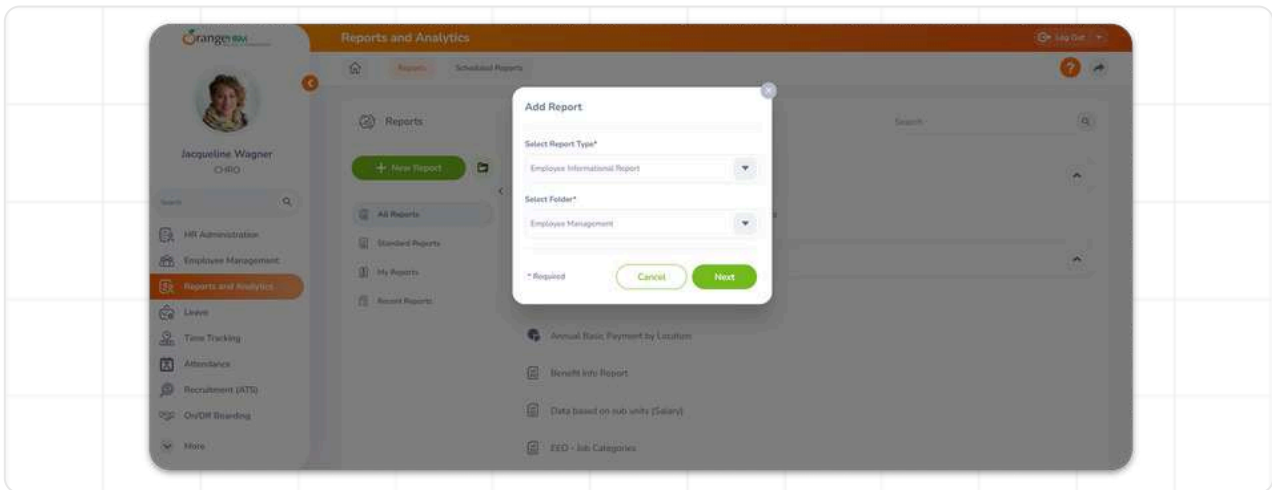


# Reporting and Analytics

Impress your boss with reports that give you full visibility.

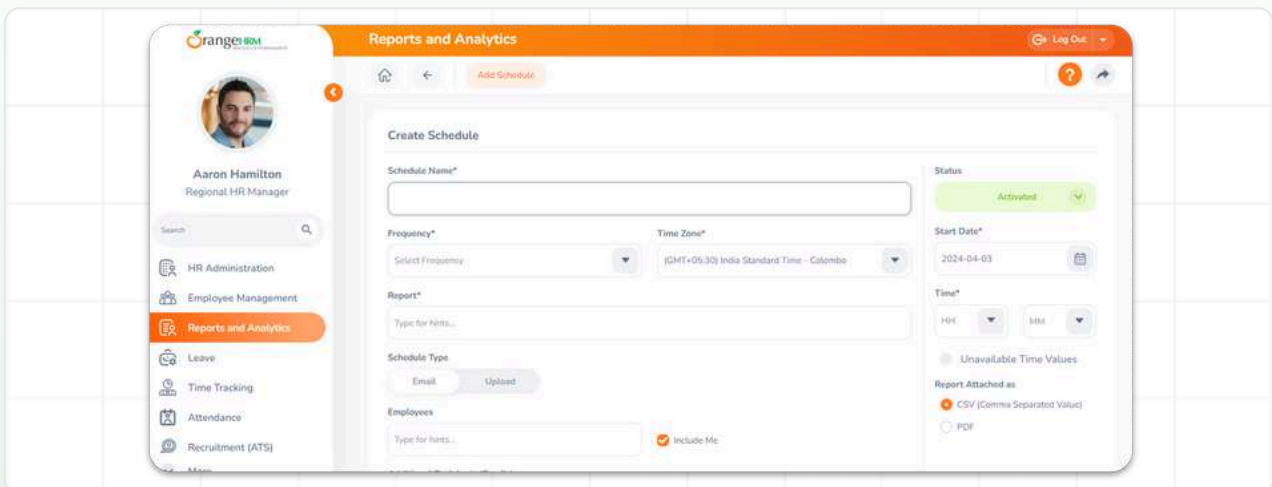
## Custom Reports

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 leave, training, onboarding, expenses, EEO reports, literally anything that your heart wants.



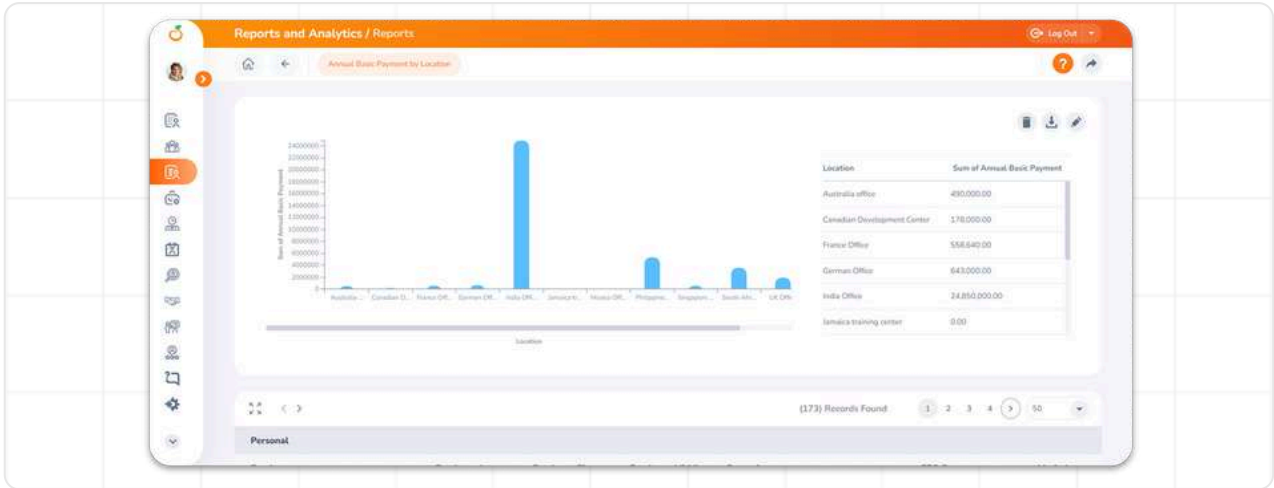
## Scheduled Reports

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.



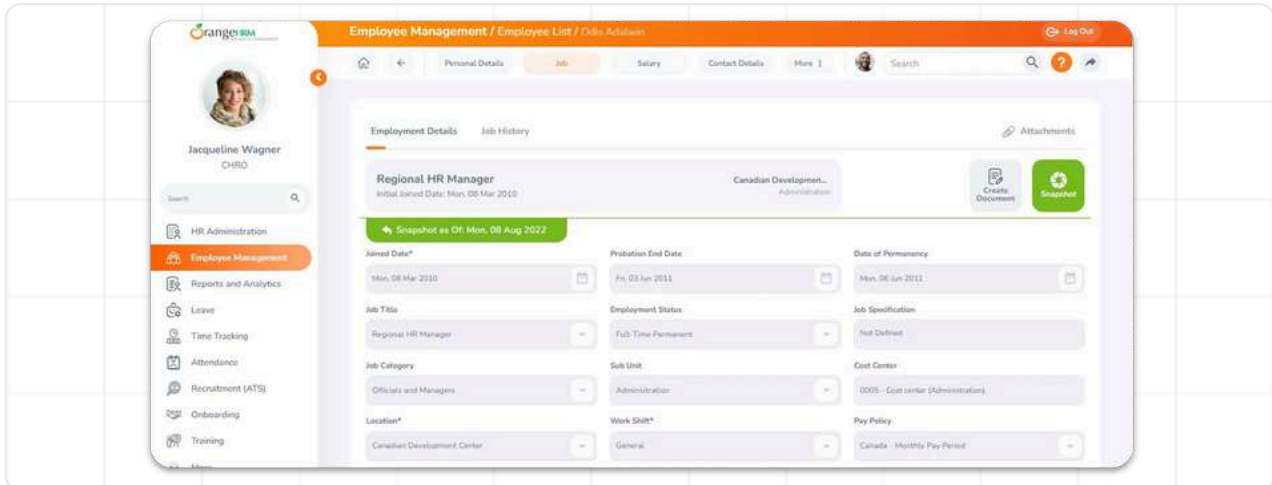
# Extraction of Reports

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.

Employee Id	Employee First Name	Insurance Provider	Coverage	Spousal Coverage	Spousal Coverage Selected	Spouse Name	Dependents
0123	Maria	Zurich insurance	Extended Medical/Vision	No			Yes
1061	Odis	Liberty mutual state farm	Dental	Yes	Dental	Suzin Adairwin	Yes
1056	Shady	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.

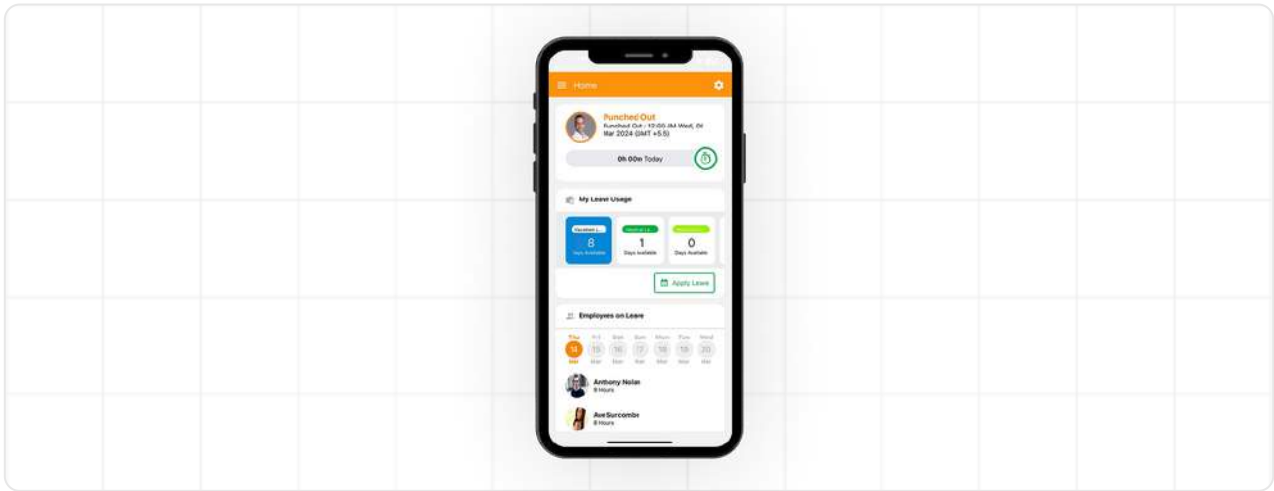


# Mobile App

HR management on the go!

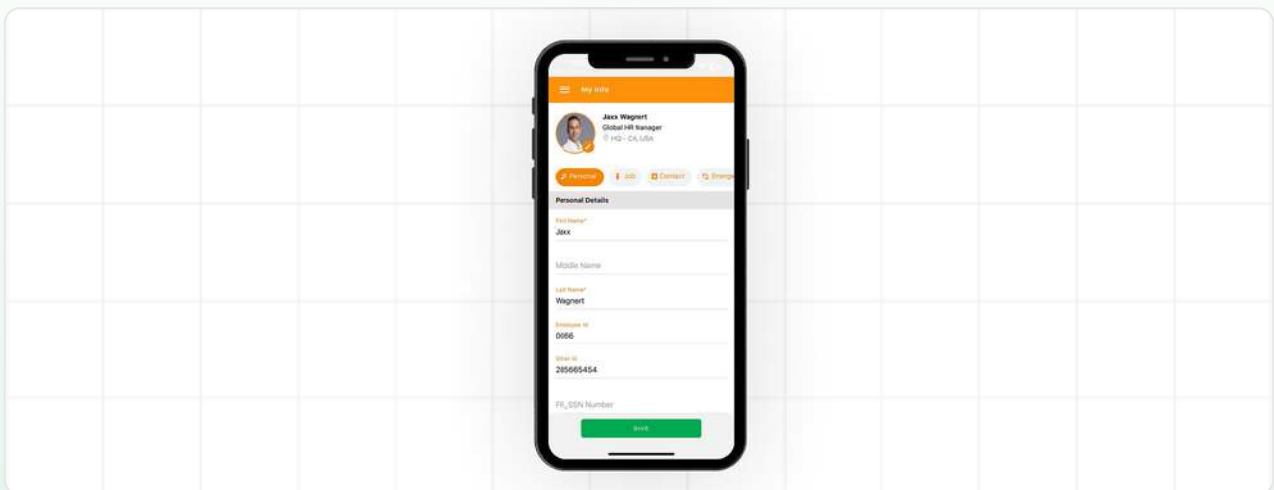
## Dashboard

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.



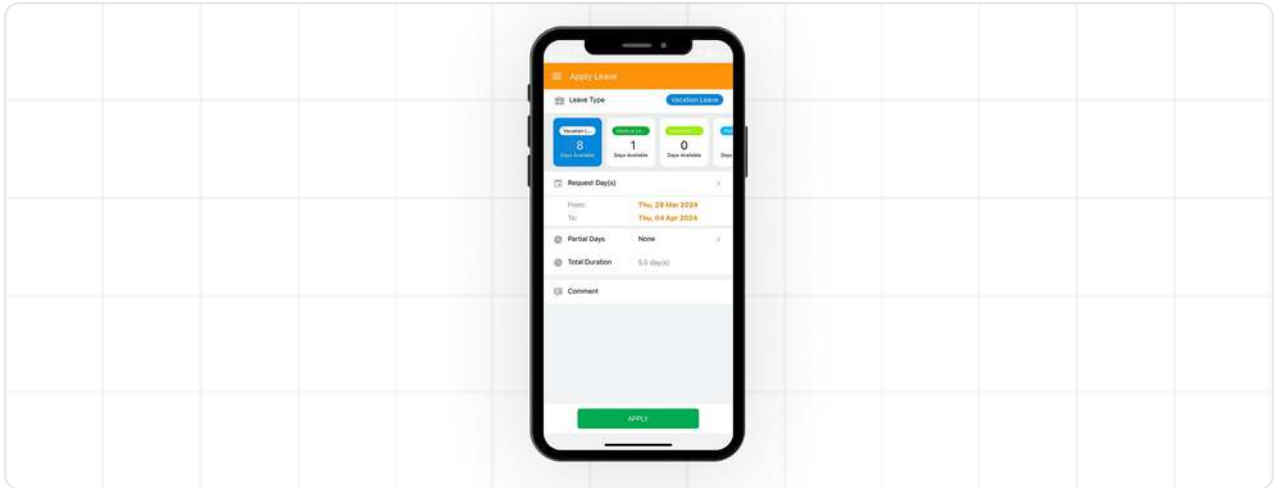
## Employee Management

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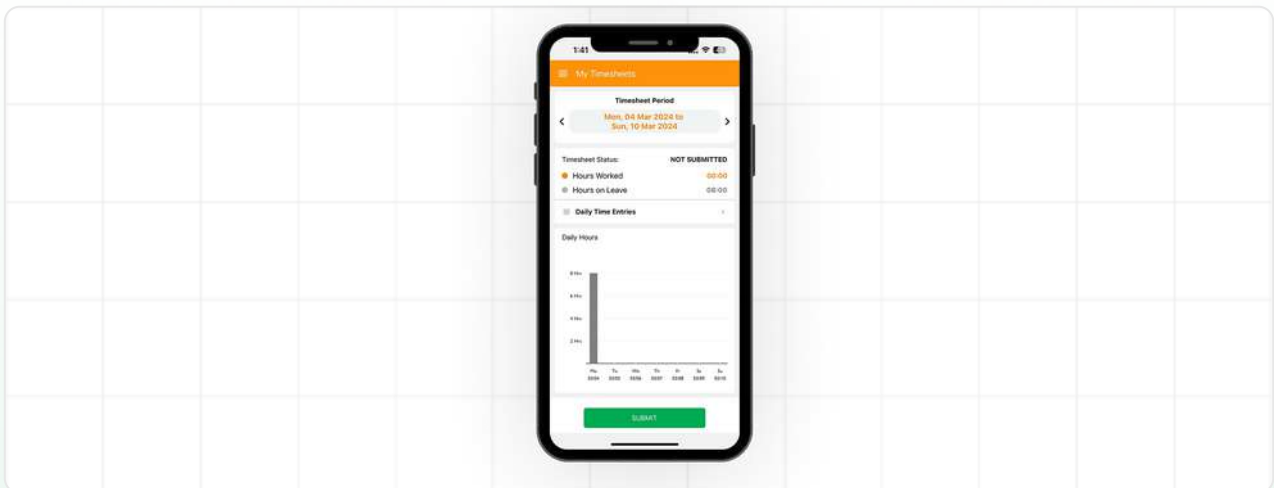
# Leave Management

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.



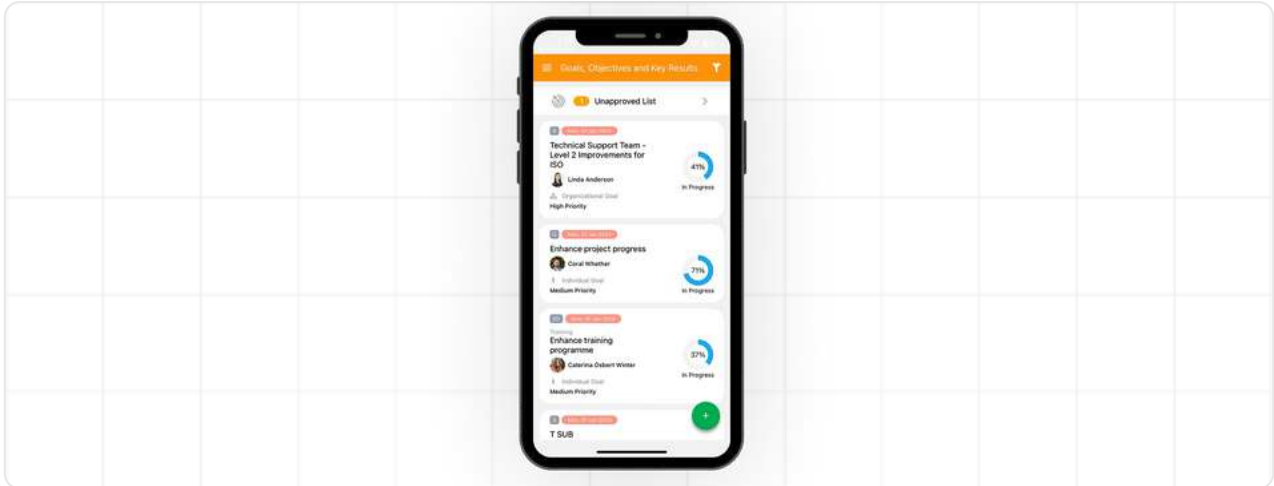
# Time Tracking

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.



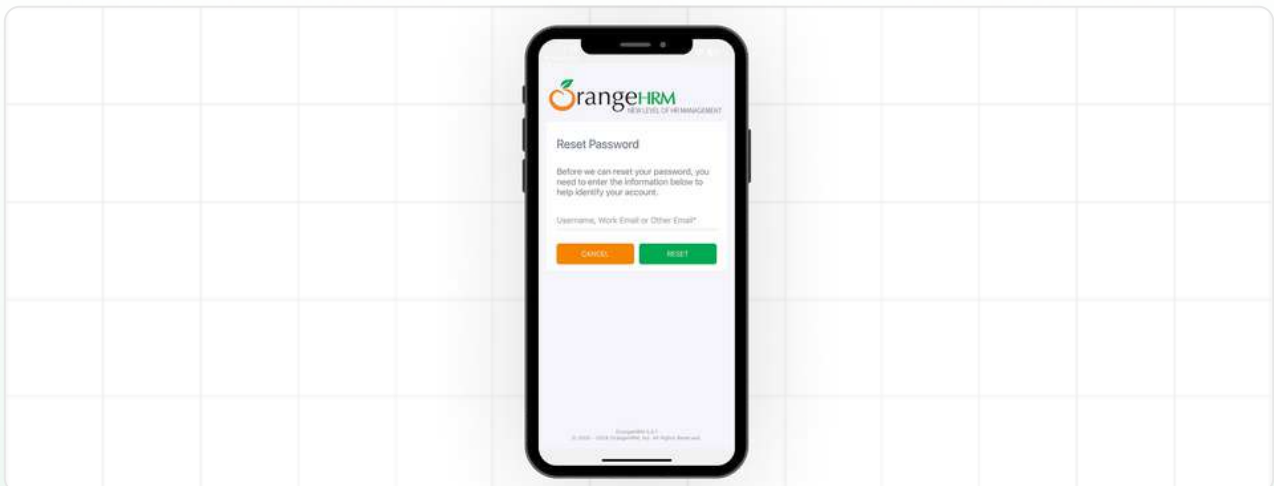
# Performance

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.



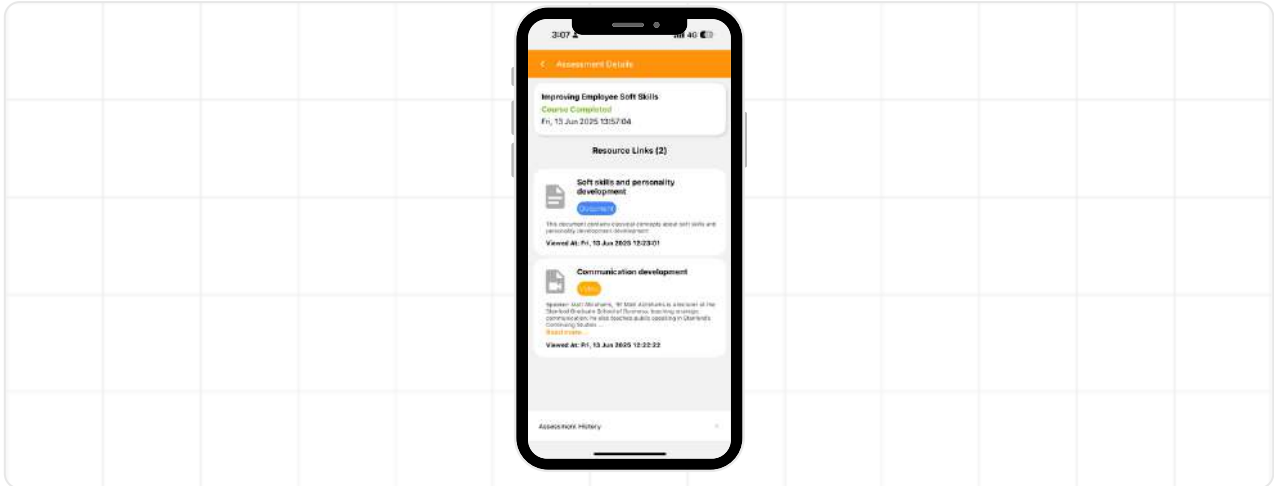
# Security

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.



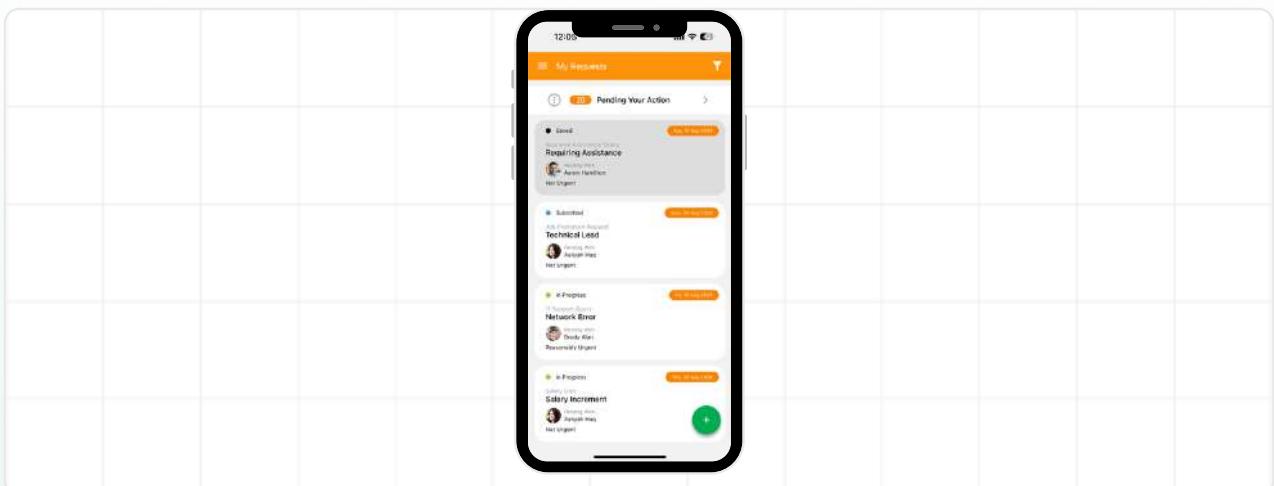
# Training

View courses, access learning materials, and complete assessments directly from your mobile device. Stay on top of your professional development by tracking your progress effortlessly, ensuring you never miss a step in your learning journey, and making continuous skill enhancement readily available.



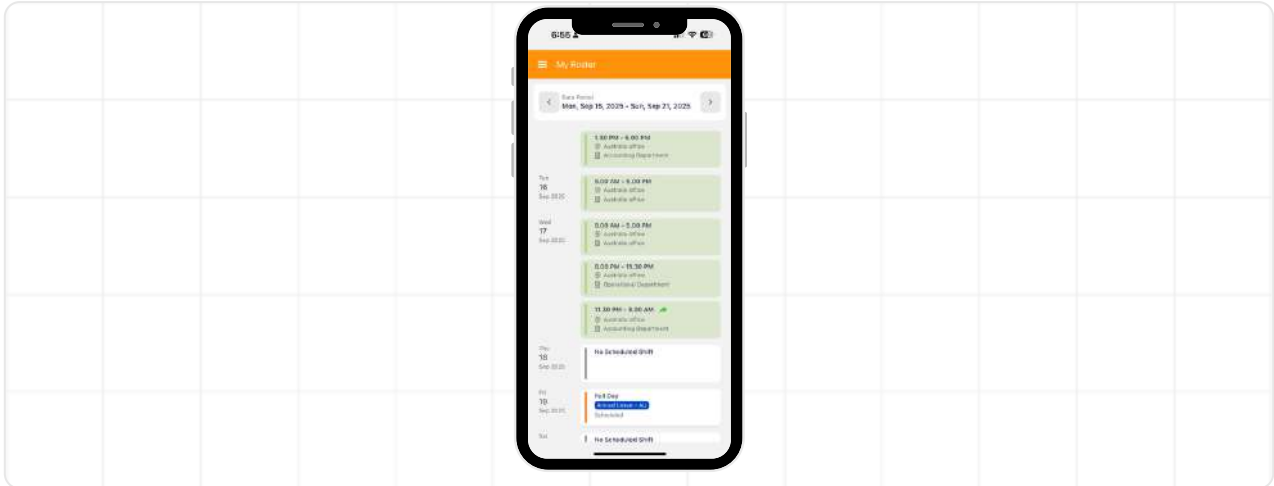
# Request Desk

Submit, track, and manage your HR requests instantly from your mobile. Easily attach files, communicate with approvers, and monitor progress step-by-step. With options to save, edit, filter, and archive, the Request Desk ensures a fast and transparent HR service experience anywhere.



# Roster

Easily view your employee work shifts, holidays, and leaves all in one place on your mobile device. Toggle between weekly or monthly views and access additional shift details to stay perfectly organized and informed about your schedule anytime, anywhere.



# Talent Management



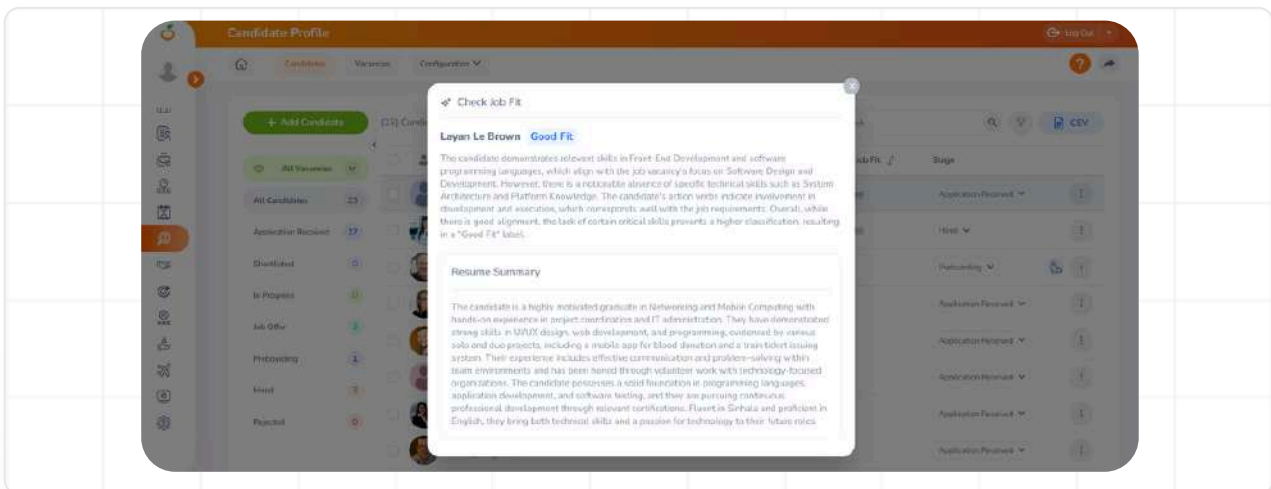
# Recruitment

Hire the right fit with all of the tools.

## AI-Powered CV Summarization & Ranking

Managing candidate resumes can be a daunting task, especially when you're sifting through countless documents to find the perfect fit. That's why we've introduced the new CV Similarity feature within our Recruitment module, designed to revolutionize how you identify the best candidates.

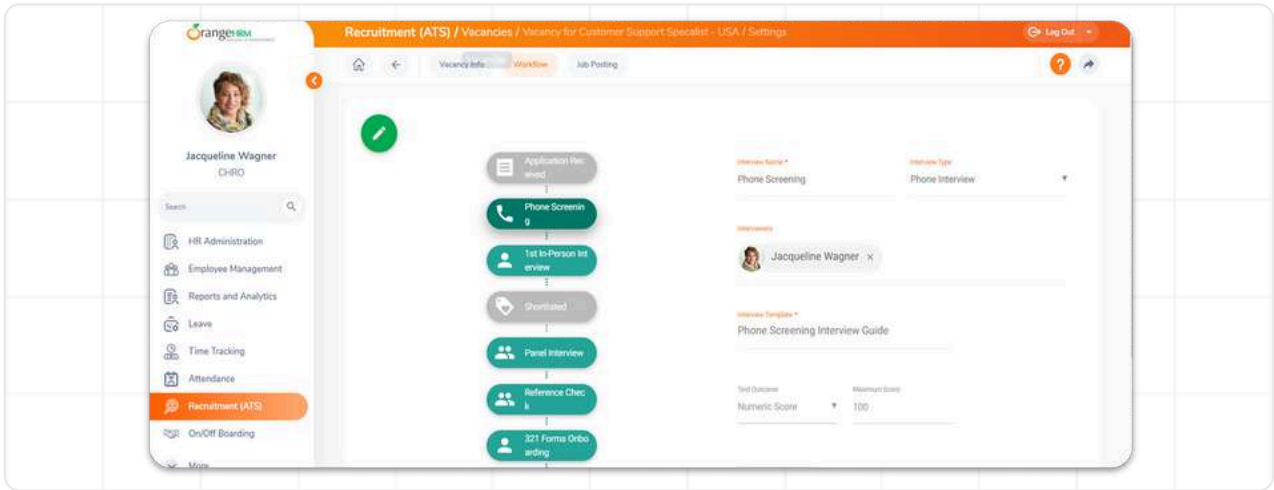
- Our AI-powered system analyzes each candidate's resume against your job specification, providing a clear and easy-to-understand job fit rating. You can instantly see a detailed overview explaining the rating and a concise resume summary, making your decision-making faster and simpler. Plus, you can quickly sort candidates by their job fit, highlighting your best matches at the top.



## Job Posting

Job posting is streamlined with OrangeHRM, allowing you to publish and manage every posting in one centralized location. You can create the right hiring experience with custom workflows, track the progress of each vacancy, and build new hiring templates for future needs. Additionally, you can grade candidate responses and performance to identify the best fit for your organization.

Furthermore, OrangeHRM offers direct integration with LinkedIn, CareerJet, and Jooble, enabling you to publish your vacancies directly to the platforms. This seamless connection simplifies your recruitment process, allowing you to reach a wide pool of qualified candidates efficiently.



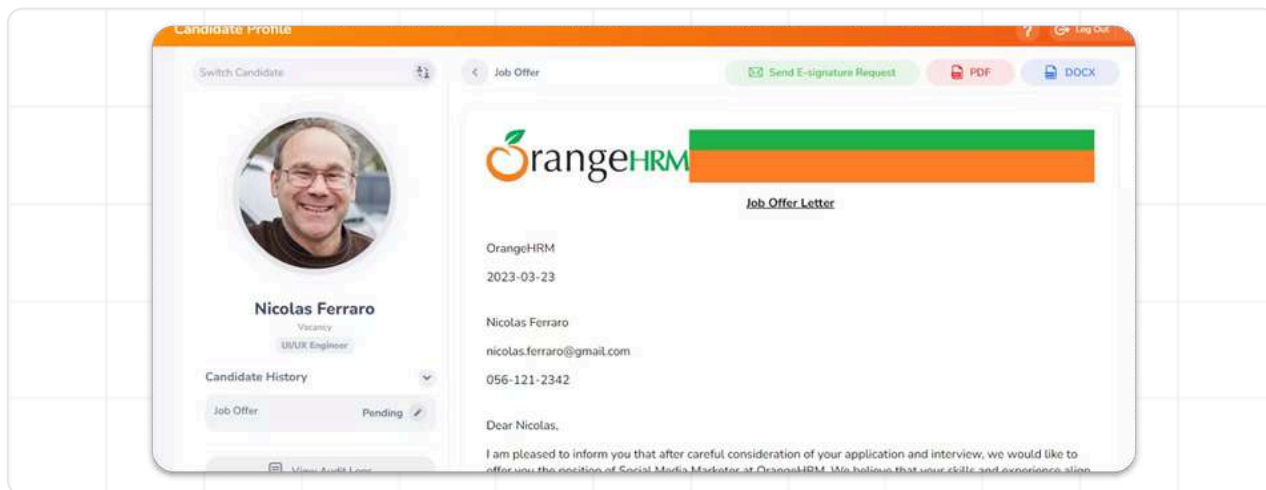
## Integrate System with Company Website

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.



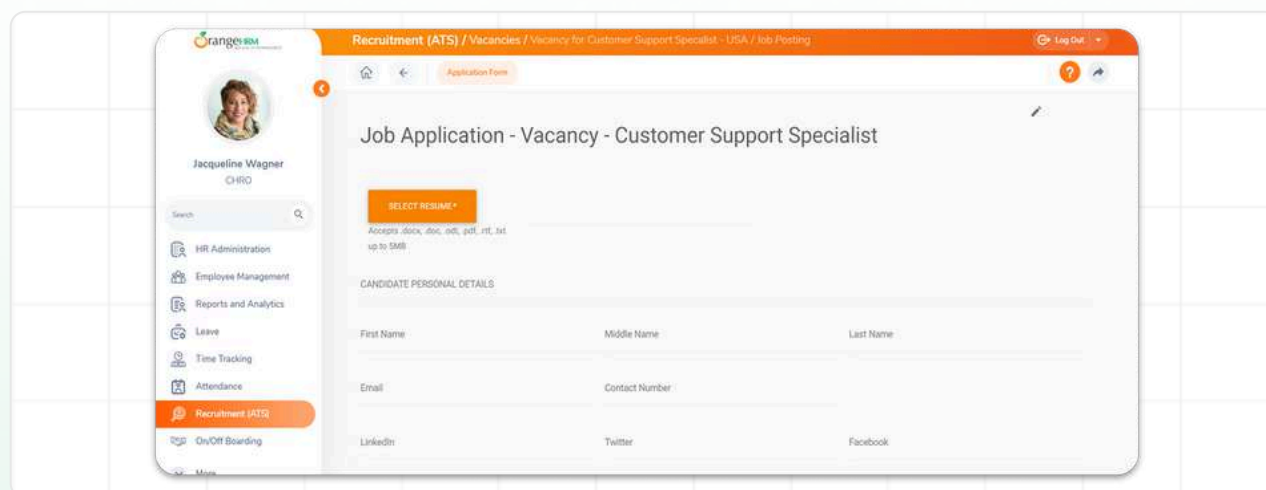
# Signatures Made Simple

Eliminate cumbersome, manual signature collection procedures. Simplify your recruitment process and enhance the candidate experience by enabling selected candidates to electronically sign their job offers using E-signature technology.



# 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.

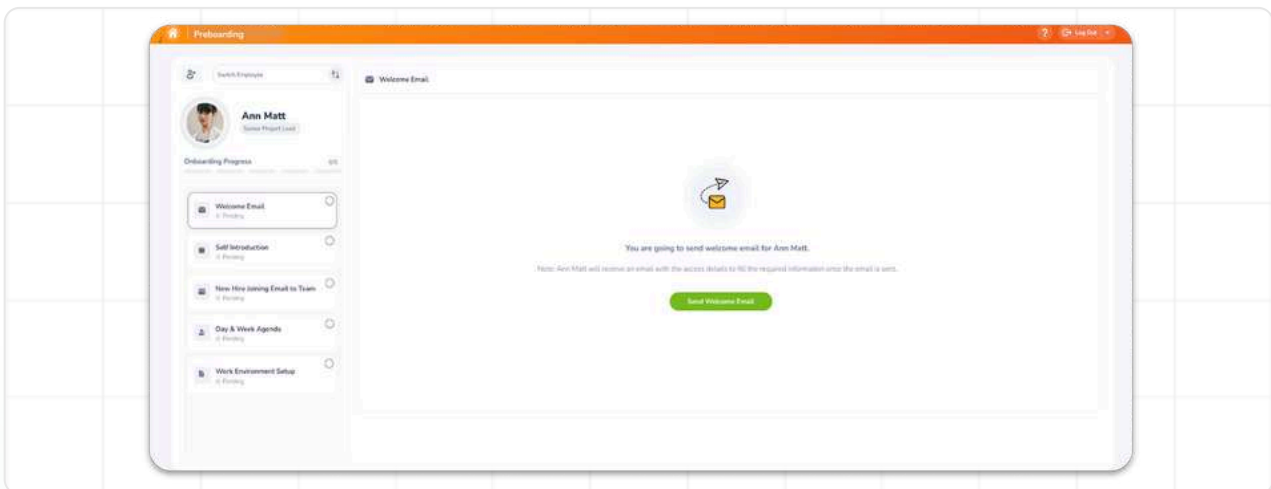


# Onboarding

Create the best onboarding experience.

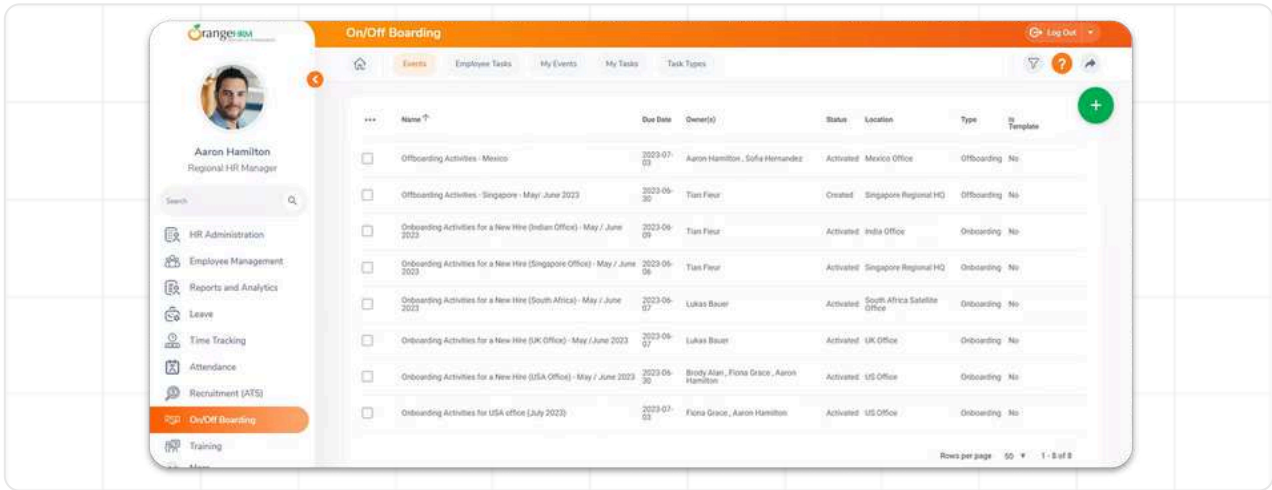
## Pre-boarding Made Simple

Kickstart your new hire's journey with a personalized welcome email, guiding them through the preboarding process before their first day. Employees can introduce themselves via a self-introduction form and provide all necessary information such as references, contact details, emergency contacts, dependent information, immigration details, qualifications, membership information, and any required attachments. This information is then seamlessly used to introduce the new hire to the rest of the company and set up the employee's profile. The module also ensures compliance by allowing the collection of regulatory forms from the start. Additionally, custom forms and sections can be built on request to capture any other information specific to your company's needs.



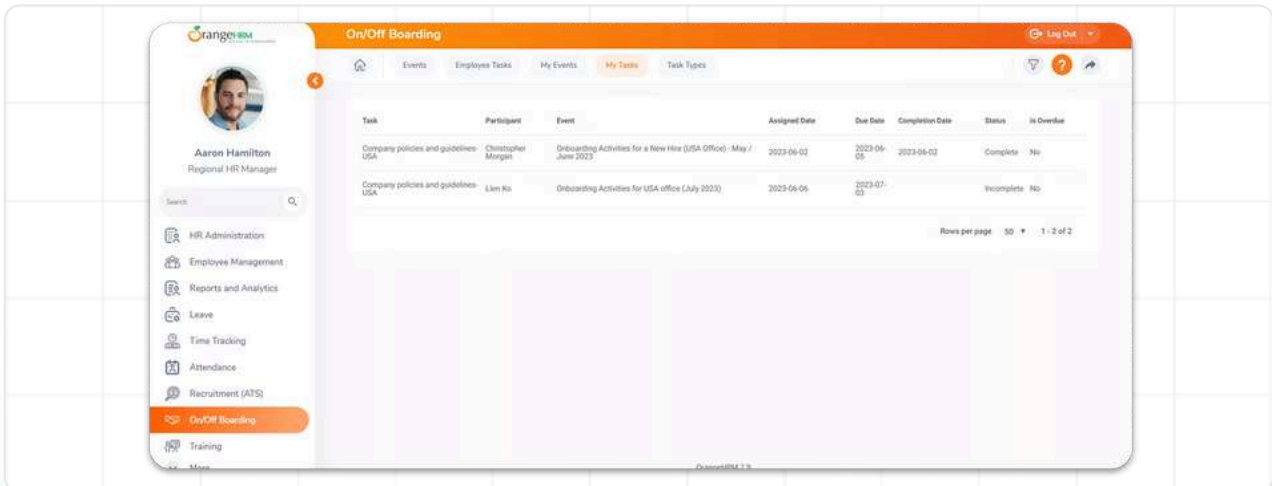
## Streamline Onboarding and Off-boarding with Templates

With OrangeHRM's Onboarding Module, you can define custom onboarding and offboarding templates to match your needs. Bid farewell to the hassle of repetitive tasks for each new hire or departure. Utilize the template functionality to establish standardized processes, ensuring consistency and efficiency throughout your organization.



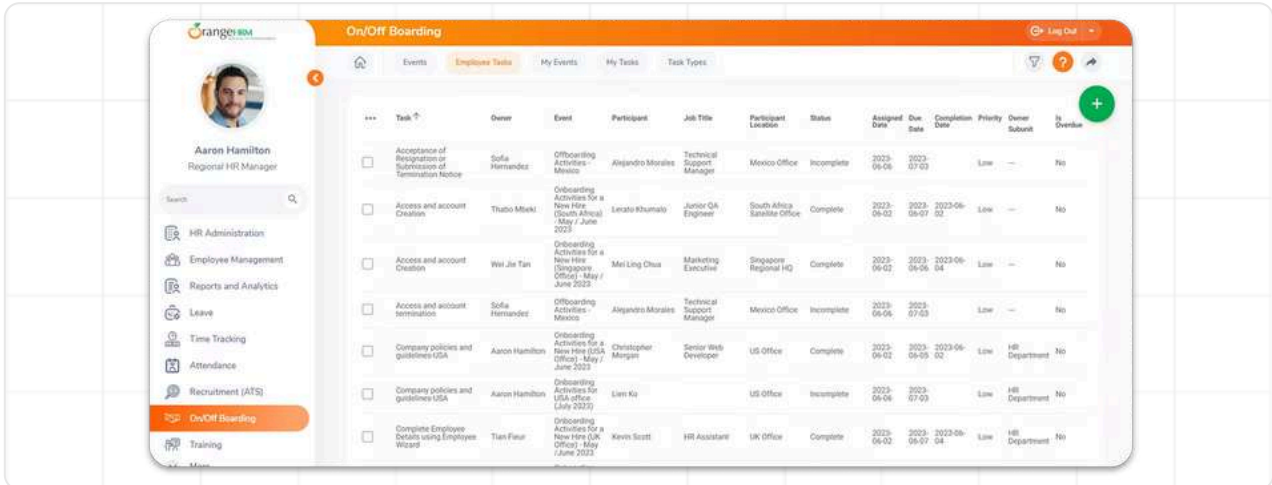
## Manage Any Type of Task with Ease

Apart from onboarding and offboarding, our module handles various HR tasks. From visa renewals to compliance training, OrangeHRM offers a centralized platform for seamless task management and tracking.



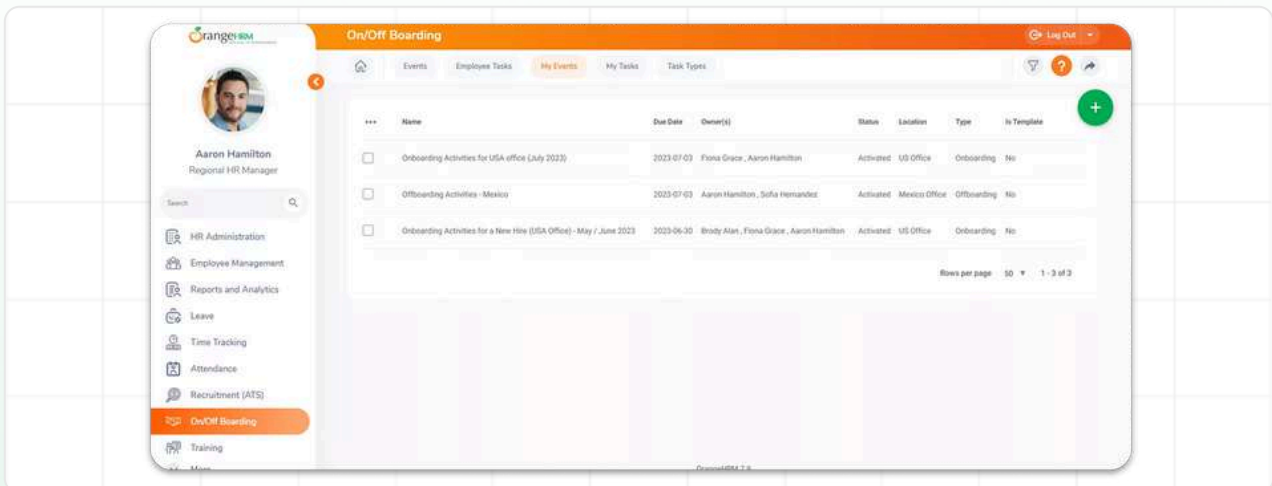
# Monitor Progress at a Glance

With the OrangeHRM Onboarding Module, you can access a comprehensive dashboard for real-time task progress insights. Quickly view completed and pending tasks and pinpoint potential bottlenecks. Dive deeper into specific tasks or departments for detailed information with drill-down capabilities.



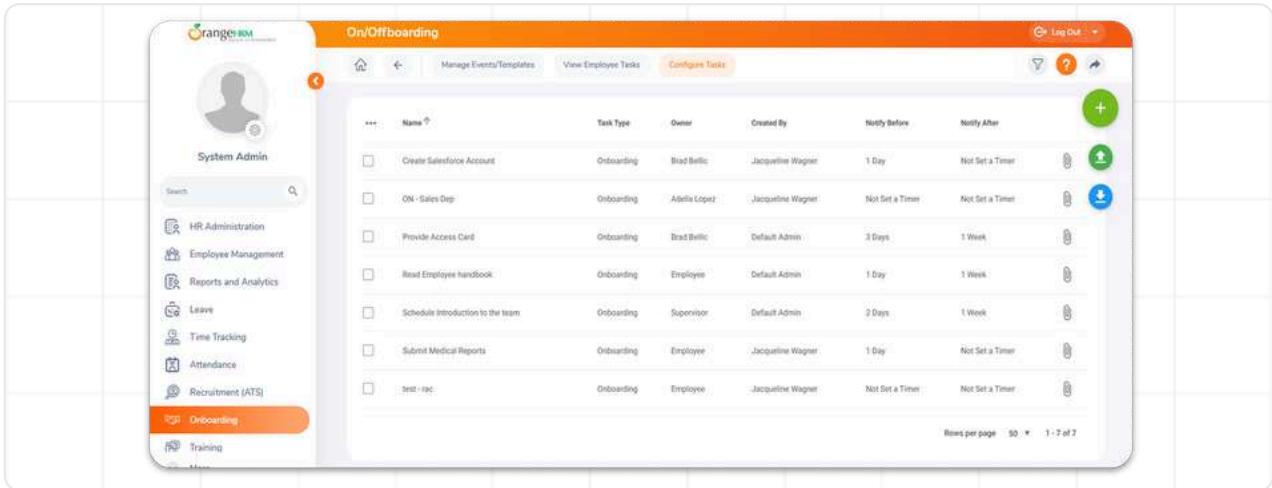
# Automate Onboarding and Offboarding Events

Automate your HR tasks effortlessly with OrangeHRM's Onboarding Module. When adding new employees, trigger onboarding tasks automatically for a consistent experience. Likewise, streamline the off-boarding process by automating tasks when an employee's tenure ends, minimizing manual effort and ensuring policy compliance.



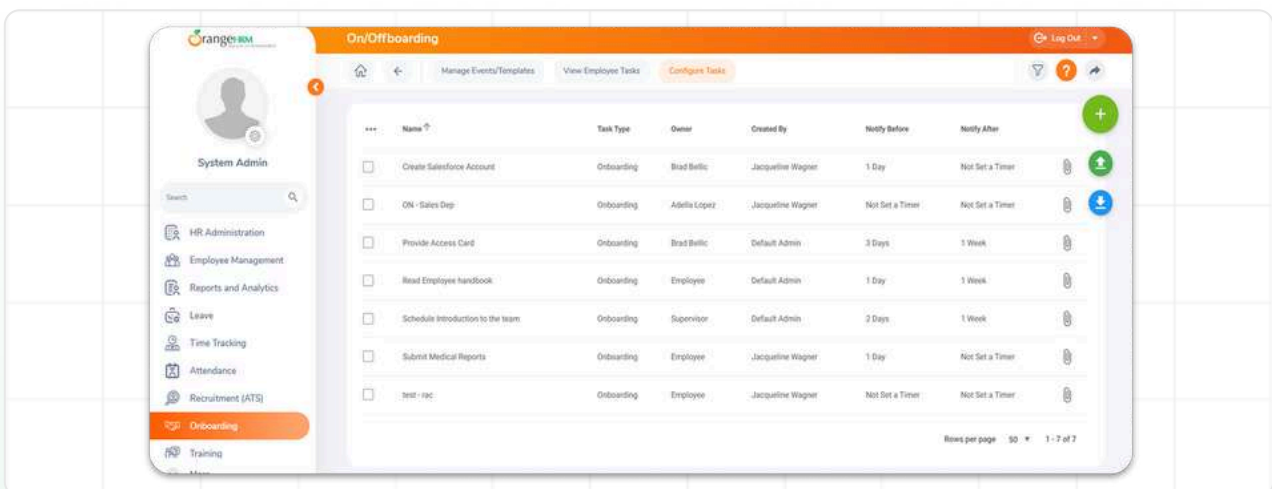
# Bulk Upload Task Types

Efficiently onboard and offboard new hires by utilizing OrangeHRM's bulk upload feature for task types. Save yourself valuable time and minimize errors by eliminating manual entry.



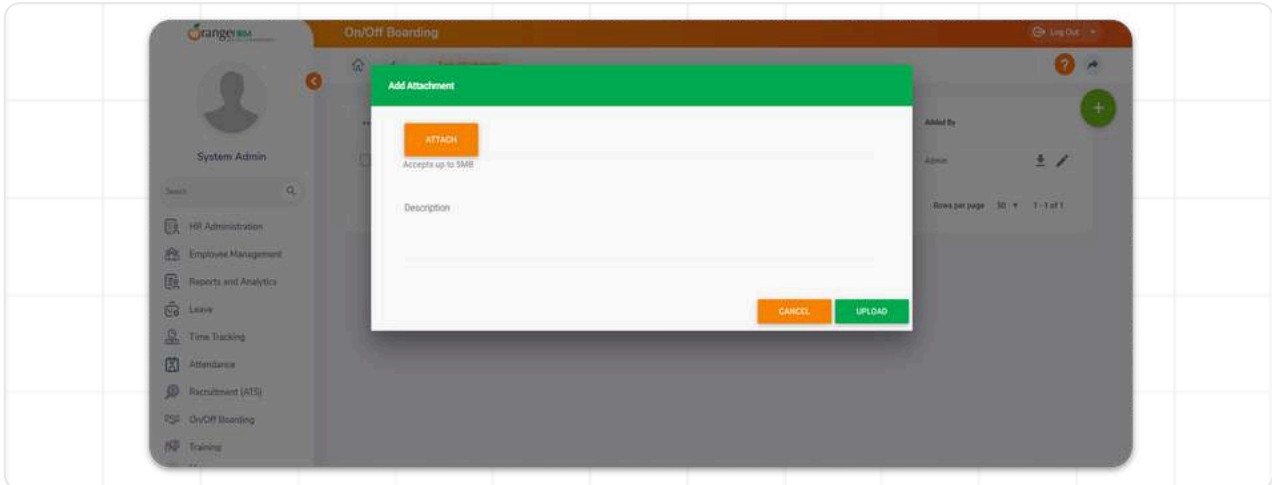
# Automated Overdue Reminders

Never miss a thing with our automated reminder system. Get notifications for overdue tasks, ensuring a smooth and timely transition for your new hires or departing employees.



# Streamlined Task Completion

Attach relevant documents directly to onboarding and off-boarding tasks. Provides task owners with easy access to all the information they need to complete tasks efficiently, fostering a seamless transition for your new hires and a smooth off-boarding process for your departing employees.

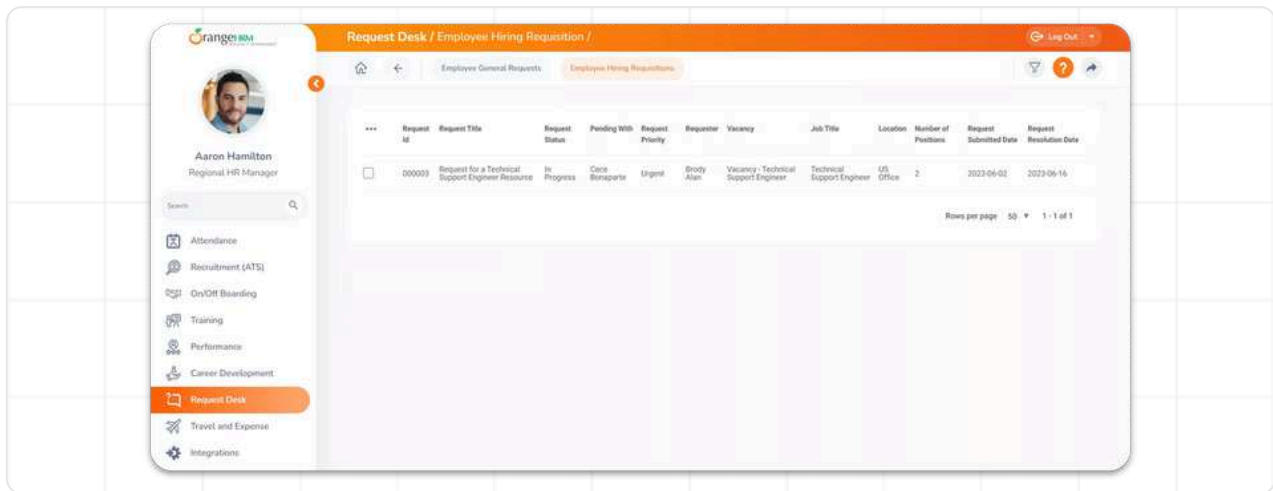


# Request Desk

Simplify your request management process.

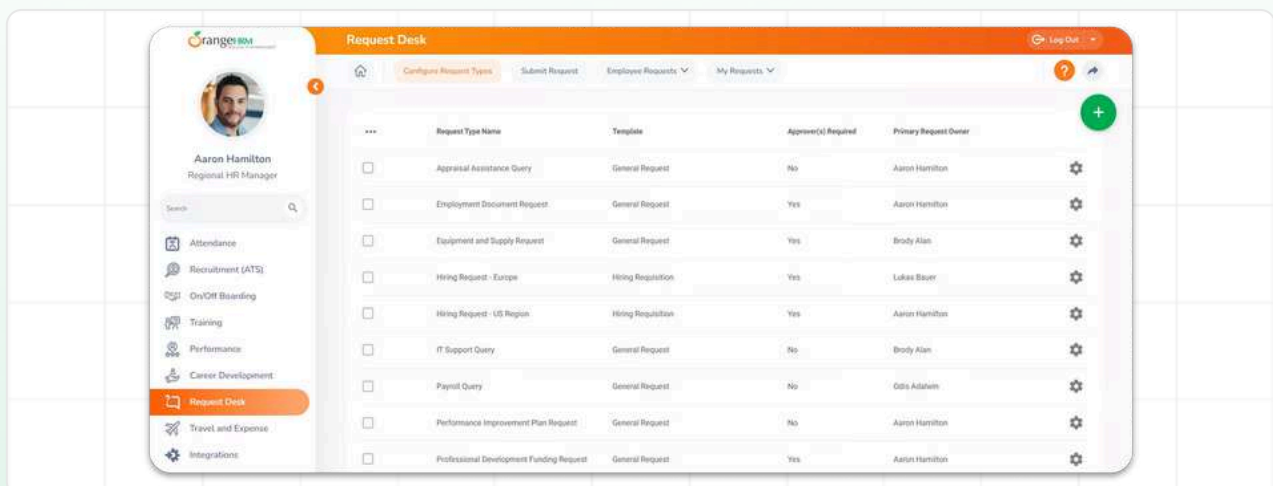
## Centralized Platform for Request Tracking and Resolution

Track, monitor, and respond to various requests efficiently with OrangeHRM Request Desk. Manage your IT-related queries, HR requests, and more from a single location, ensuring swift resolution.



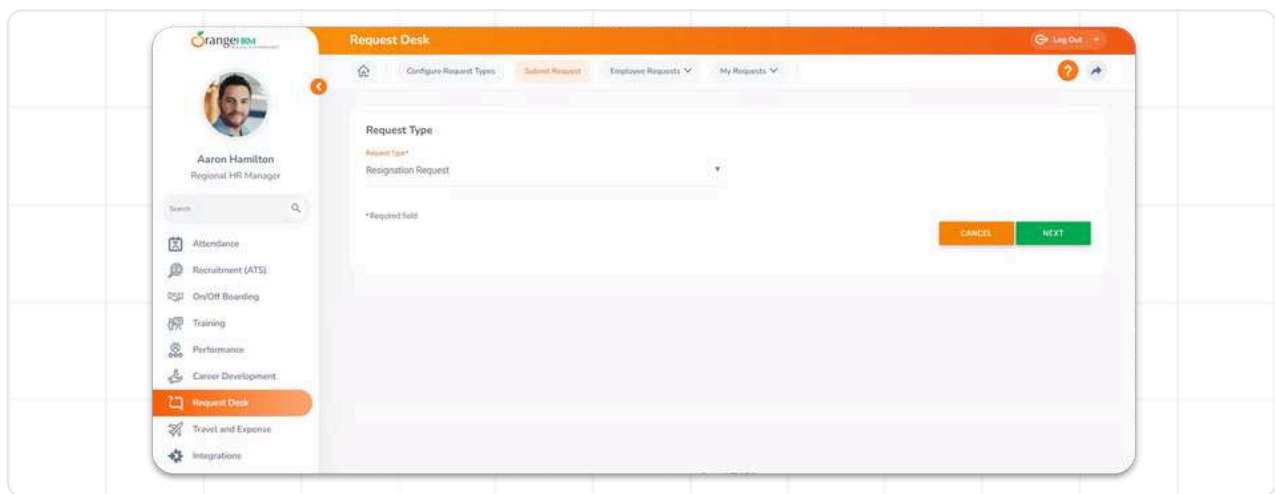
## Manage Hiring Requisitions and Workflow Automation

Streamline your hiring process with OrangeHRM Request Desk. Manage hiring requisitions seamlessly, automate workflows, and eliminate manual tasks. From initiating requests to candidate shortlisting and approvals, our system ensures an efficient process, saving you time and effort.



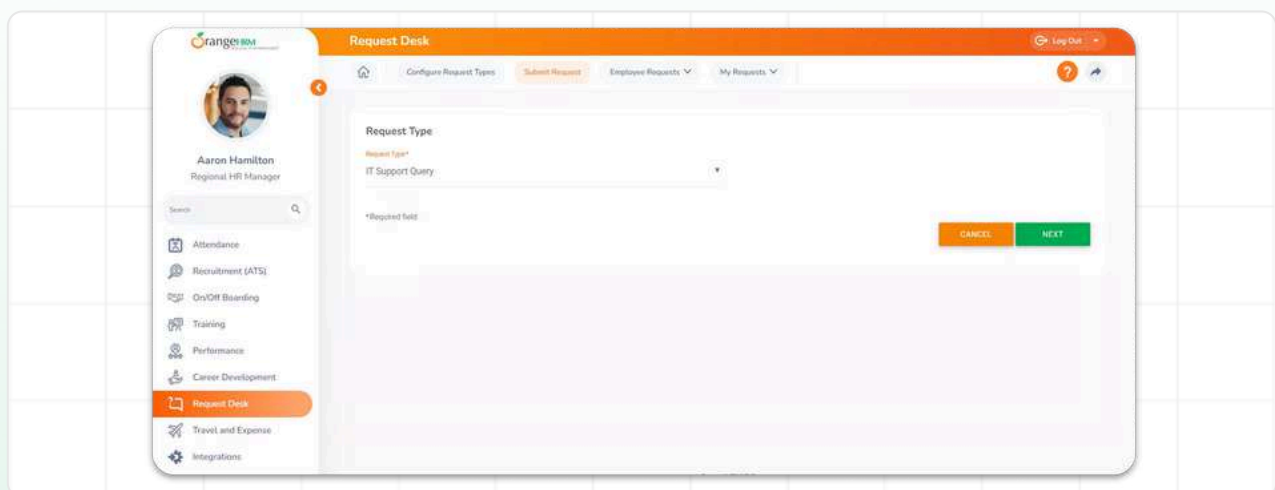
# Self-Resignation Request Management and Workflow Automation

OrangeHRM recognizes that employee departures are inevitable. With our Request Desk module, employees can submit self-resignation requests, initiating a workflow for proper documentation and a smooth transition. Automating resignation request management allows you to focus on providing necessary support during this period of change.



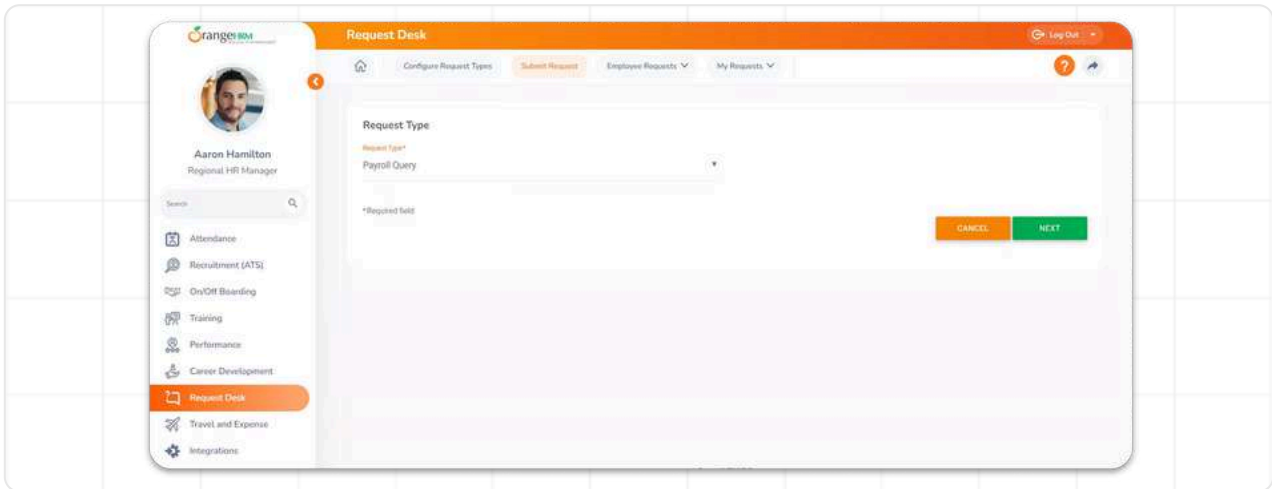
## IT-related Query Management

Handle IT-related queries efficiently with OrangeHRM Request Desk. Employees can submit requests and track progress, simplifying the process. Manage equipment requests, software installations, and more seamlessly, ensuring quick resolutions and minimizing downtime for your organization.



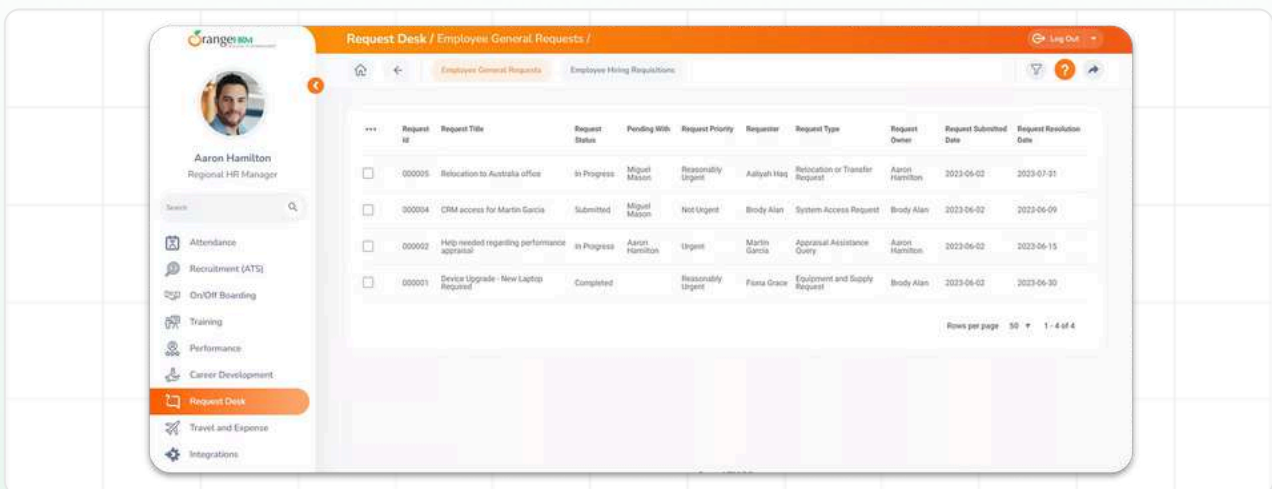
# HR Department Request Management

OrangeHRM recognizes that employee departures are inevitable. With our Request Desk module, employees can submit self-resignation requests, initiating a workflow for proper documentation and a smooth transition. Automating resignation request management allows you to focus on providing necessary support during this period of change.



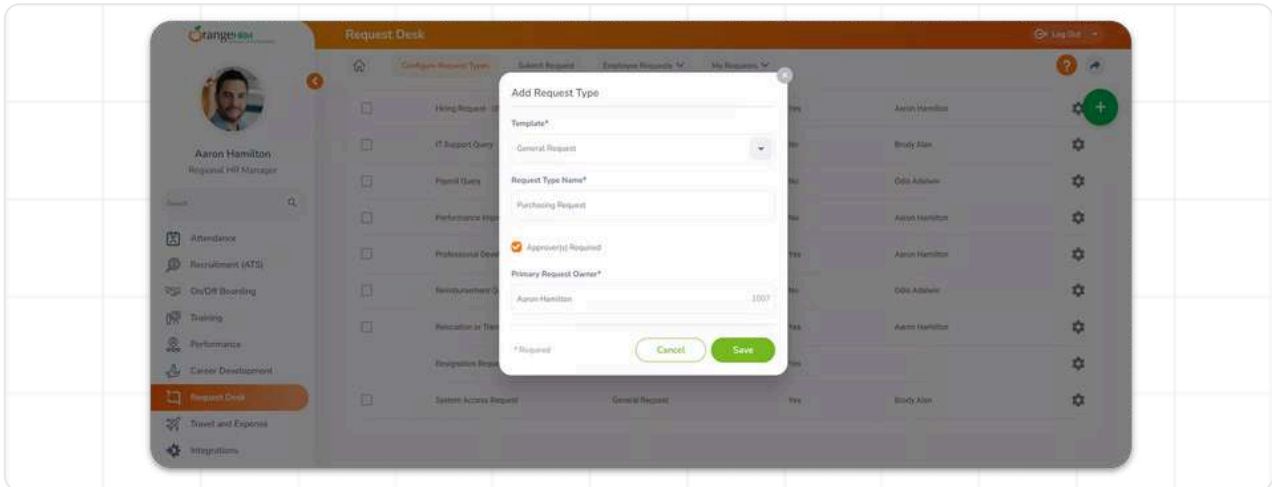
# Request Communication Management

Effective communication is crucial for request management. With OrangeHRM Request Desk, you can facilitate seamless communication between requesters and stakeholders. Easily share progress updates, request further information, or provide resolution details directly within the system, ensuring transparency and keeping all parties informed throughout the request lifecycle.



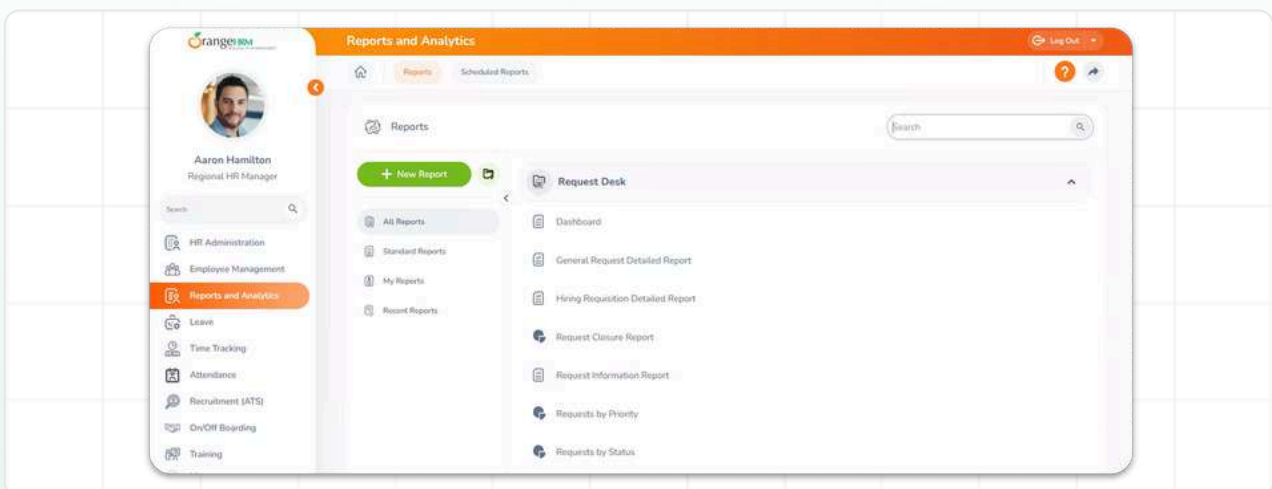
# Workflow Automation for Streamlined Operations

Streamline your request management with robust workflow automation. Automate request routing based on rules, directing them to the appropriate person or department without manual intervention. Plus, delegate tasks to team members during absences for uninterrupted processing.



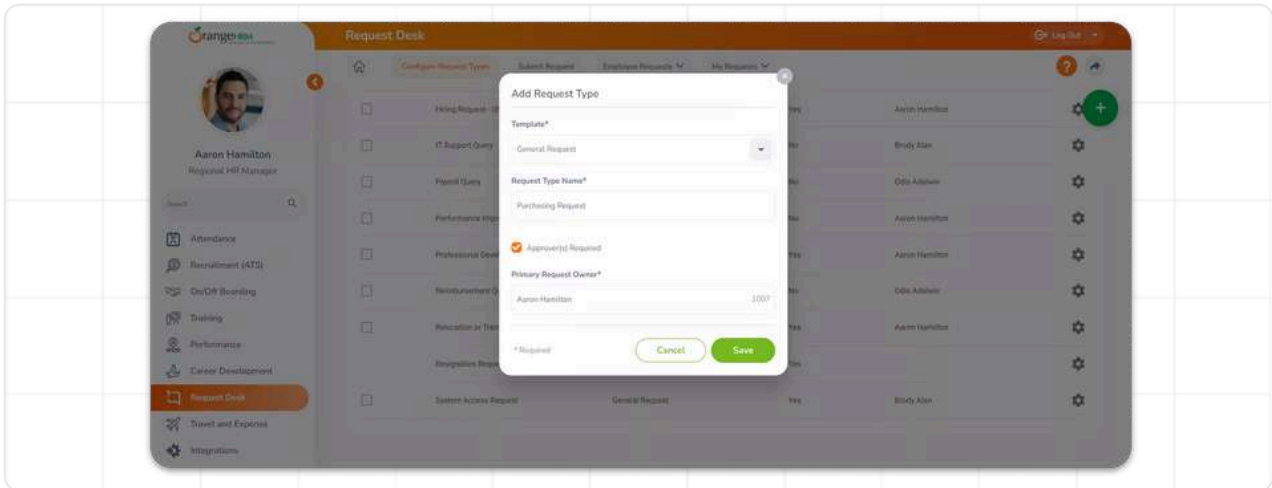
# Reporting and Analytics for Continuous Improvement

Access detailed reports and analytics on request volume and response times. These insights aid you in identifying bottlenecks, assessing team performance, and making data-driven decisions to enhance your operational efficiency and improve your employee experiences.



# Simplify Approvals, Enhance Efficiency

Enable your supervisors and employees to streamline HR requests effortlessly. Our intuitive platform simplifies requesting and approving promotions, reporting structure changes, and updates to personal or contact details, all in one centralized location.



# Compensation



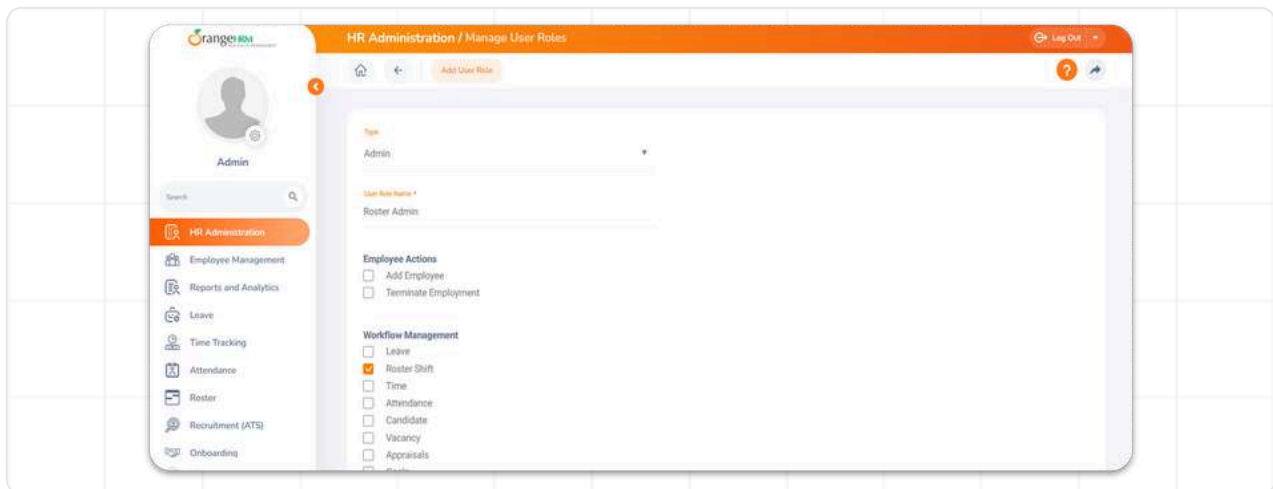
# Roster

Scheduling doesn't have to be a headache.

## Tailored Access with Roster Admins

Assign specific team members as roster admins with custom access permissions. Admins can manage employee schedules without overstepping into other HR functions, keeping things secure, streamlined, and focused.

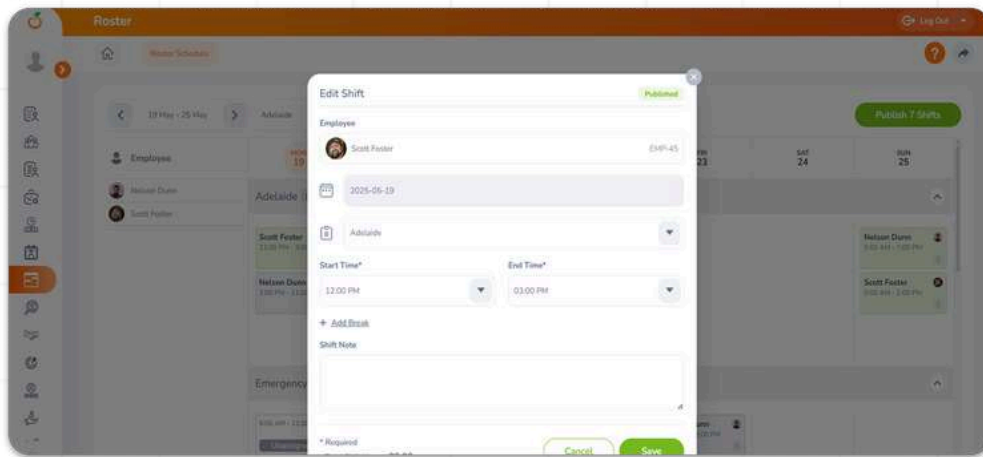
Easily delegate scheduling authority with role-specific access controls, allowing you to maintain organizational security while empowering team leads to manage rosters efficiently. This ensures accountability, improves collaboration, and eliminates unnecessary bottlenecks in your scheduling workflows.



## Simple, Flexible Shift Management

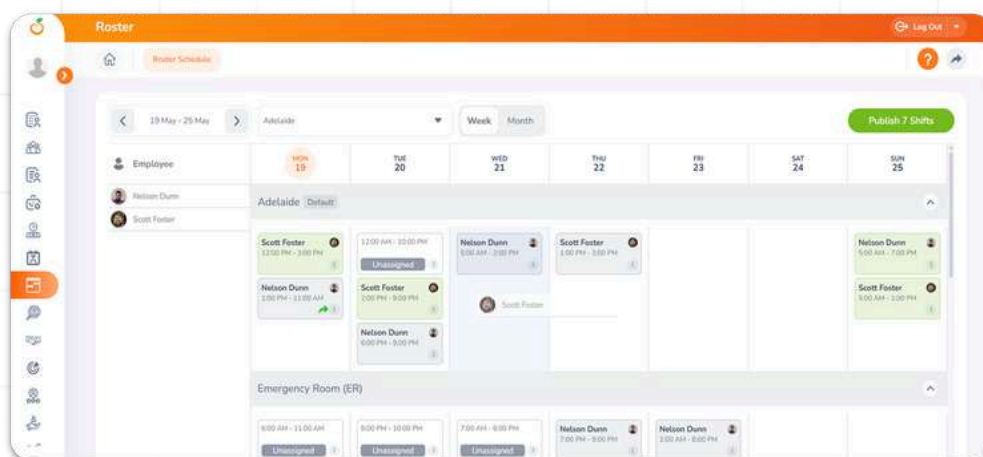
Create, edit, or update roster shifts/schedules with full control over details like dates, departments, start/end times, breaks, or overnight shifts. It's powerful employee scheduling made easy.

Adapt quickly to change with tools designed for speed and clarity. Whether it's an emergency adjustment or a long-term plan, you'll have the flexibility to keep operations running smoothly with minimal effort.



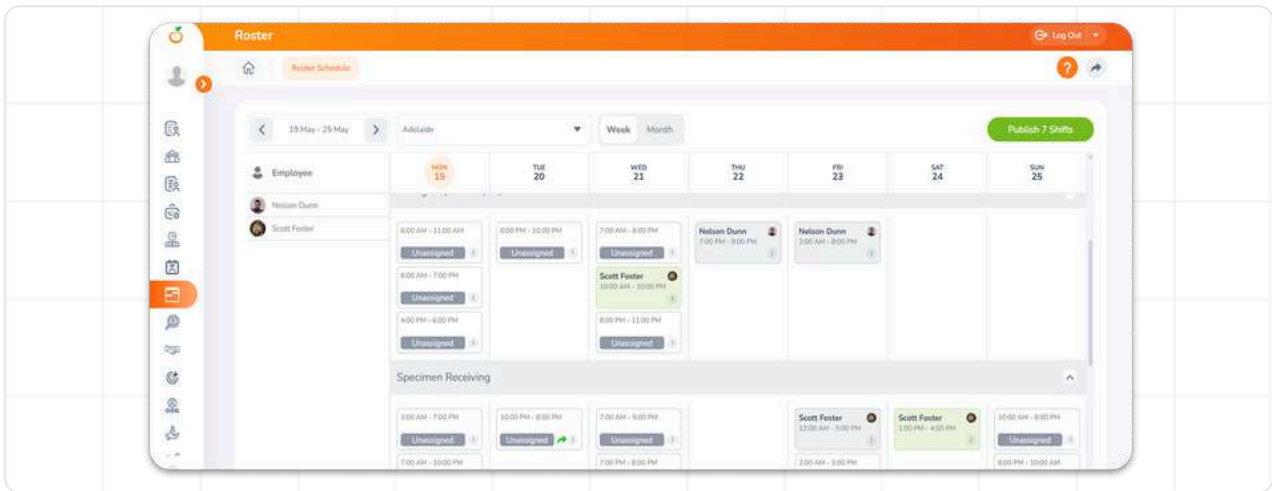
## Drag-and-Drop Feature

No more complicated interfaces. Our drag-and-drop feature lets you move shifts/schedules, swap assignments, or reorganize schedules/shifts quickly, making it easier than ever to manage your team. Streamline your scheduling with intuitive drag-and-drop tools that simplify complex rosters. Instantly rearrange shifts to reflect changing needs, improving visibility, team communication, and schedule accuracy without the hassle of manual updates.



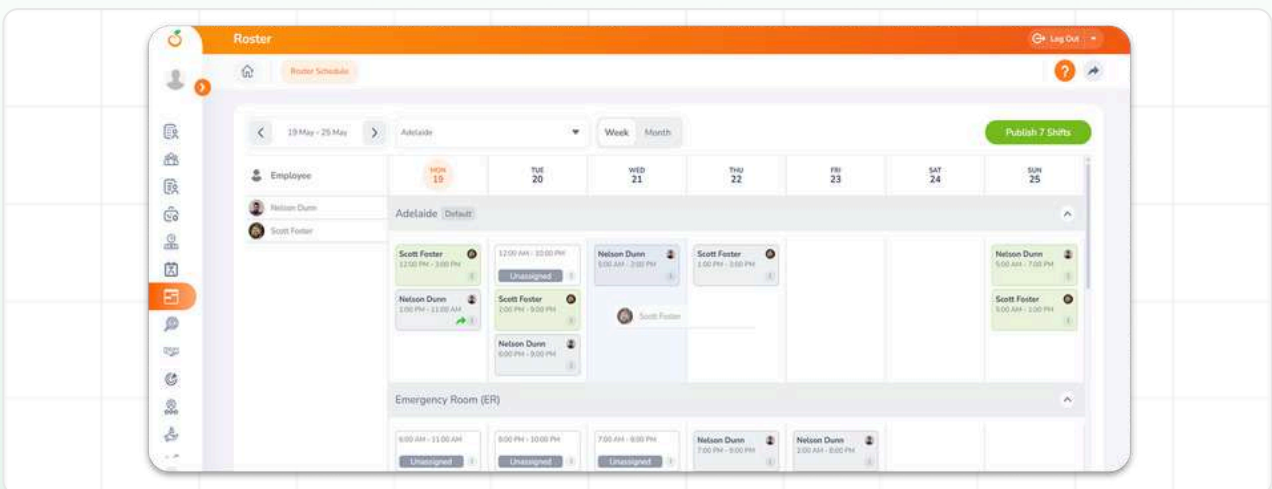
# Unassigned Shifts/Schedules for Last Minute Coverage

Need to create shifts/schedules before assigning team members? Build employee rosters in advance with unassigned slots you can fill later, perfect for last-minute coverage or flexible scheduling. Plan confidently by preparing unassigned shifts in advance. This gives you the flexibility to handle unexpected absences or increased demand while maintaining complete control over staff allocation and shift fulfillment.



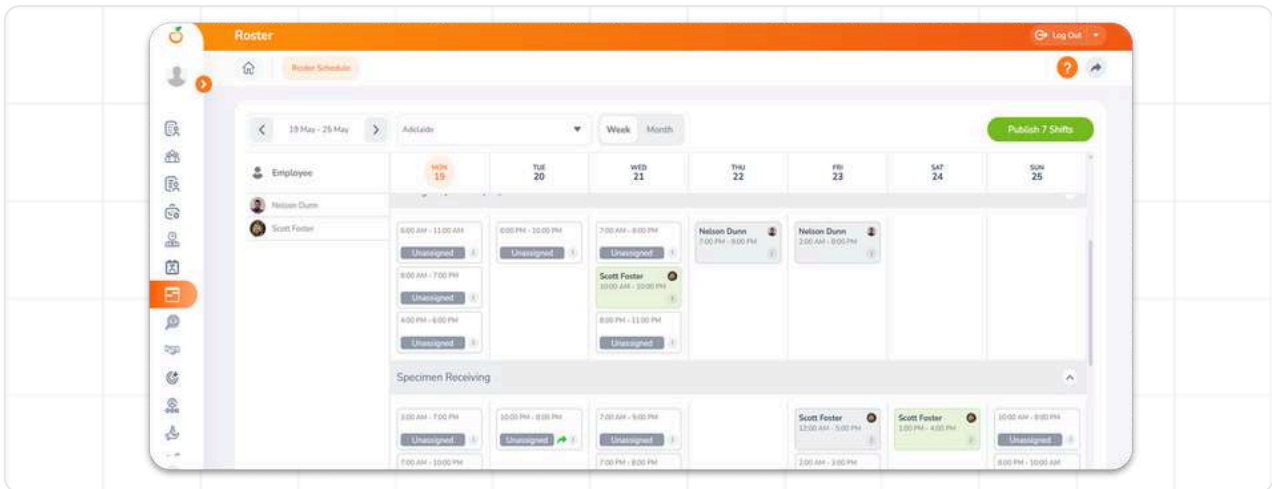
# Location-Based Shifts/Scheduling

Running multiple locations? Customize rosters based on where work is happening. Our staff scheduling online tools ensure every site gets the attention it needs, without the extra admin work. Manage workforce distribution with precision across multiple sites. Tailor each location's roster individually to optimize resource planning, prevent overlap, and ensure every branch is properly staffed without additional complexity.



# Departmental Shift/Schedule Groups

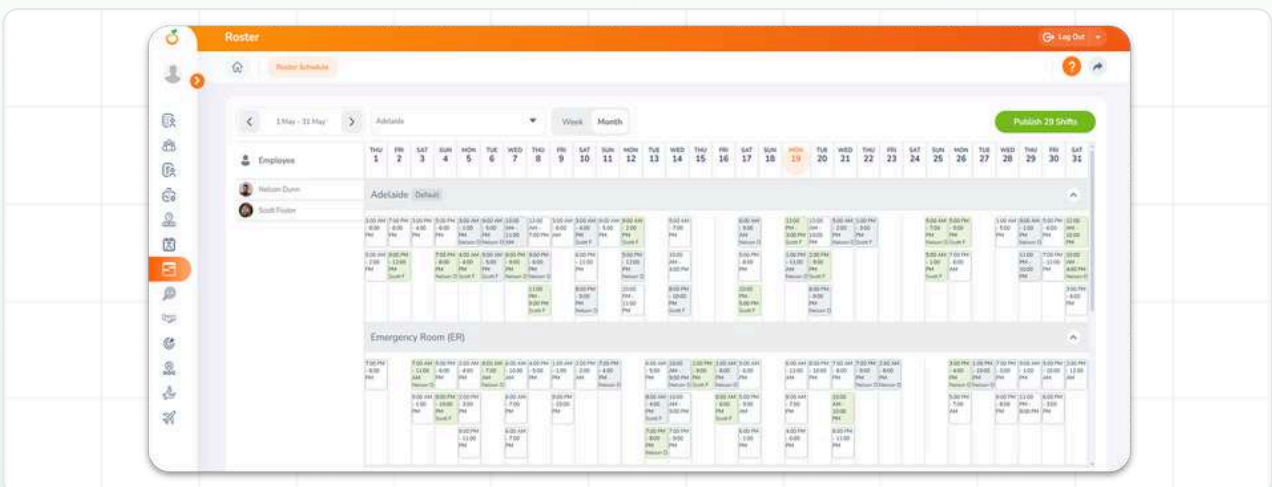
Organize shifts/schedules around departments or teams to better reflect your operational structure. You'll spend less time filtering and more time focusing on what matters. Structure your schedules around how your organization actually works. By grouping shifts by department, you simplify planning, increase visibility for managers, and ensure the right people are in the right place at the right time.



## Adjustable Views for Better Planning

Toggle between weekly or monthly views, or select a custom date range. Whether you need a big-picture overview or a detailed breakdown, you'll always have the visibility to plan smarter.

Gain better control of your roster with flexible viewing options. Quickly switch perspectives to analyze trends, optimize coverage, and make informed decisions that keep your team aligned and efficient.

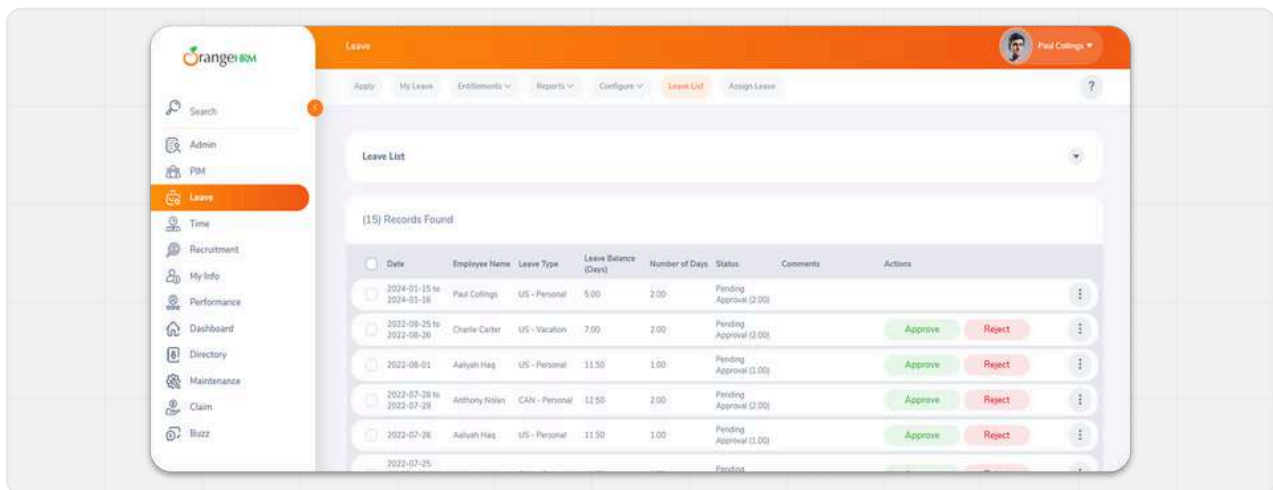


# Leave Management

Set yourself free by letting OrangeHRM take care of it.

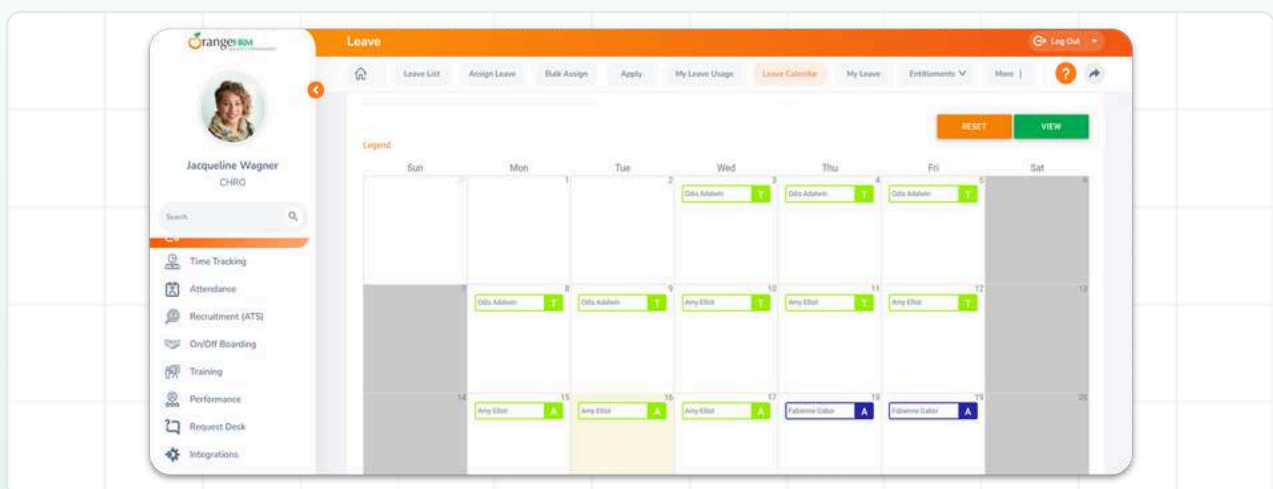
## Request / Approve Leave

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 whoever 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.



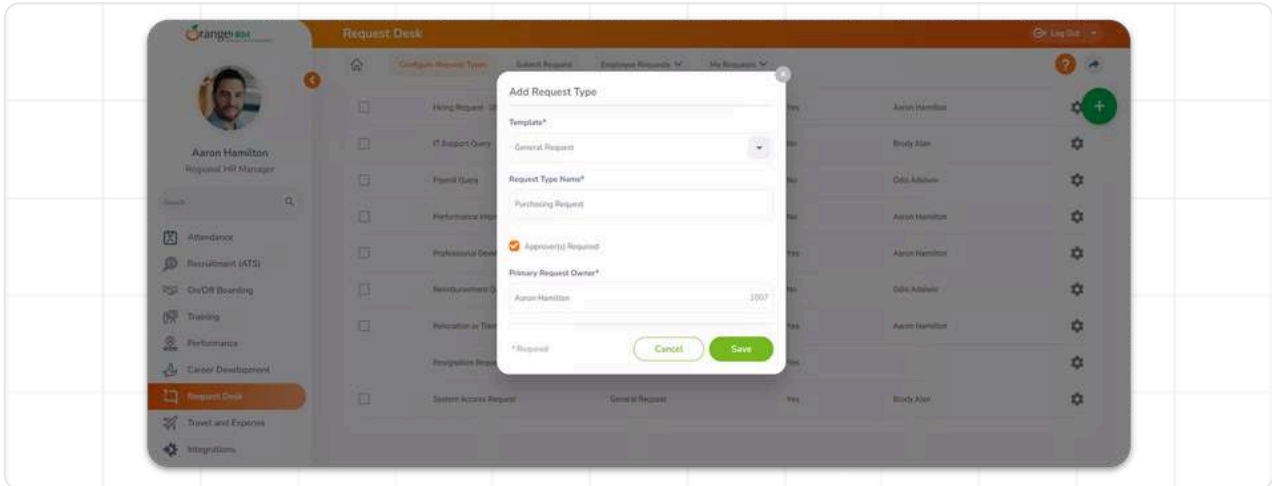
## Leave Calendar

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.



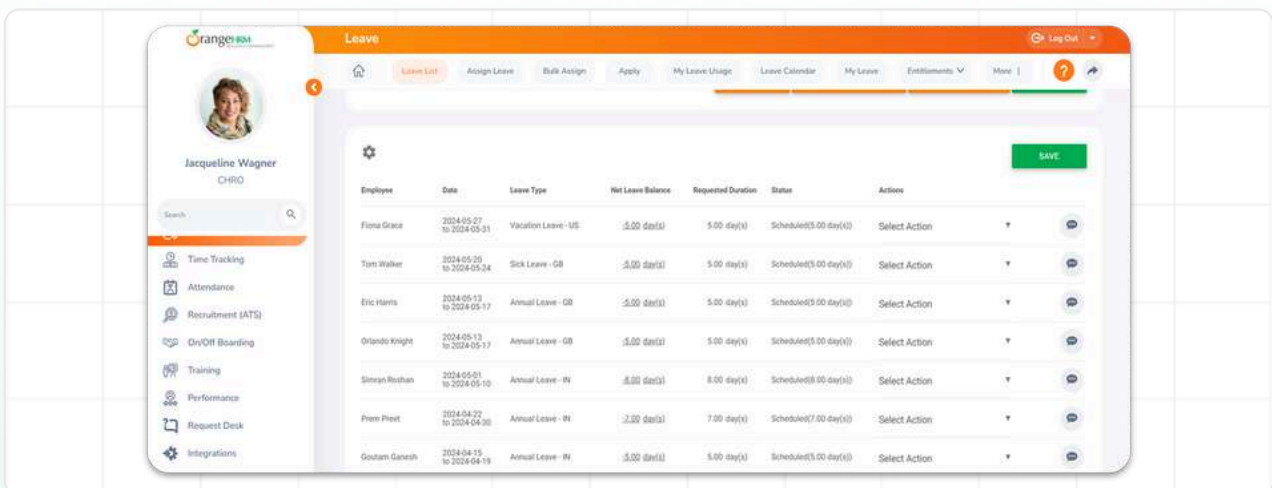
# Advanced Leave Configuration

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.



# Automated Leave Accrual

Leave doesn't have to be complicated nor tedious. With Automated Leave 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.

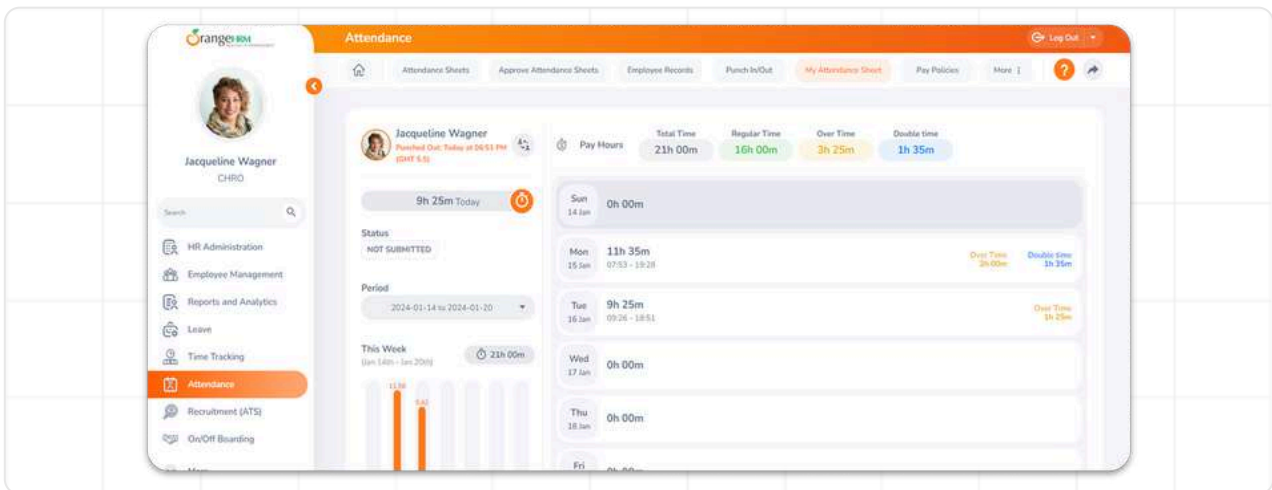


# Time and Attendance

Spending 3 days to figure out how many hours worked is a thing of the past.

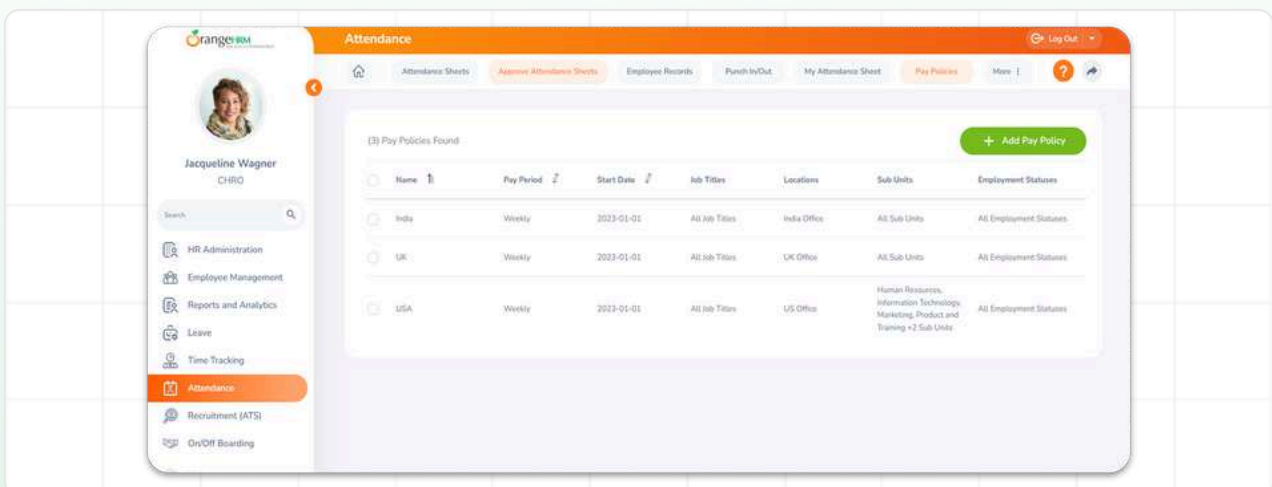
## Clock-In / Clock-Out

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.



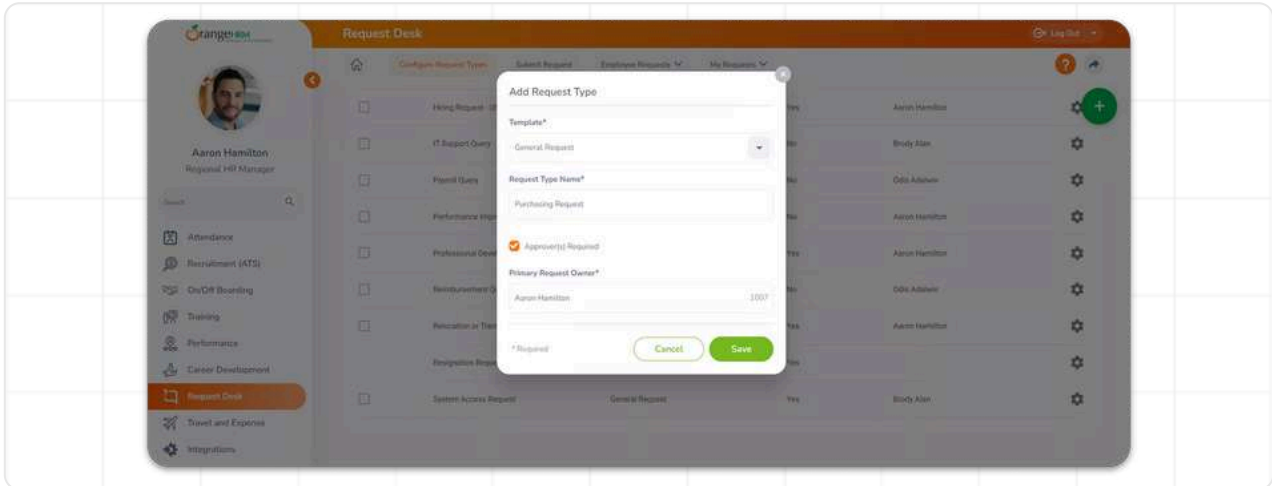
## Pay Policies and Overtime

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.



# 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.



# 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!

## Our Partners



# Culture



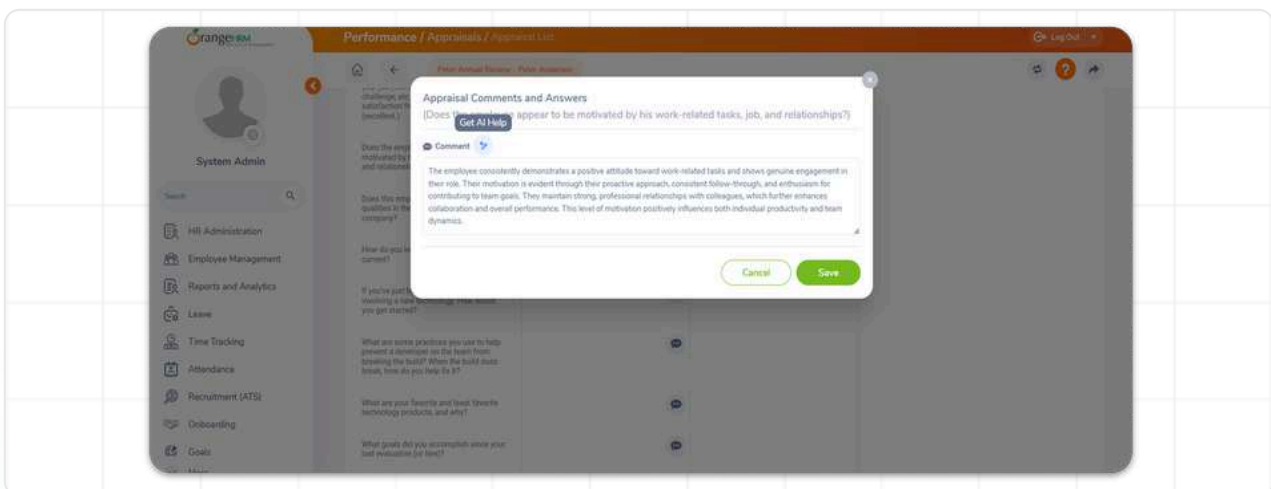
# Performance Management

Build a holistic view of your employees' performance.

## AI-Powered Appraisal Summarization

Summarizing performance appraisals as a final evaluator can be a demanding task, requiring significant time and effort to review numerous comments and extract key insights. We are excited to introduce AI-Powered Appraisal Summarization, which allows you to instantly generate concise, insightful feedback from all evaluator comments, saving you valuable time.

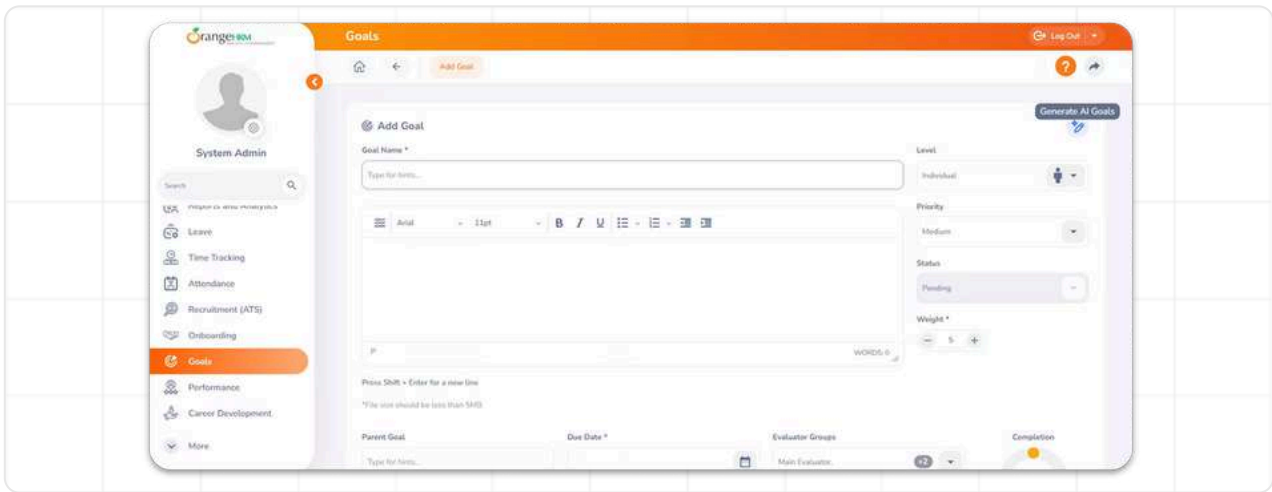
Whether you're in the multiple view or single view screen, Appraisal Summarization makes the process effortless. By simplifying your performance feedback with a single click, OrangeHRM helps you save time, improve accuracy, and enhance your overall appraisal process.



## AI-Powered SMART Goal Generation

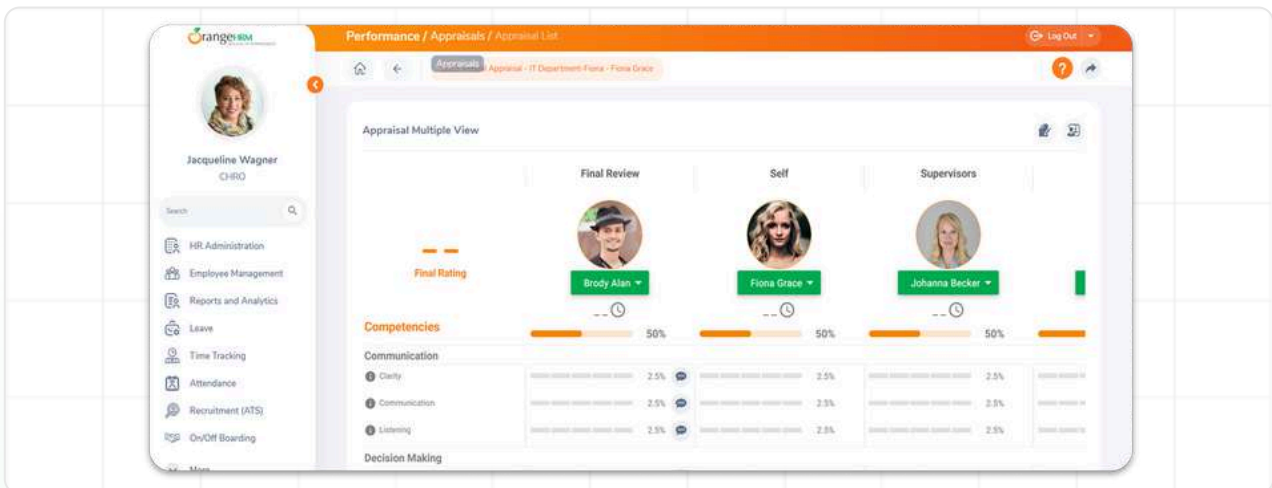
Setting effective and relevant goals for employees can often be a time-consuming and overwhelming task. That's why OrangeHRM is excited to introduce AI-powered Smart Goal Generation, an innovative new feature designed to simplify this process.

Our new Smart Goal Generation feature makes setting goals intuitive and efficient. The AI analyzes an employee's past appraisals, goal history, and job role to suggest highly personalized and relevant SMART goals. You'll receive carefully crafted suggestions almost instantly, complete with a clear rationale behind each recommendation.



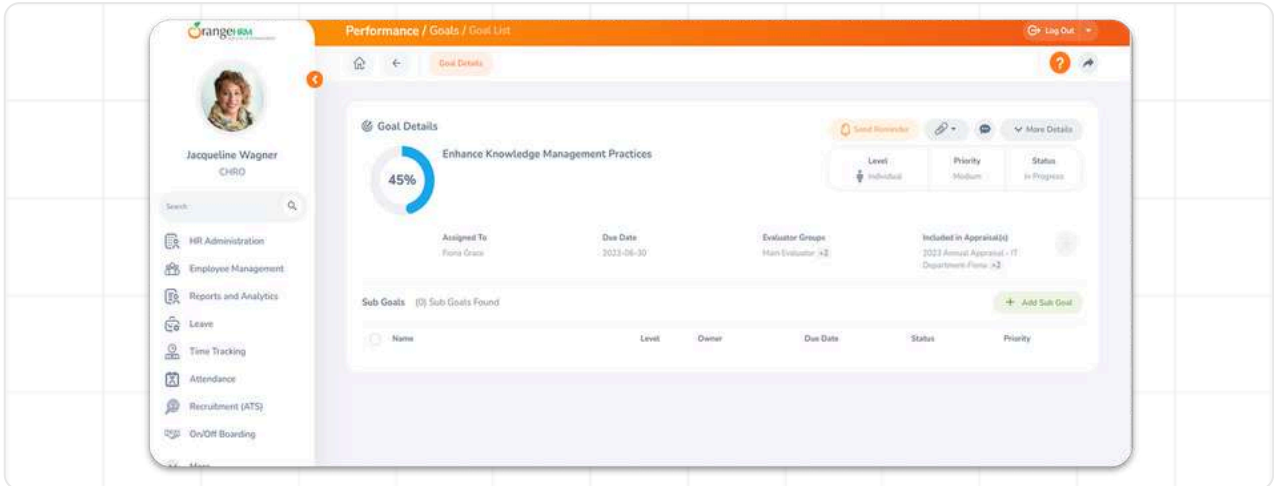
## 360° Employee Reviews

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.



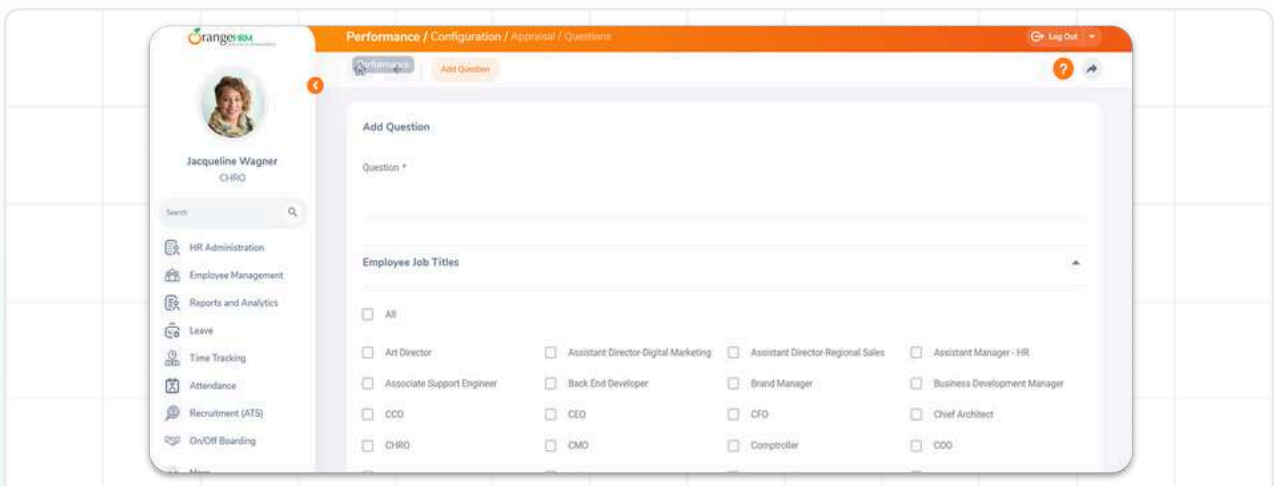
# Goal Tracking

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.aphical 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.



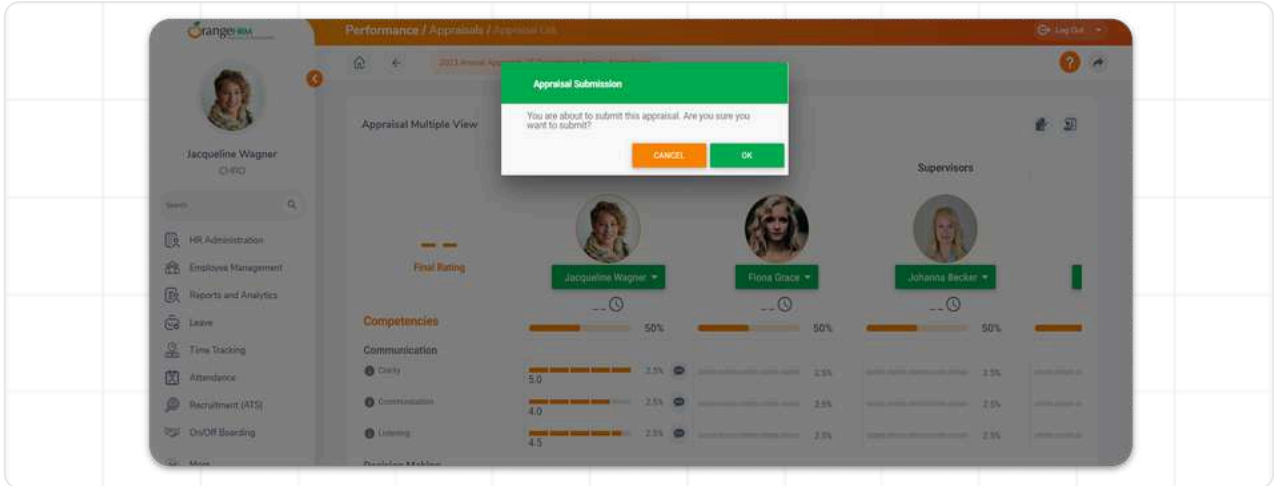
# Custom Review Questions

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.



# 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.

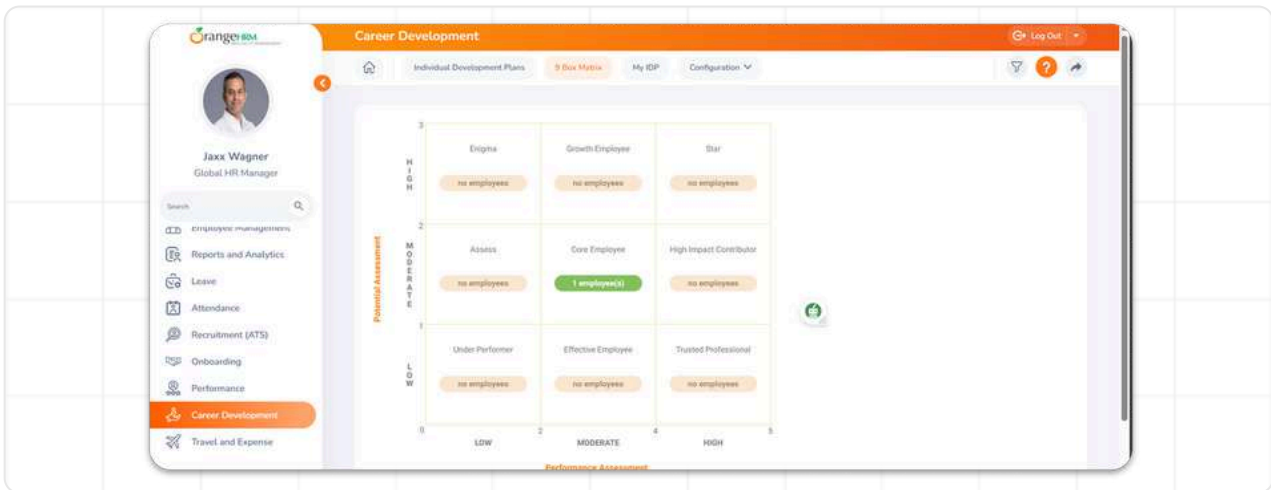


# Career Development

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 screenshot shows the 'Individual Development Plans' list in the Career Development system. The table displays the following data:

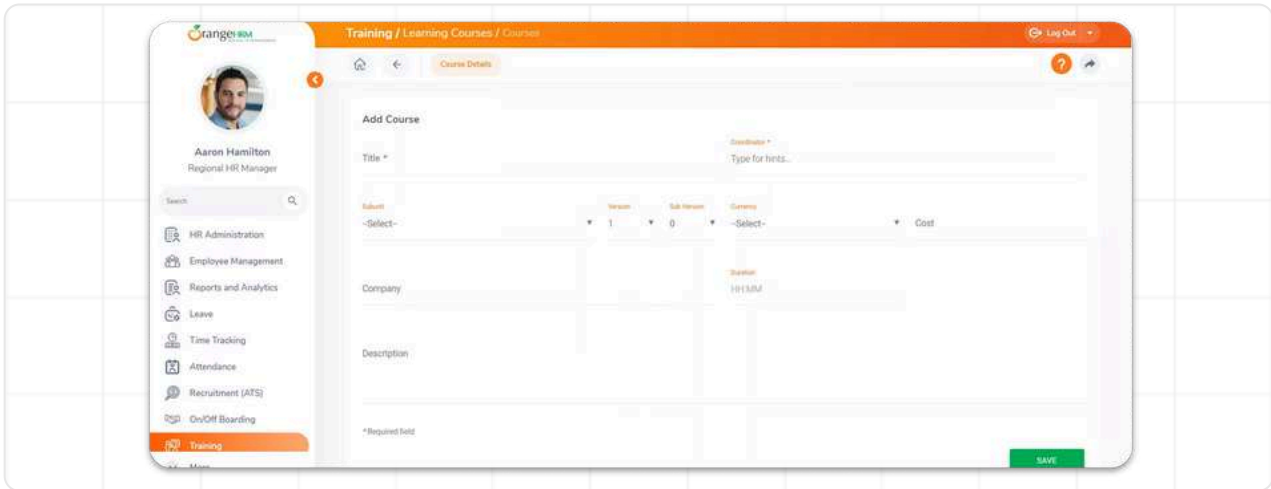
Employee	IDP Name	Coach	Closed On	Status
<input type="checkbox"/>	David Morris Individual Development Plan - David Morris	Ofella Maslen		Initiated
<input type="checkbox"/>	Jacob Oram Individual Development Plan - Jacob Oram	Peter Anderson		Initiated
<input type="checkbox"/>	Kevin Mathews Individual Development Plan - Kevin Mathews	Jacob Oram		Initiated
<input type="checkbox"/>	Linda Anderson Individual Development Plan - Linda Anderson	Jordan Mathews		Initiated
<input type="checkbox"/>	Louise Anderson Individual Development Plan - Louise Anderson	Jordan Mathews		Initiated
<input type="checkbox"/>	Mike Mathews Individual Development Plan - Mike Mathews	Peter Anderson		Initiated
<input type="checkbox"/>	Oksa Melbourne Individual Development Plan - Oksa Melbourne	Kevin Mathews		Initiated
<input type="checkbox"/>	Paul Collings Individual Development Plan - Paul Collings	Peter Anderson		Initiated
<input type="checkbox"/>	Tray Odyssey Individual Development Plan - Tray Odyssey	Victor Conway Parkes		Initiated

# Training

Create the training that needs to happen for your team.

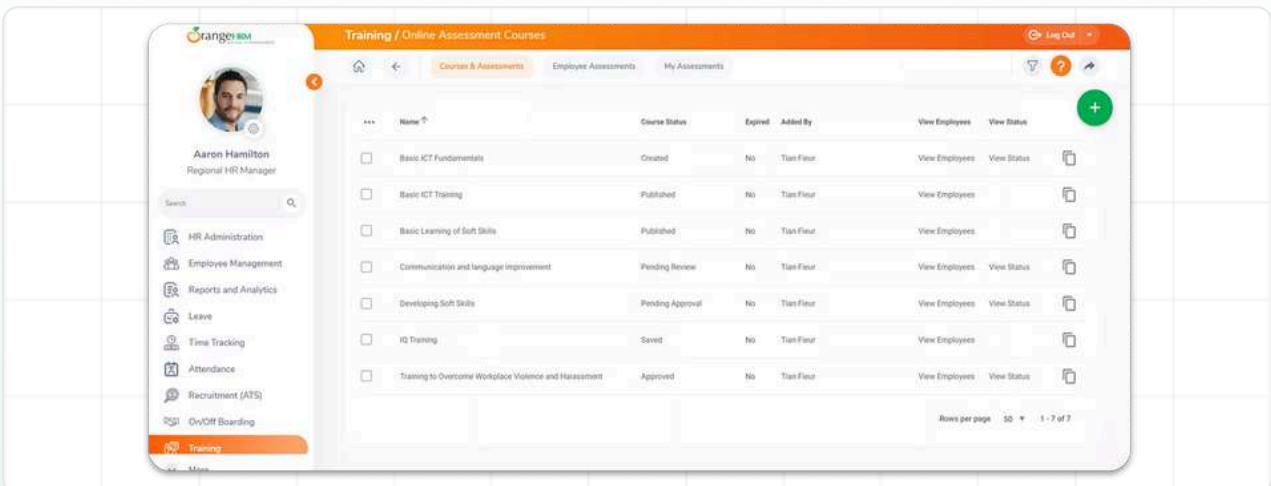
## Flexible Course Creation and Delivery

Tailor courses to your organization's needs with multimedia elements like videos and documents. Deliver them to individuals or groups for consistent learning.



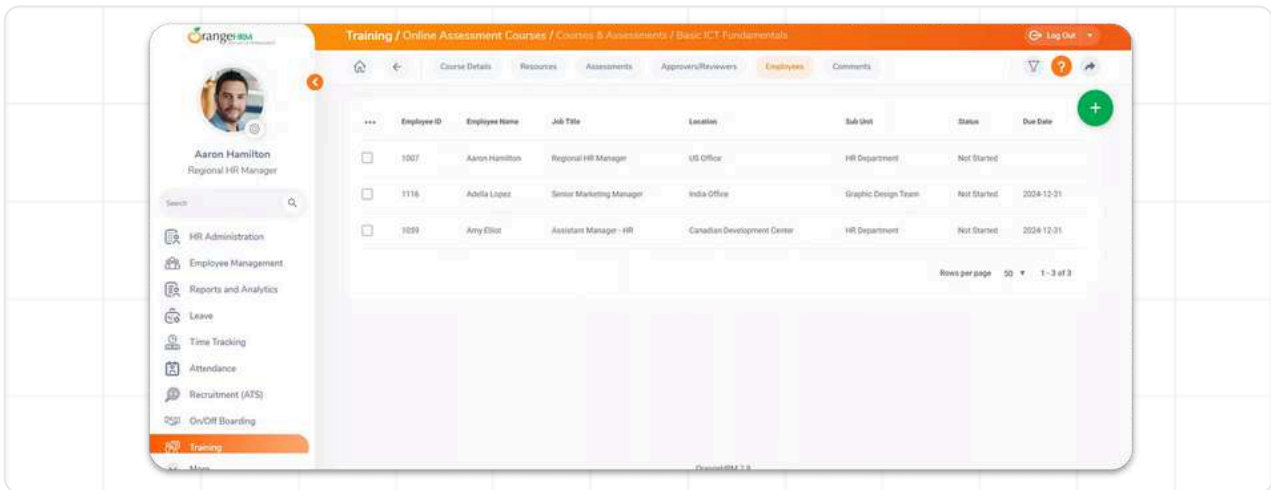
## Access from Anywhere Anytime

Provide your employees with the flexibility to access training materials whenever they need. Whether they're in the office, working remotely, or on the go, the training module enables seamless access to courses from anywhere with internet access.



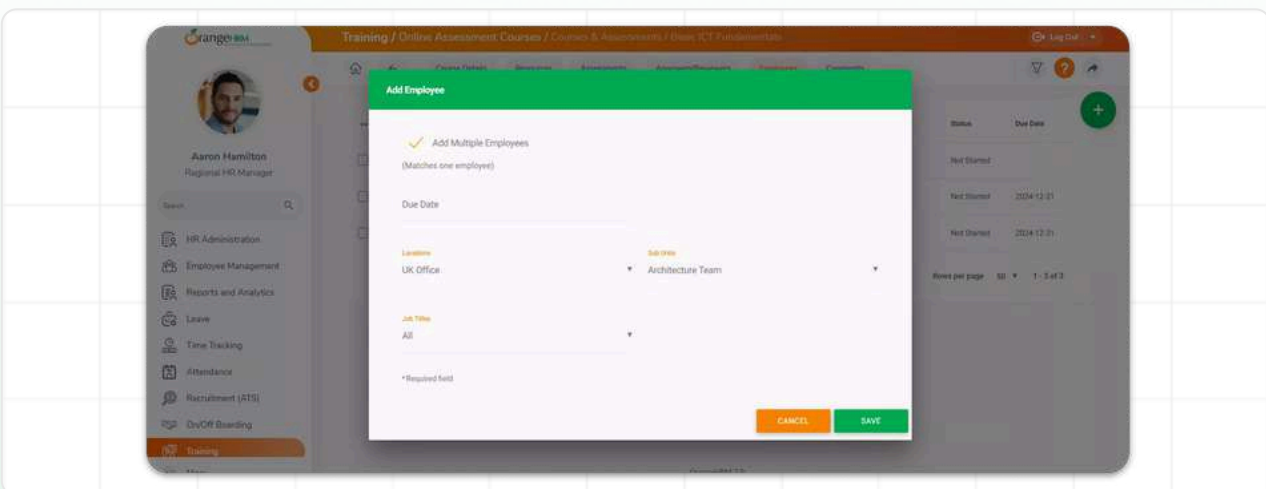
# Course Completion Reminders

Establish deadlines within the course framework and utilize automated notifications to remind users of impending due dates, fostering a culture of accountability and punctuality. By implementing these measures, you can effectively prompt timely completion of courses, minimizing potential delays and maximizing productivity within your organization.



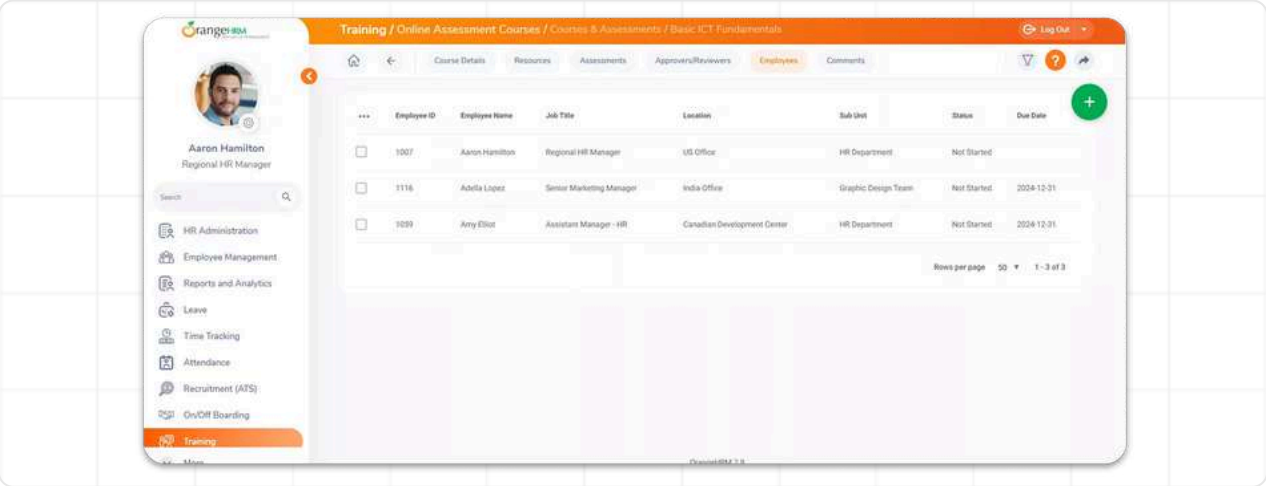
# E-Certificates for Course Completion

Boost employee morale and foster engagement by recognizing their accomplishments through the issuance of e-certificates upon completing courses successfully. Showcasing their professional growth not only acknowledges their efforts but also encourages further development and commitment to learning within your organization.



# Centralized Course Management, Simplify Delivery

Provide your course coordinators with the essential tools to seamlessly manage all training aspects. Our intuitive system centralizes everything, saving precious time and resources. With streamlined management, you can prioritize developing and delivering top-notch training programs that enhance employee engagement and drive success.

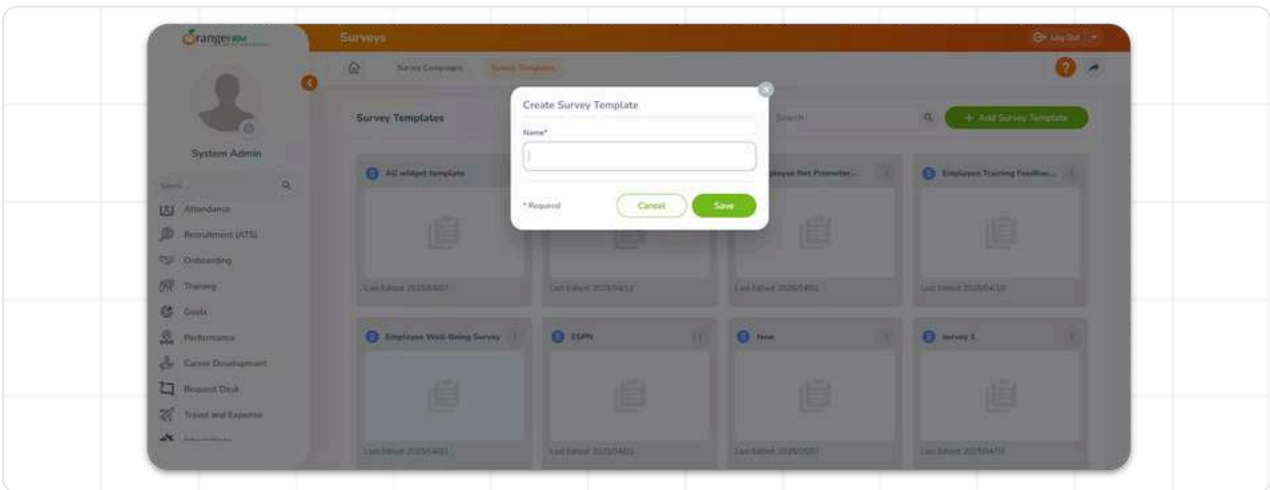


# Surveys

Start building a listening culture.

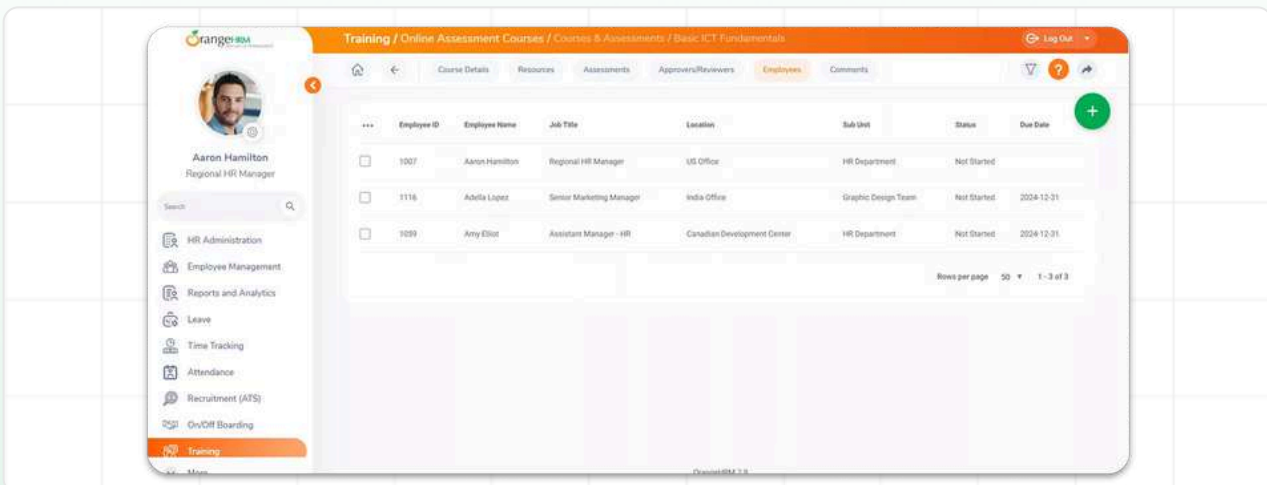
## Create Surveys That Get Results

With OrangeHRM Surveys, building effective surveys takes minutes, not hours. Our smart design tools ensure that every employee survey form you send out is easy to create and even easier to complete. Make it simple for your employees to share their voice, and for you to listen.



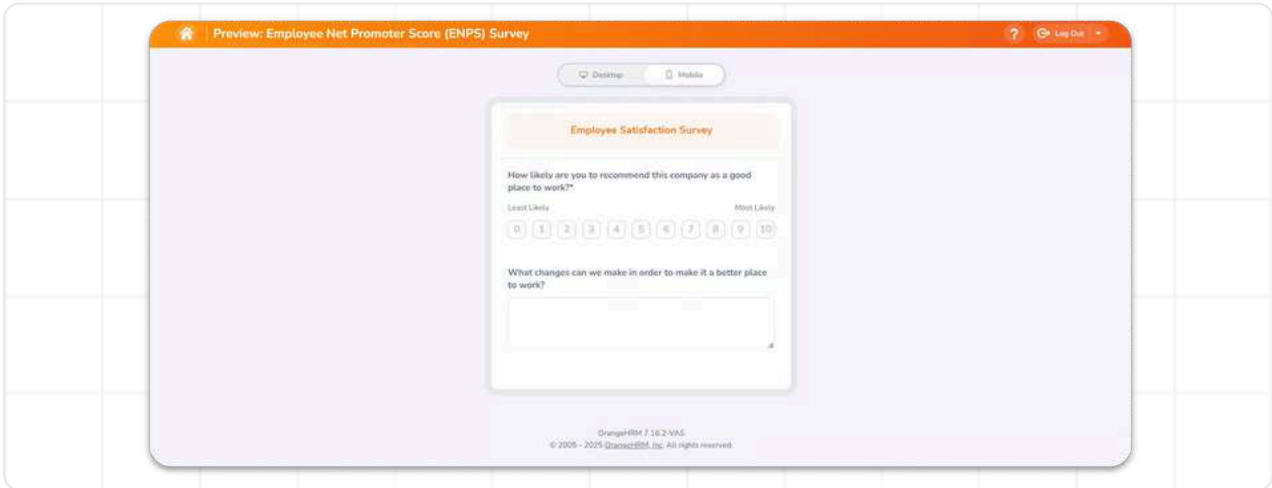
## Target the Right People at the Right Time

Don't settle for one-size-fits-all surveys. With OrangeHRM Surveys, you can launch targeted campaigns that gather feedback from exactly who you need, when you need it. The result? More relevant data and sharper insights, without overwhelming your workforce.



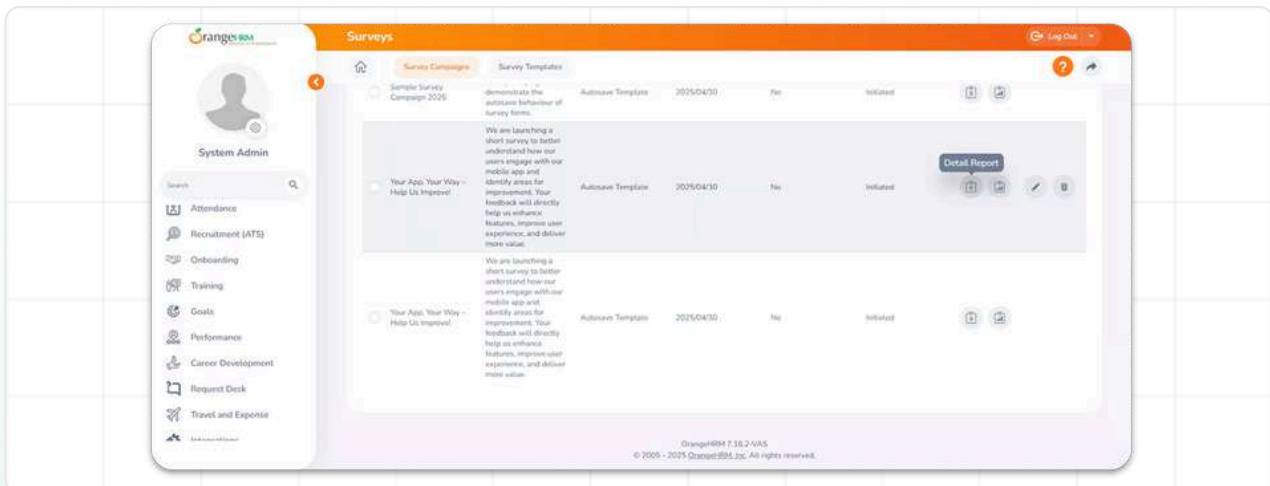
# Participation Made Easy

High response rates start with a frictionless experience. OrangeHRM Surveys is designed for participation, from desktop to mobile. No app downloads. No sign-in hassles. Just feedback, made effortless.



# Turn Feedback Into Action

Collecting feedback is just the beginning. OrangeHRM Surveys provides built-in analytics that help you interpret and act on employee sentiment, so you can build a better workplace, one response at a time. Uncover what's working, spot issues early, and empower managers to make data-backed decisions that matter.

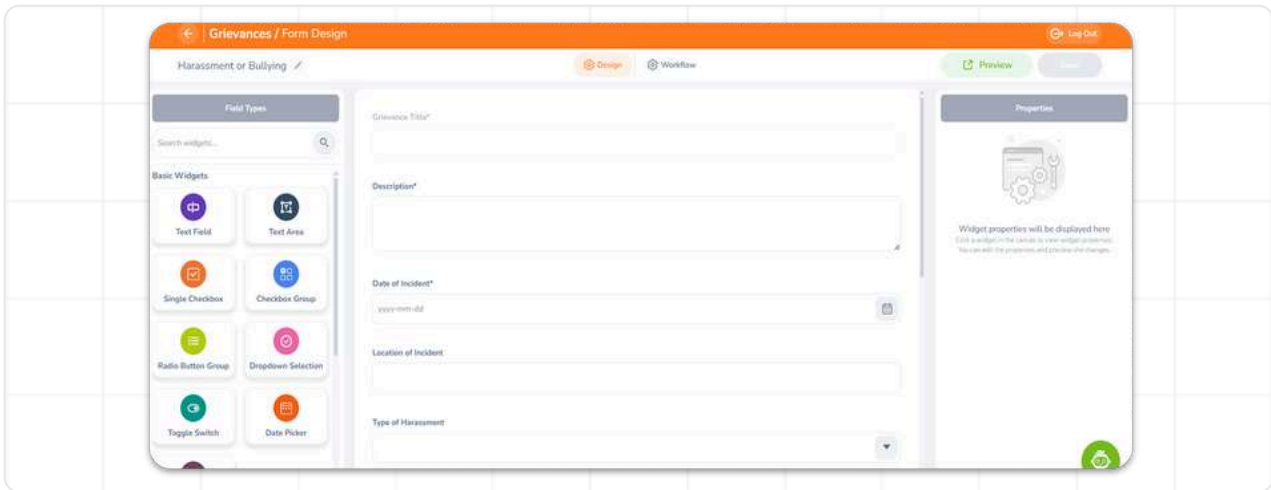


# Employee Voice

Empowering effective grievance resolution.

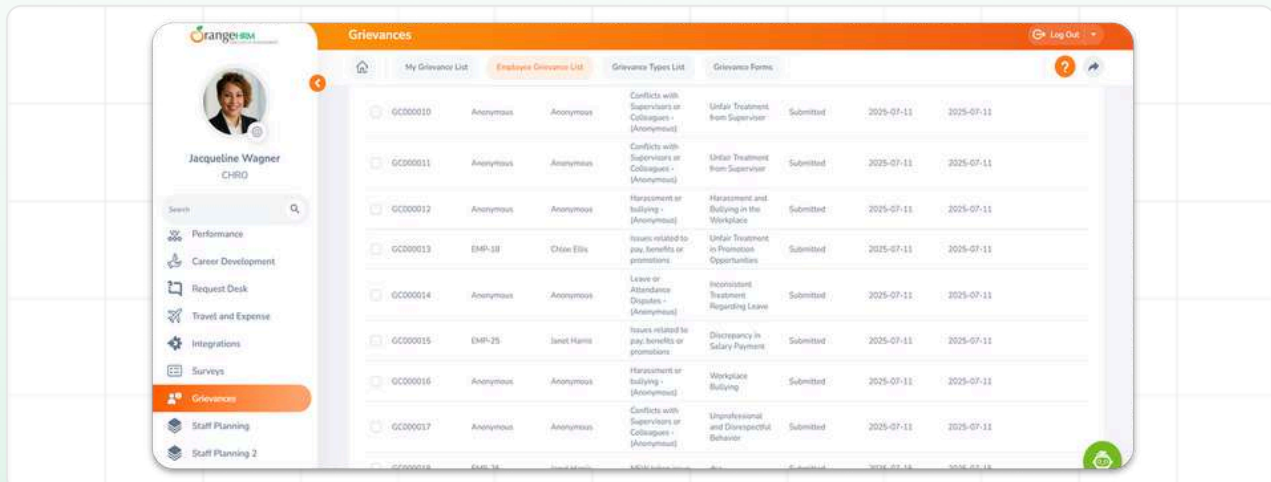
## Configurable Grievance Types for Personalized Resolution

Every organization is unique, and so are its internal challenges. Employee Voice empowers you to define and configure an unlimited number of grievance types specific to your organizational policies and needs. Whether it's a workplace dispute, a compliance concern, or an interpersonal issue, tailor the system to match your precise requirements.



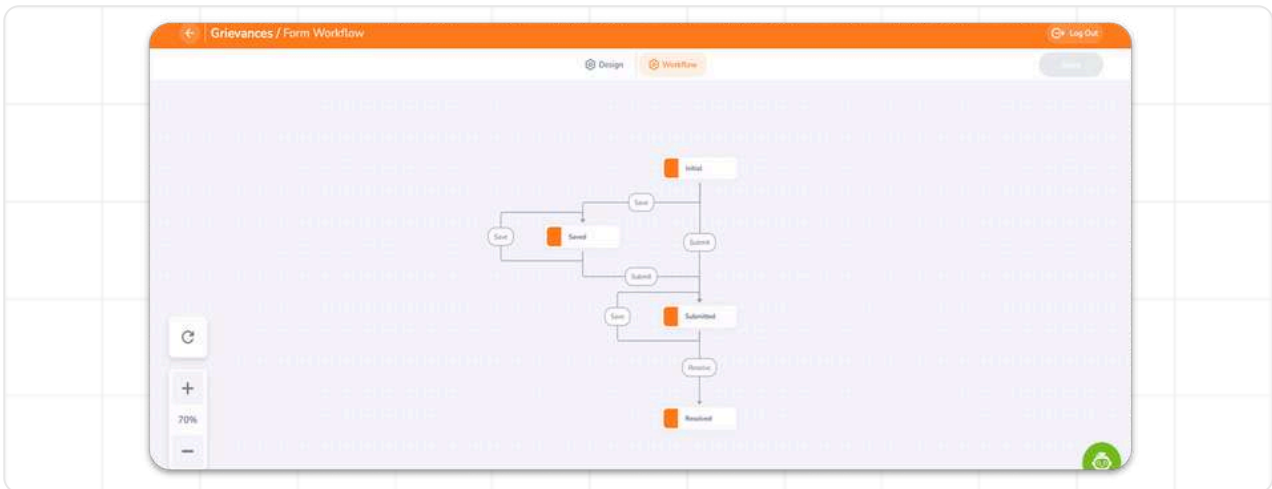
## Flexible and Secure Submission Options

Building a culture of trust and transparency starts with providing safe avenues for employees to voice their concerns. The Employee Voice module understands the sensitivity often involved in such matters, offering flexible submission methods to suit individual comfort levels.



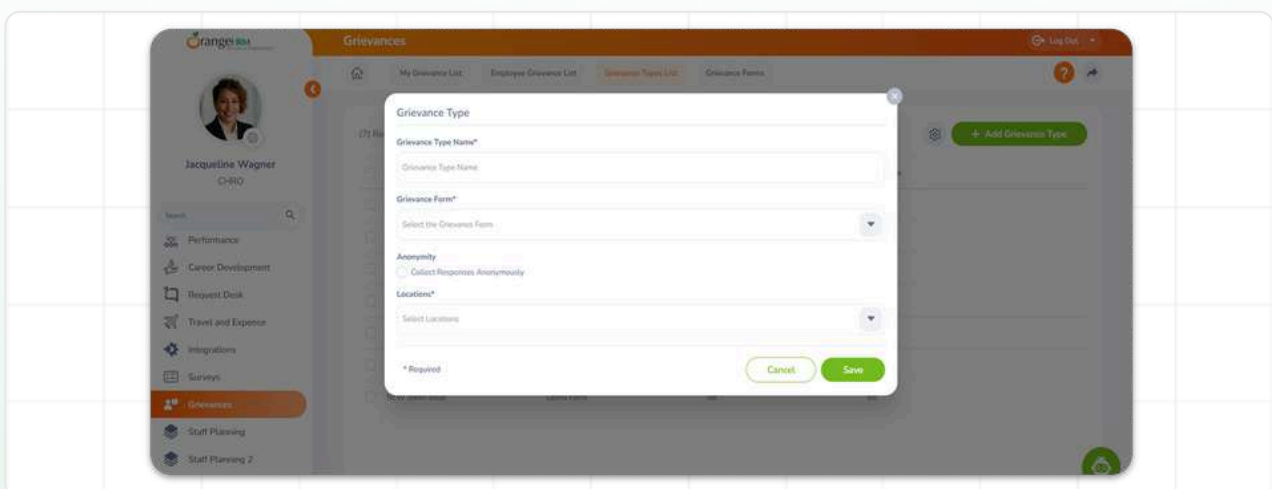
# Structured Resolution for Fair Outcomes

Ensuring every grievance follows a consistent and fair process is critical for organizational integrity. Employee Voice provides a structured resolution framework that guides HR and management through each stage, from initial review to final resolution. This systematic approach minimizes errors, promotes consistency, and builds trust among employees.



## Flexible Access and Regional Customization

Managing grievances across a diverse organization requires flexibility and localized control. The module is built to adapt to your unique organizational structure, ensuring the right people have the right access and processes align with regional needs.

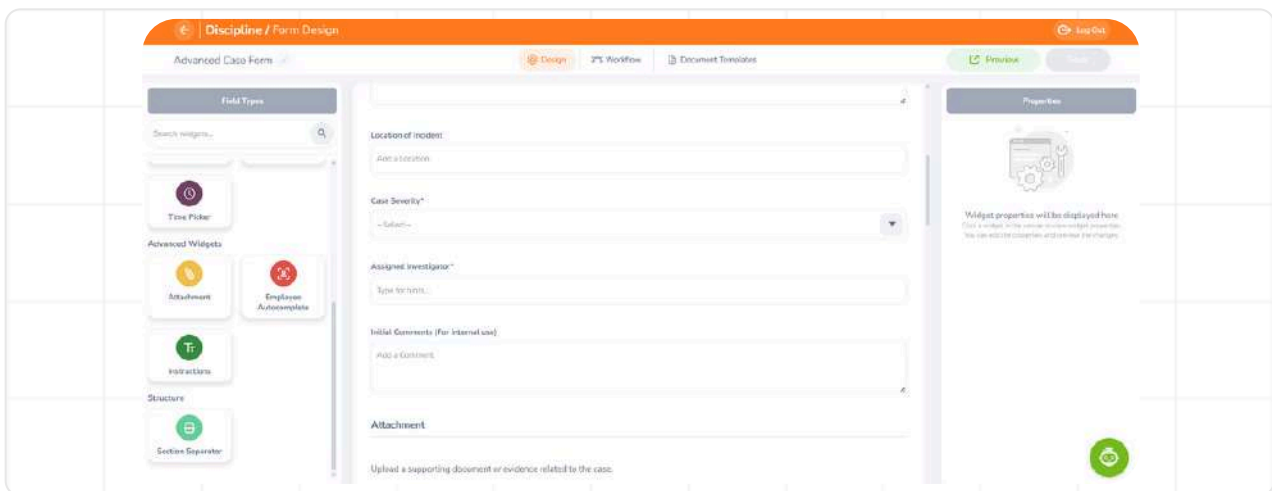


# Discipline

Handle workplace disputes fairly.

## Investigator Assignment

Cases often require an independent investigator to ensure an unbiased process. OrangeHRM Discipline provides a configurable employee field that allows you to assign a specific investigator role. This ensures investigations are handled by an impartial party with dedicated, role-specific privileges.



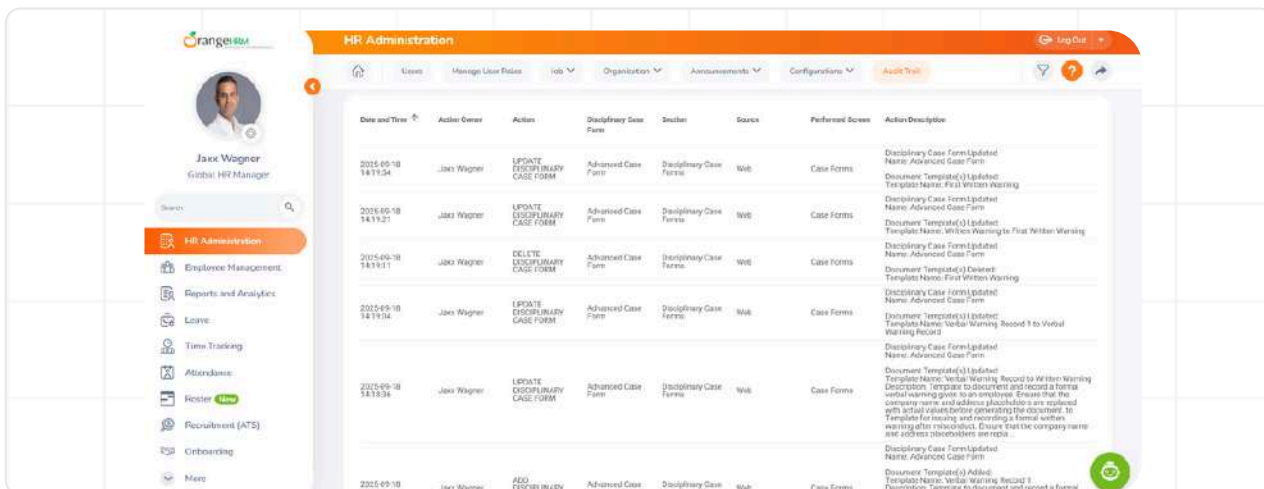
## Document Generation

HR must issue formal notices such as warnings or suspension letters quickly and consistently. With OrangeHRM Discipline, you can generate these documents instantly using customizable templates that automatically fill in employee and case-specific data. This reduces manual effort and ensures professional, standardized communication.



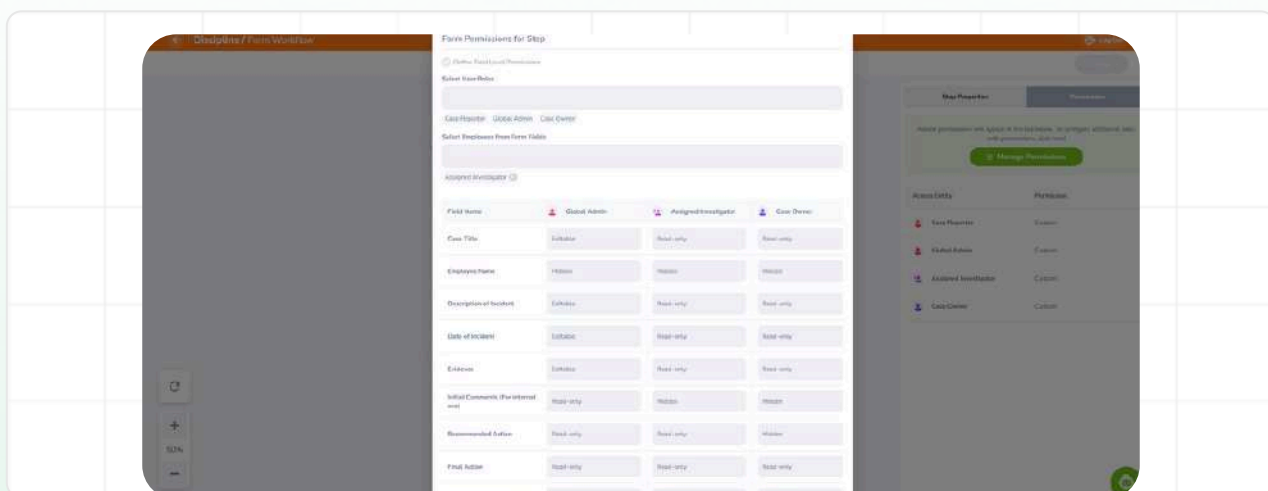
# Audit Trail & Action History

Companies need complete traceability of every disciplinary step to ensure accountability and compliance. OrangeHRM Discipline automatically logs every action taken on a case, including timestamps, the user who made the change, and the outcome, creating a comprehensive and secure audit trail that is accessible at any time.



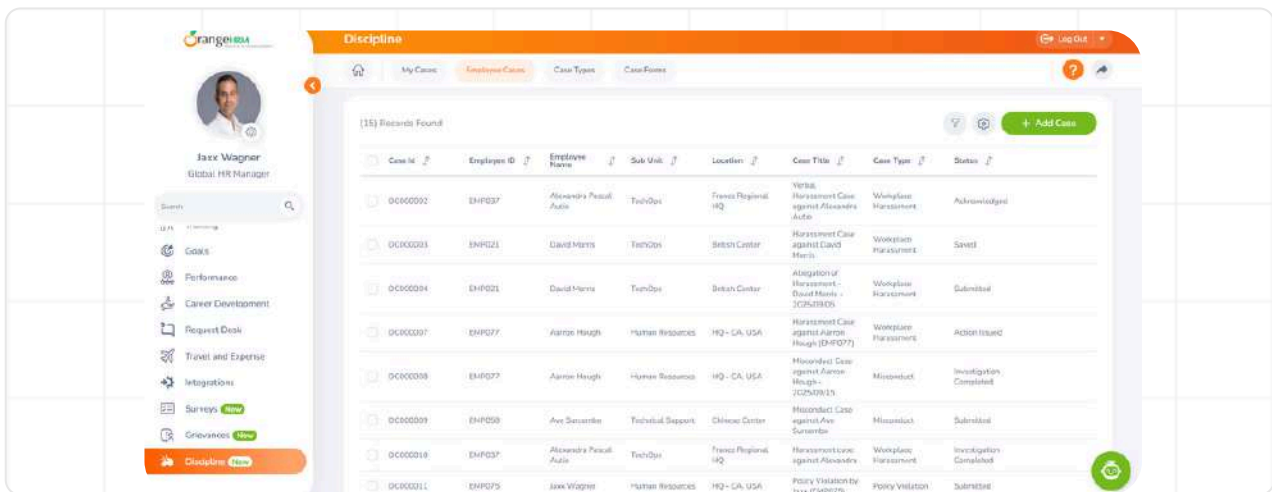
# Employee Visibility

Employees should be able to view cases opened against them for transparency, but without seeing sensitive HR notes or confidential details. OrangeHRM Discipline ensures this balance by giving employees restricted access to their own cases, ensuring they are informed while protecting confidential information.



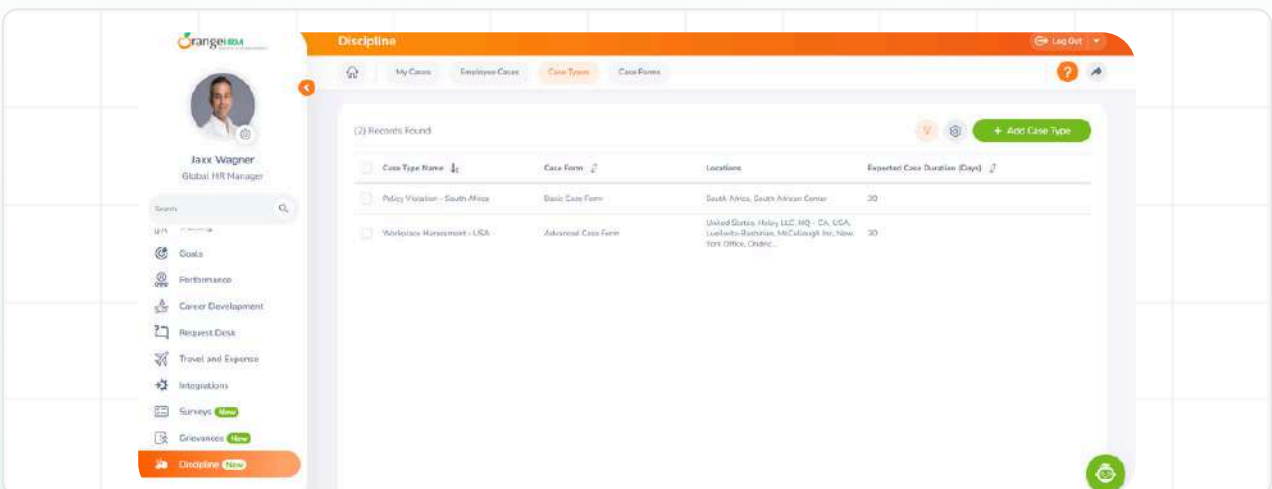
# Assigned Case Access

OrangeHRM Discipline allows administrators to establish granular access control for every stage of the disciplinary workflow. This functionality enables admins to define user permissions at both the form level and the individual field level for each step in the process.



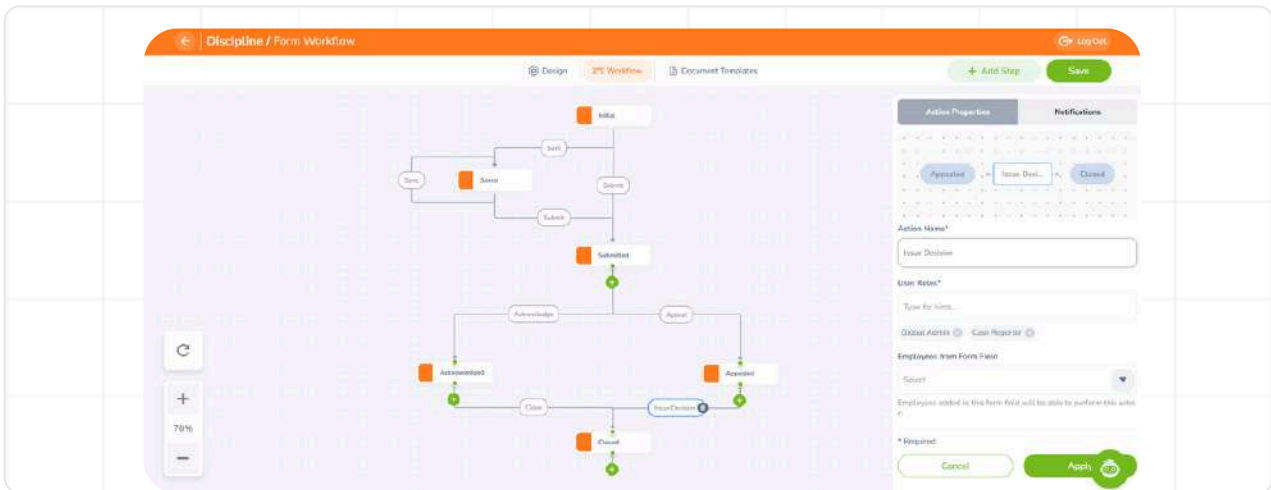
# Regional Restrictions

For multinational organizations, disciplinary cases may need to be limited to employees in certain locations to comply with regional policies. OrangeHRM Discipline allows you to define location-based case types, ensuring only relevant employees and administrators are included in the process.



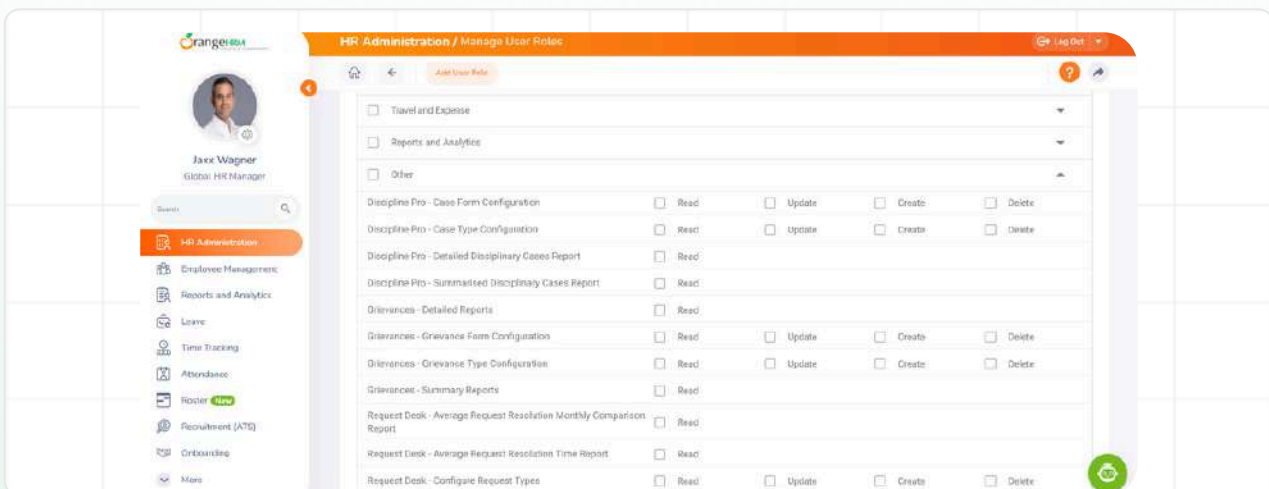
# Configurable Workflow Steps

HR needs multi-step processes with clear steps for every case, such as acknowledgment, closure, or escalation. OrangeHRM Discipline allows you to configure workflows with all necessary steps, ensuring every case follows a standardized process that is both fair and accountable from start to finish.



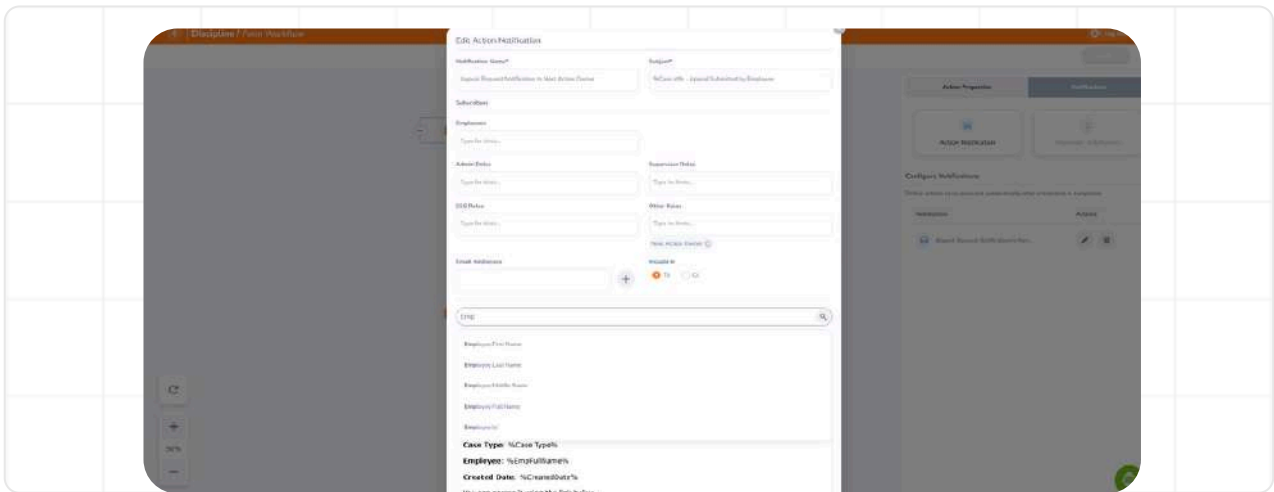
# Role-Based Permissions

OrangeHRM Discipline uses Data Group Permissions to govern the level of access administrative roles have within the module's configuration and core functions. These permissions are crucial for defining what an admin can and cannot manage.



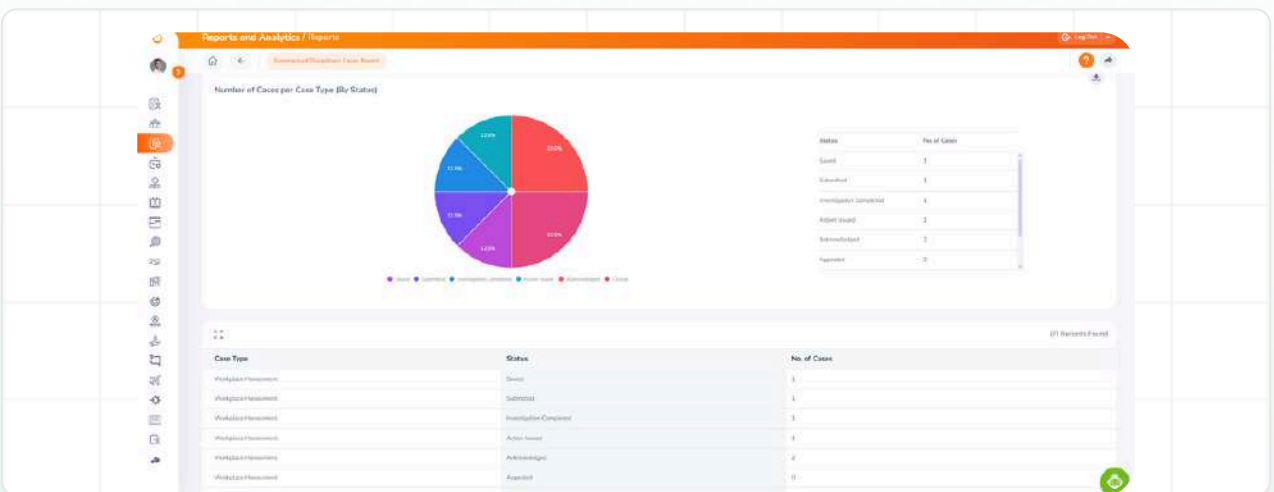
# Custom Notifications

Employees and other relevant parties must receive timely case updates and resolution details. With OrangeHRM Discipline, you can create and send custom email notifications using templates that automatically include employee and case-specific data, keeping everyone informed throughout the process.



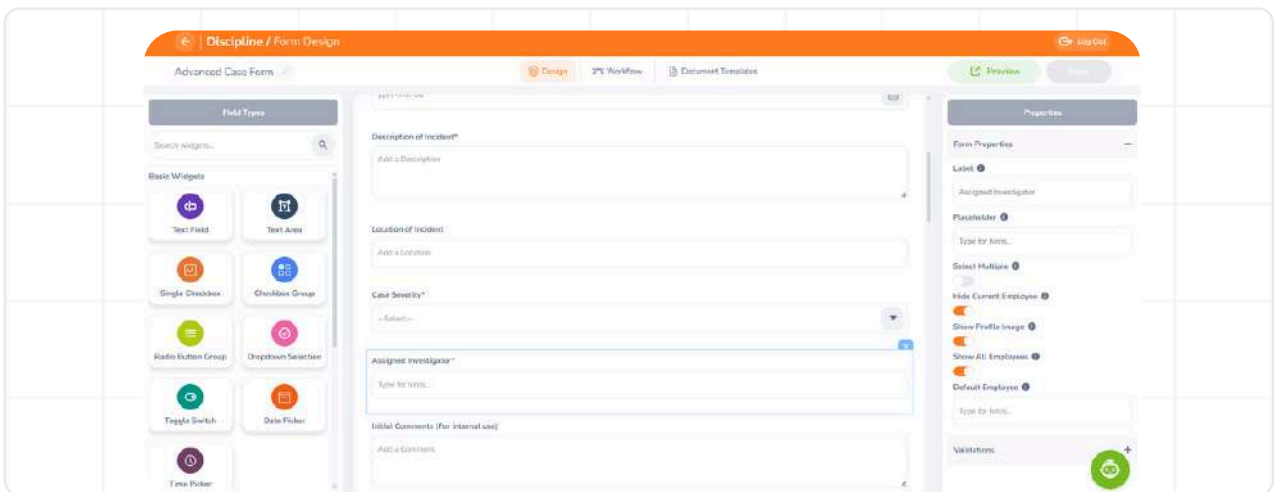
# Reports

HR must be able to track disciplinary trends across teams and locations to identify patterns and ensure consistency. OrangeHRM Discipline provides both summary and detailed reports that allow you to analyze disciplinary trends, track outcomes, and use data to make more informed decisions.



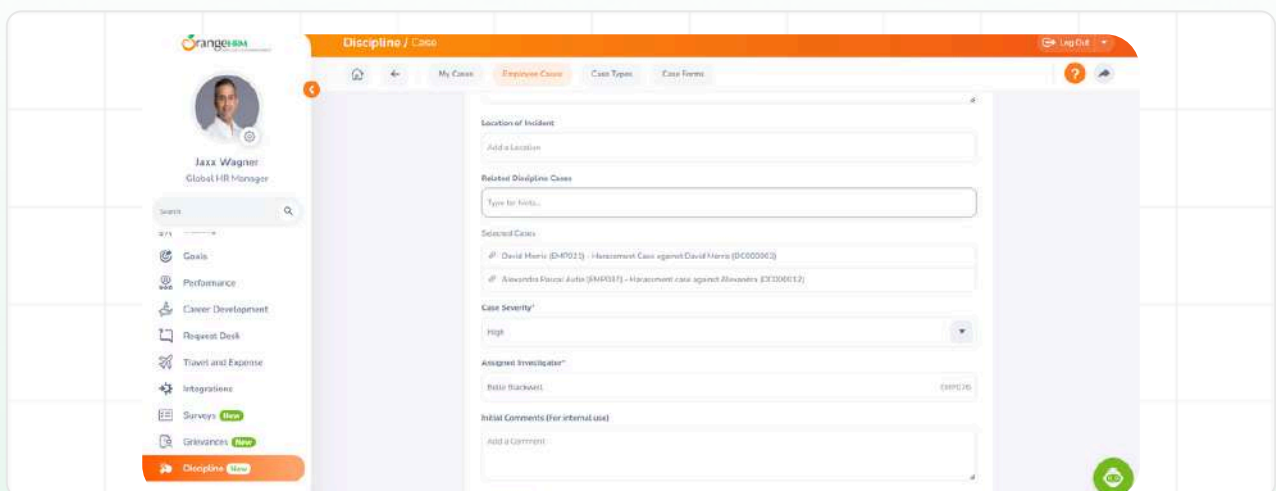
# Ready-to-use Templates

Organizations frequently handle common cases such as misconduct, harassment, or policy violations. OrangeHRM Discipline provides a library of predefined, ready-to-use templates that can be customized to cover a range of disciplinary cases, ensuring consistency and efficiency.



## Related Cases

OrangeHRM Discipline allows administrators to establish comprehensive context for a new case by linking it to relevant past cases. Admins have the flexibility to link the employee's own history of cases or cases involving other employees, creating a comprehensive disciplinary record.





Contact Us

[www.orangehrm.com](http://www.orangehrm.com)

