

A Guide to Choosing the Best Free HR Software for Your Company



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HRIS software is revolutionizing the way companies, both big and small, do business. By digitalizing and streamlining processes and procedures and providing self-service facilities that allow employees to handle HR tasks themselves, HRIS software can lower costs, increase productivity and employee satisfaction, enable smarter decision making, and improve security and accountability.

Is your company taking advantage of the vast benefits of HRM software? Maybe it's not in the budget, or you think it's more of a luxury than a need. Whatever the reason, if you aren't already harnessing the power of software in your HR department, there's no reason to wait any longer. Many companies offer free versions that allow HR teams to fulfill some of the most important HR functions...completely free of charge!

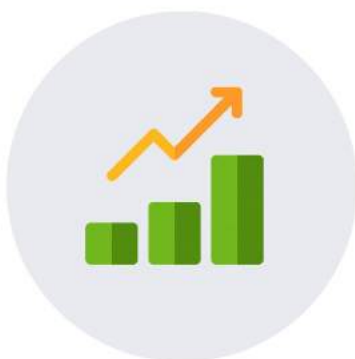
To help you choose the right free software for your business needs, we've scoured the options to find the best of the best in these four key HR areas:



Employee Database



Recruitment (ATS)



Performance Management



PTO/Leave Tracking

Let's break down the choices.

Employee Database

An employee database is a module of HRIS software that gives employees the autonomy they want by housing everyone's important information—contact information, documents, disciplinary notes by the manager, corporate directories, etc.—in one place. A key facet of efficient employee management, good HR software can provide the following:

- A **Dashboard** that shows employees their PTO accruals, company news, time tracking, and more. HR managers might also get reporting charts, a concise summary of who's working and who's out, your "to-do" list, and more.
- **Employee Database and Profiles** that keep your employees' key information at your fingertips. 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.
- **Disciplinary Tracking** identifies trends, such as an employee who is consistently late, and allows you to intervene before they become problematic. You can also make a record of your conversations with them and track their improvements.
- A **Document Manager** that functions as a digital file cabinet, housing documents like contract letters, termination letters, and promotion contracts, which can be exported and printed if necessary.
- **Organization Charts**
- **Corporate Directories**

We found two companies that offer free Employee Database software:

- WebHR
- OrangeHRM

Key Takeaways:

While both OrangeHRM and WebHR offer similar free employee database modules like time and attendance tracking and recruitment, OrangeHRM's free version does not include a payroll, which WebHR does. However, you get more free modules with OrangeHRM, such as employee database and profiles, a 180-degree performance evaluation and the ability to generate reports. But the biggest catch is the pricing. WebHR's software is only free for the first five employees, while OrangeHRM is free to all of your employees, and you still get a list of features like a unified dashboard and corporate directory without being upsold.

Recruitment (ATS)

ATS, or Applicant Tracking Systems, gives HR departments the tools to make the right hiring decisions by assisting with human resources, recruitment, and hiring needs. ATS software might include the following:

- **Job Posting** software that lets you publish and manage job postings from thousands of job boards in one place, create custom workflows, and track progress on each vacancy. You can also create new hiring templates for future hires and grade candidates responses and performance to make sure you find the right fit.
- **Seamless Integration with Your Company Website** allows your job posting page to live on your website so candidates can learn more about what you do and who you are, as well as make it easier for them to apply.
- **Candidate Database** so you don't need to source candidates from scratch every time you need to hire.

After searching for the different options out there that offer a free ATS, we found these two candidates:

- QuikHiring
- OrangeHRM

Key Takeaways:

QuikHiring and OrangeHRM both offer competitive free options that include the ability to post jobs, track your applicants, and build a candidate database. QuikHiring does offer a way for applicants to upload a video resume, but unfortunately, you can't integrate your hiring webpage with your ATS like you can with OrangeHRM. It looks like OrangeHRM is the free ATS to choose.

Performance Management

One of the most important HR management tools, Performance Management software gives HR managers a 360-degree view of their employees so they can track goals and identify who is thriving and who needs a little help to succeed.

Performance Management software often includes the following:

- **Performance Trackers** that allow you to track each employee's progress throughout the year and use them to provide feedback and record them.
- **Employee Reviews** that allow you to track each employee's progress by giving you a birds-eye view on how a particular employee is doing based on self-reviews and manager reviews.
- **KPI Database** so reviews can be tailored to the employee's job.

There is a lot of Performance Management software on the market, but the majority of them don't offer a free alternative. These two free options have a great list of features:

- SnapEval
- OrangeHRM

Key Takeaways:

SnapEval offers a 360 review and OrangeHRM offers a 180 review, but SnapEval has a freemium limit of 10 employees on their Performance Management software. OrangeHRM is free for all of your employees no matter how big your company grows, making it the clear winner.

PTO/Leave Tracking

Tired of trying to keep straight who's requested time off when and who's on vacation? PTO/Leave Tracking software handles it for you, leaving you free to focus on more important tasks while eliminating misunderstandings and conflicts. PTO Tracking software often offers the following:

- **Leave Configuration** element that allow you to define your leave types, work weeks and holidays.
- **Digitalized Request / Approve Leave** function that let your employees request time off and have their manager approve their request. You can then assign their work to other employees so nothing falls through the cracks.
- **PTO Summary** enables you to see everyone's leave usage data so you can staff, manage, and run your company more efficiently.
- **PTO Reports** that provide useful insights such as shrinkage and help in payroll calculations.

Our search turned up two free software packages that can help you track your PTO:

- Clockify
- OrangeHRM

Key Takeaways:

Clockify and OrangeHRM seem to have everything you need for PTO tracking, but Clockify is missing something massive that you only get with OrangeHRM—a free software solution that not only gives you PTO Tracking, but also employee database, ATS, and performance tracking software.

The Clear Choice

OrangeHRM is an all-in-one solution for free. Why use a bunch of different solutions that are feature limited or employee limited when you can have it all seamlessly integrated in one solution that is 100 percent free, whether you have 5 employees or 5,000.

See what all the hype is about and give your HR team the tools they need to streamline administrative tasks, support employees, and make informed decisions. What do you have to lose? Try OrangeHRM today and see the difference a truly free HRIS can mean for your company.

OrangeHRM – The Single Platform Solution

With five-plus million active users in over 100 countries, OrangeHRM is uniquely qualified to help you digitally transform your HR department to meet your objectives and goals. OrangeHRM offers a single, integrated platform for HR functions, which speeds up the learning curve for managers and employees, requires less data entry, allows HR managers to generate comprehensive reports, and creates a beneficial collaboration between managers and employees.

In addition to a multitude of software modules for every HR need, they provide implementation services, worldwide customer support, hosting, and system maintenance. OrangeHRM's Starter is a free & open-source, feature-rich, intuitive HR software that offers an essential HR management platform to a broad community of users and includes on-premises installation and a variety of modules. However, unique businesses often require unique solutions and reporting requirements. That's why OrangeHRM also offers their Advanced version, a highly customizable, full-feature HR system.

OrangeHRM. Personalized HR Software That Brings Your Employees Together.



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