

A group of five diverse professionals (three women and two men) are sitting around a light-colored circular table in a modern office environment. They are engaged in a discussion, with one man holding a document. The office has large windows, indoor plants, and contemporary furniture.

OrangeHRM Starter

Free and Open Source HR Solution

HR for All

It doesn't matter whether you are in the start-up stage or a multinational organization, OrangeHRM has the HRIS system you are looking for. With our free Starter package, you get a lighter version of Advanced. You get access to things like HR Administration, Reporting, Recruitment, Time Tracking, and more.

Give your HR team the tools they need to streamline administrative tasks, support employees, and make informed decisions with OrangeHRM Starter.

People Management

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 the core tools like reporting, employee data, and more that you and your team need to succeed.



HR Administration



Employee Management



Reporting & Analytics

Culture

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 customers. Your culture thrives when your employees know they are cared for by you.

Managing things like performance 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

Talent Management

If the culture of a business is considered the Queen's royal jewels, then the recruiting team is the guards defending them. They are the ones having to not only provide a great experience with a candidate but also do all of the screening, writing the job descriptions, working with managers on the qualifications, and the list goes on.

They need to be armed with a great Applicant Tracking System and also be able to create an automated onboarding experience for these new hires.



Recruitment (ATS)

Compensation

Remove the headaches of manually tracking PTO or figuring out attendance, OrangeHRM's compensation pillar solves these problems. You could save hours a week and invest it back into your people.



PTO/Leave Management



Time Tracking



People Management

HR Administration

No more worrying about things slipping through the cracks.

User Roles

Whether you've been in HR for years or just starting out, the HR Administration module was built for you. From Admin & Employee Self Service (ESS) user roles to Mobile App, the HR Administration features gives you the basic tools you will need to manage your HRIS with ease.

The screenshot shows the 'System Users' interface. At the top, there are search filters for Username, User Role (set to 'All'), Employee Name (with a hint 'Type for hints...'), and Status (set to 'All'). Below the filters are 'Search' and 'Reset' buttons. Further down are 'Add' and 'Delete' buttons. The main area contains a table with columns for Username, User Role, Employee Name, and Status. Each row has a checkbox on the left.

<input type="checkbox"/>	Username	User Role	Employee Name	Status
<input type="checkbox"/>	Aaliyah Haq	ESS	Aaliyah Haq	Enabled
<input type="checkbox"/>	Aatmaram	ESS	Alice Duval	Enabled
<input type="checkbox"/>	Admin	Admin	Paul Collings	Enabled
<input type="checkbox"/>	Alice Duval	ESS	Alice Duval	Enabled
<input type="checkbox"/>	Anthony Nolan	ESS	Anthony Nolan	Enabled
<input type="checkbox"/>	Aravind	ESS	Dominic Chase	Enabled
<input type="checkbox"/>	Cassidy Hope	ESS	Cassidy Hope	Enabled

Leave Notifications

Why do we rely on sticky notes to remind us about important things like approving paid time off? With notifications, you no longer have to. This feature gives you or anyone in the company automated emails triggered when an employee applies for PTO and when the supervisor approves or rejects the request.

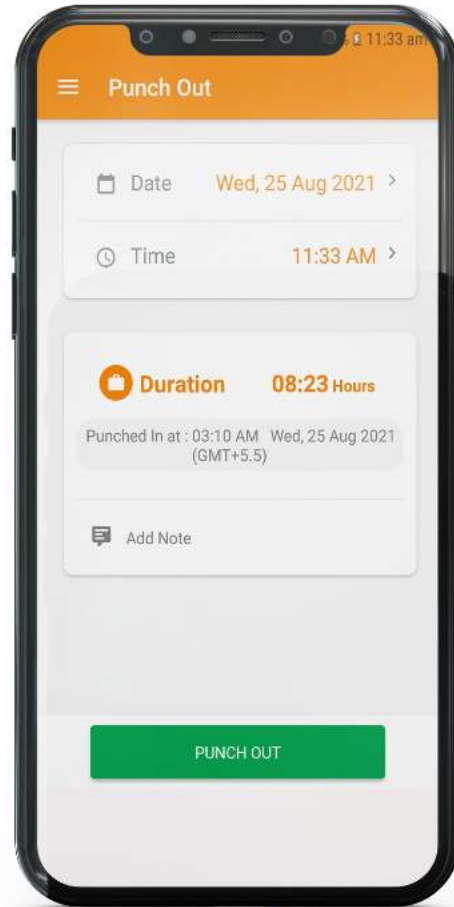
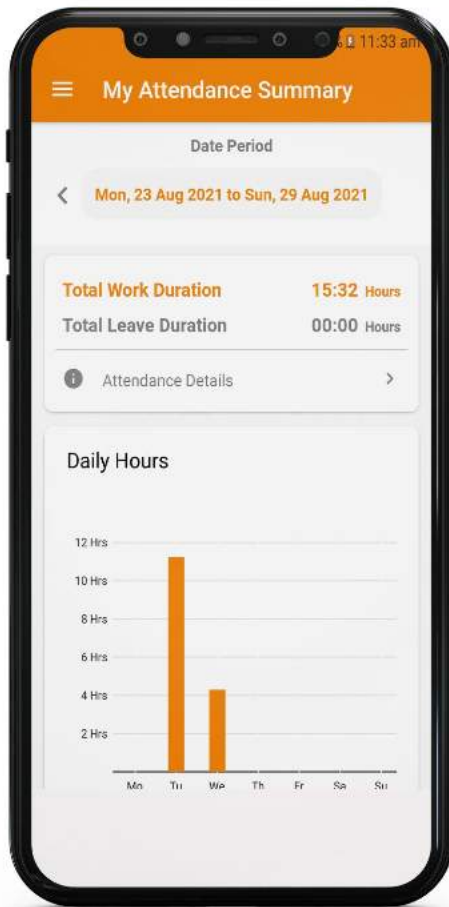
The screenshot shows the 'Email Notification' interface. At the top, there is an 'Edit' button. Below it is a table with columns for Notification Type, Subscribers, and Enabled. The table lists five notification types: Leave Applications, Leave Assignments, Leave Approvals, Leave Cancellations, and Leave Rejections. Each row has a checkbox in the Enabled column.

Notification Type	Subscribers	Enabled
Leave Applications		<input type="checkbox"/>
Leave Assignments		<input type="checkbox"/>
Leave Approvals		<input type="checkbox"/>
Leave Cancellations		<input type="checkbox"/>
Leave Rejections		<input type="checkbox"/>

* Click on a notification type to add subscribers.
* To enable notifications click on Edit button and select the relevant check-box.

Mobile App

When you download the OrangeHRM mobile app it gives you the ability to unlock functionality at your fingertips. You can apply for PTO, clock in or out, and more. This feature keeps you up to date while you are on the go.

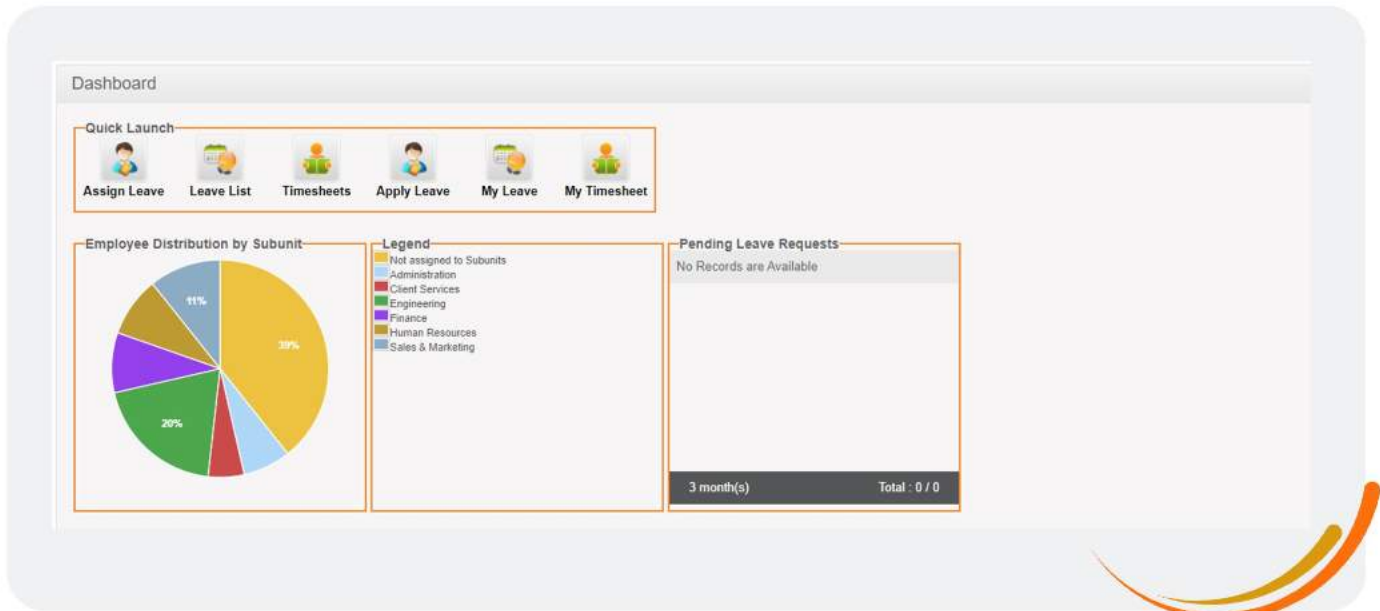


Employee Management

Give your employees the autonomy they deserve.

Dashboard

The Dashboard is the command center for everything most important to the user. You can view pending PTO requests, apply for PTO and view timesheets helping you to keep everything 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.

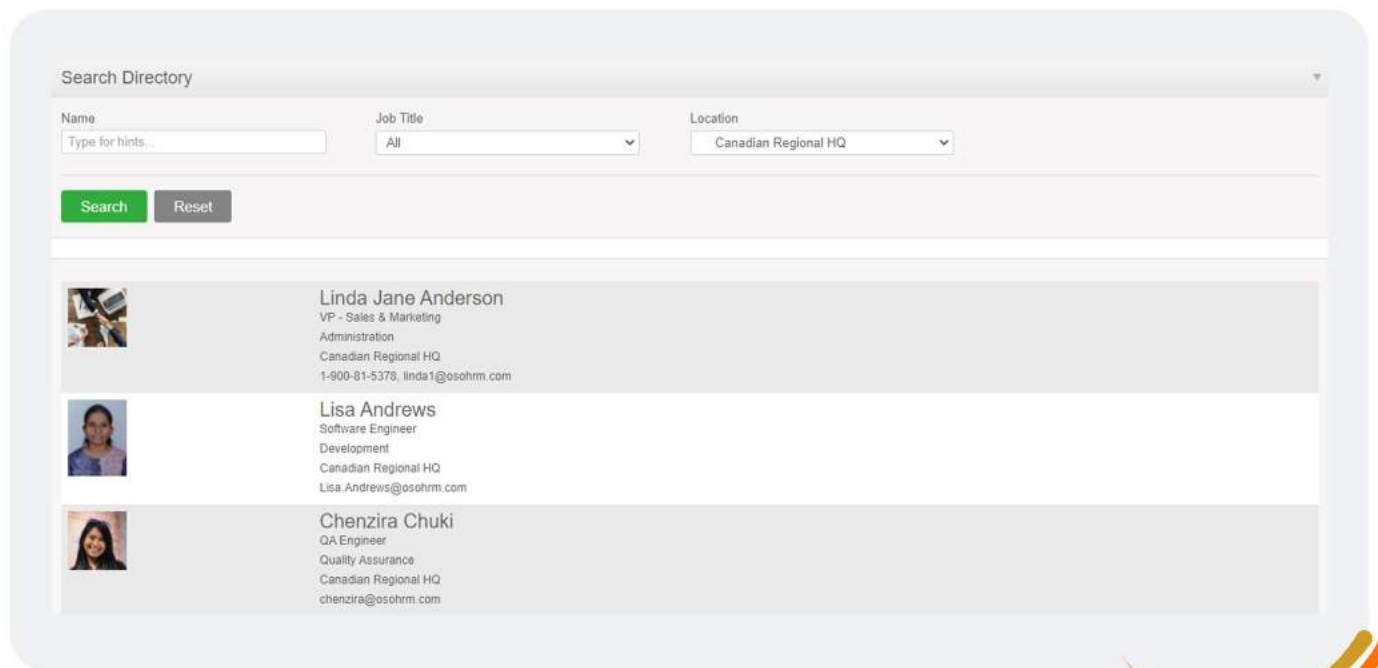
The profile page for Dominic Chase includes a navigation menu on the left and a 'Personal Details' form on the right.

Personal Details	
Full Name	* First Name: <input type="text" value="Dominic"/> Middle Name: <input type="text"/> * Last Name: <input type="text" value="Chase"/>
Employee Id	<input type="text" value="0020"/> Other Id: <input type="text"/>
Driver's License Number	<input type="text"/> License Expiry Date: <input type="text" value="yyyy-mm-dd"/>
SSN Number	<input type="text"/> SIN Number: <input type="text"/>
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female Marital Status: <input type="text" value="Single"/>
Nationality	<input type="text" value="American"/> Date of Birth: <input type="text" value="1985-07-15"/>
Nick Name	<input type="text"/> Smoker: <input type="checkbox"/>
Military Service	<input type="text"/>

* Required field

Corporate Directory

Don't field one-off questions by your team about what is so and so's telephone number. With the Corporate Directory, you can see everyone's phone number, email address, job title, and more.



The screenshot displays a web interface for a corporate directory search. At the top, there is a search bar with the text "Search Directory" and a dropdown arrow. Below the search bar are three input fields: "Name" with a placeholder "Type for hints...", "Job Title" with a dropdown menu set to "All", and "Location" with a dropdown menu set to "Canadian Regional HQ". Below these fields are two buttons: a green "Search" button and a grey "Reset" button. The search results are displayed in a list of three entries, each with a profile picture on the left and contact information on the right. The first entry is for Linda Jane Anderson, a VP - Sales & Marketing in Administration at Canadian Regional HQ. The second entry is for Lisa Andrews, a Software Engineer in Development at Canadian Regional HQ. The third entry is for Chenzira Chuki, a QA Engineer in Quality Assurance at Canadian Regional HQ.

Name	Job Title	Location	Contact Information
Linda Jane Anderson	VP - Sales & Marketing	Canadian Regional HQ	Administration 1-900-81-5378, linda1@osohrm.com
Lisa Andrews	Software Engineer	Canadian Regional HQ	Development Lisa.Andrews@osohrm.com
Chenzira Chuki	QA Engineer	Canadian Regional HQ	Quality Assurance chenzira@osohrm.com

Reporting and Analytics

Impress your boss with reports that give you full visibility.

Reports

Every business is different and their needs are as well. Start using reports to help answer questions that are unique to your organization. You can track some important things like PTO, time & attendance, and employee data.

Leave Entitlements and Usage Report

Generate For *
Leave Type:

Leave Type:

From:

Job Title:

Location:

Sub Unit:

Include Past Employees

* Required field

[View](#)

Employee	Leave Entitlements (Days)	Leave Pending Approval (Days)	Leave Scheduled (Days)	Leave Taken (Days)	Leave Balance (Days)
Linda Anderson	0.00	0.00	0.00	0.00	0.00
Lisa Andrews	0.00	0.00	0.00	0.00	0.00
Chenzira Chuki	0.00	0.00	0.00	0.00	0.00
Ehioze Ebo	0.00	0.00	0.00	0.00	0.00
Jordan Mathews	0.00	0.00	0.00	0.00	0.00
Jasmine Morgan	0.00	0.00	0.00	0.00	0.00
Anthony Nolan	0.00	0.00	0.00	0.00	0.00



Culture

Performance Management

Build a holistic view of your employees' performance.

180° Employee Reviews

When you are setting up Performance Reviews, you need a system that will give you the flexibility to build and track what works for your company. With 180° Employee Reviews, the employee and supervisor can evaluate performance to understand how a particular employee is doing and where he/she needs to improve.

Search Performance Reviews

Employee Name Job Title Status From Date

To Date Reviewer

Review List

<input type="checkbox"/>	Employee	Due Date	Review Period	Job Title	Status	Action
<input type="checkbox"/>	Cecil Bonaparte	2020-07-31	2020-01-01 - 2020-06-30	Software Engineer	In Progress	Evaluate
<input type="checkbox"/>	Fiona Grace	2020-07-31	2020-01-01 - 2020-06-30	Software Architect	In Progress	Evaluate
<input type="checkbox"/>	Garry White	2020-07-31	2020-01-01 - 2020-06-30	HR Associate	Approved	Evaluate
<input type="checkbox"/>	Lisa Andrews	2020-07-31	2020-01-01 - 2020-06-30	Software Engineer	Approved	Evaluate
<input type="checkbox"/>	Pauly Collings	2020-07-31	2020-01-01 - 2020-06-30	HR Manager	Approved	Evaluate



Talent Management



Recruitment (ATS)

Hire the right fit with all of the tools.

Job Posting

Publish and manage every posting from third-party job boards in one place. You can also provide the right hiring experience to candidates with task owners for each stage and track the progress of each vacancy

The screenshot shows a 'Vacancies' management interface. At the top, there are four dropdown menus for filtering: 'Job Title' (set to 'All'), 'Vacancy' (set to 'All'), 'Hiring Manager' (set to 'All'), and 'Status' (set to 'All'). Below these are 'Search' and 'Reset' buttons. Further down are 'Add' and 'Delete' buttons. The main part of the interface is a table with the following columns: 'Vacancy', 'Job Title', 'Hiring Manager', and 'Status'. Each row has a checkbox on the left. The table contains the following data:

<input type="checkbox"/>	Vacancy	Job Title	Hiring Manager	Status
<input type="checkbox"/>	Associate IT Manager	IT Manager	Odis Adalwin (Past Employee)	Active
<input type="checkbox"/>	Junior Account Assistant	Account Assistant	Kevin Mathews	Active
<input type="checkbox"/>	Payroll Administrator	Payroll Administrator	Pauly Collings	Active
<input type="checkbox"/>	Sales Representative	Sales Representative	Linda Jane Anderson	Active
<input type="checkbox"/>	Senior QA Lead	QA Lead	Odis Adalwin (Past Employee)	Active
<input type="checkbox"/>	Senior Support Specialist	Support Specialist	Dominic Chase	Active
<input type="checkbox"/>	Software Engineer	Software Engineer	Odis Adalwin (Past Employee)	Active

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 make it easy to apply.

The screenshot shows the 'Edit Job Vacancy' form. It contains the following fields and options:

- Job Title *: IT Manager (dropdown)
- Vacancy Name *: Associate IT Manager (text input)
- Hiring Manager *: Odis Adalwin (Past Employee) (text input)
- Number of Positions: 1 (text input)
- Description: (text area)
- Active:
- Publish in RSS feed(1) and web page(2):

Below the form, there is a note: '* Required field'. At the bottom, there are two URLs:

- 1: RSS Feed URL: <https://opensource-demo.orangehrmlive.com/index.php/recruitment/job/jobs.rss>
- 2: Web Page URL: <https://opensource-demo.orangehrmlive.com/index.php/recruitment/job/jobs.html>

At the bottom of the form are 'Save' and 'Cancel' buttons.



Compensation

PTO / 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 approve the request easily.

Apply Leave

Leave Type *

Leave Balance 10.00 [view details](#)

From Date *

To Date *

Comment

* Required field

Leave Configuration

Whether you want to create a leave type like a company holiday or standard ones like maternity leave, you can do all of this with the Leave Configuration tool. Define your leave policies and set them up in OrangeHRM. Once they are live everything will work in the background.

Leave Types

<input checked="" type="checkbox"/> Leave Type
<input type="checkbox"/> CAN - Bereavement
<input type="checkbox"/> CAN - FMLA
<input type="checkbox"/> CAN - Maternity
<input type="checkbox"/> CAN - Personal
<input type="checkbox"/> CAN - Vacation
<input type="checkbox"/> US - Bereavement
<input type="checkbox"/> US - FMLA
<input type="checkbox"/> US - Maternity
<input type="checkbox"/> US - Personal
<input type="checkbox"/> US - Vacation

Time Tracking

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

Clock In / Clock Out

You can have your employees clock in or clock out logging into the software 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.

Punch Out

Punched in Time 2021-08-25 03:10

Punched in Note tyu

Date 2021-08-25

Time 11:48 HH:MM

Note

Out

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 can track the time spent on a task throughout the week easily.

Timesheet for Cecil Bonaparte for Week 2020-09-07 to 2020-09-13 [Add Timesheet](#)

Project Name	Activity Name	Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12	Sun 13	Total
ACME Ltd - ACME Ltd	Customizations	0:00	0:00	3:00	5:00	2:00	0:00	0:00	10:00
Global Corp and Co - Global Software phase - 2	Feature Development	5:00	0:00	0:00	3:00	0:00	0:00	0:00	8:00
Global Corp and Co - Global Software phase - 2	Implementation	3:00	0:00	5:00	0:00	6:00	0:00	0:00	14:00
Total		8:00	0:00	8:00	8:00	8:00	0:00	0:00	32:00

Status: Submitted [Edit](#)

Timesheet Action

Comment

Did you also know that OrangeHRM has an Advanced version?



The Starter version is designed for organizations with employees of 50 or below with selected features for essential HR management. If you would like to find out more about the features available in the Advanced version, sign up for a free demo from our website now.

www.orangehrm.com



Get OrangeHRM Starter

www.orangehrm.com/starter-open-source-hr-management-software/

