



Leave Management Handbook



Welcome To OrangeHRM

OrangeHRM Inc., located in Secaucus, NJ, is a highly flexible, emerging organization that specializes in affordable Human Resources Management (HRM), also known as Human Capital Management (HCM) for SME's. The open source OrangeHRM product suite includes an array of modules that provide personal information management (PIM), employee self-service (ESS), leave management, time and attendance tracking (PTO), performance evaluation and recruitment, all at no cost. OrangeHRM has been downloaded more than 600,000 times and has over a million users worldwide. OrangeHRM also offers a subscription-based, hosted service that eliminates the need for installing and maintaining the product internally.



Downloading OrangeHRM

Visit www.orangehrm.com/download.php

2.7 RC - Windows (.zip) 2.7 RC - Linux (.tar.gz)



[DOWNLOAD](#)  [DOWNLOAD](#) 

Latest Stable Releases

These releases have been tested by our QA team and has approved for active usage.

| | | |
|---|---|--|
| SaaS/Cloud (No Installation Required)  Try it for Free  | 2.6.12 - EXE for Windows  DOWNLOAD  | 2.6.12 - Windows (.zip) 2.6.12 - Linux (.tar.gz)  DOWNLOAD  DOWNLOAD  |
| <small>The most easy and best way to evaluate OrangeHRM.</small> | <small>One click installation, for novice users. Includes AMP Stack.</small> | <small>For advanced Windows users. Does not include AMP stack. Follow the Installation Guide.</small> <small>For Linux users. Does not include AMP stack. Follow the Installation Guide.</small> |

If you are a Windows user... **download the Windows (.zip)**

If you are a Linux user... **download the Linux (.tar.gz)**

Once you fill up your registration details,
OrangeHRM will automatically start downloading from Sourceforge.



Installing OrangeHRM

Install the environment for OrangeHRM
(Apache, MySQL and PHP) using XAMPP/WAMPP.



Download XAMPP for Windows at,

<http://www.apachefriends.org/en/xampp-windows.html>

OR



Download WAMPP (recommended version - 2.0 and above) for Windows at

<http://www.wampserver.com/en/download.php>

Provided that both Apache and MySQL are running, you can access OrangeHRM via your web browser.

Once the download is complete, go to the destination folder where OrangeHRM was downloaded in your PC.

Copy the OrangeHRM folder & paste the OrangeHRM folder in the **htdocs** folder

(My Computer>>Local Disk (*)>>xampp>>htdocs).

If you have installed **WAMPP**, paste the OrangeHRM folder in the **www** folder.

Copy and paste the name of the OrangeHRM version that you have downloaded in the following

URL: <http://localhost/orangehrm-2.7>

OR

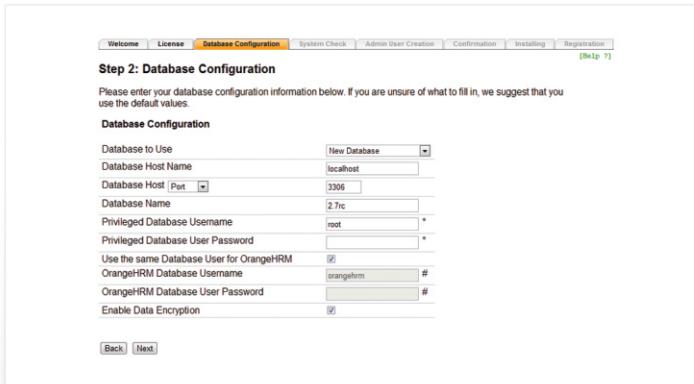
Type the IP address of your PC instead of the OrangeHRM version name.

Click "**Next**" to begin the OrangeHRM installation.

Click "**I accept**" to agree and proceed with the installation.

Configure your database by entering a preferred Database Host Name. (All the data that is populated into the system later will be stored under this Database Host Name).

Select the two check boxes based on your requirements. Click "**Next**" to proceed.



Welcome | License | **Database Configuration** | System Check | Admin User Creation | Confirmation | Installing | Registration | [Help ?]

Step 2: Database Configuration

Please enter your database configuration information below. If you are unsure of what to fill in, we suggest that you use the default values.

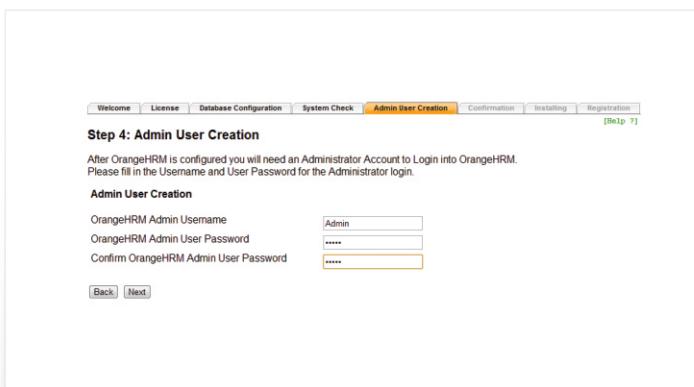
Database Configuration

| | |
|--|-------------------------------------|
| Database to Use | New Database |
| Database Host Name | localhost |
| Database Host Port | 3306 |
| Database Name | 27rc |
| Privileged Database Username | root |
| Privileged Database User Password | [REDACTED] |
| Use the same Database User for OrangeHRM | <input checked="" type="checkbox"/> |
| OrangeHRM Database Username | orangehrm |
| OrangeHRM Database User Password | [REDACTED] |
| Enable Data Encryption | <input type="checkbox"/> |

Back **Next**

The System will check for minimum system requirements to install OrangeHRM in your PC.
Once the system check is complete, click "**Next**".

You can create an administrator account to login to the system by entering the preferred Username and Password.



Welcome | License | Database Configuration | System Check | **Admin User Creation** | Confirmation | Installing | Registration | [Help ?]

Step 4: Admin User Creation

After OrangeHRM is configured you will need an Administrator Account to Login into OrangeHRM.
Please fill in the Username and User Password for the Administrator login.

Admin User Creation

| | |
|---------------------------------------|------------|
| OrangeHRM Admin Username | Admin |
| OrangeHRM Admin User Password | [REDACTED] |
| Confirm OrangeHRM Admin User Password | [REDACTED] |

Back **Next**

Once the installation is complete, click "**Next**".

Once you have successfully installed OrangeHRM, register yourself to receive additional support and services from OrangeHRM.



The System

Log-in to the OrangeHRM system using the Administrator account that you created during the installation process.



OrangeHRM
OPEN SOURCE HR MANAGEMENT

LOGIN Panel

Admin

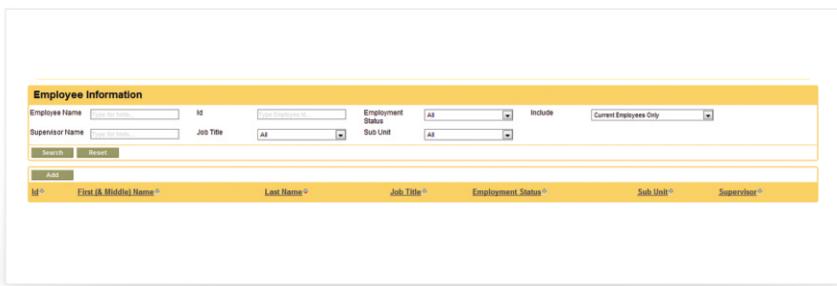
.....

LOGIN

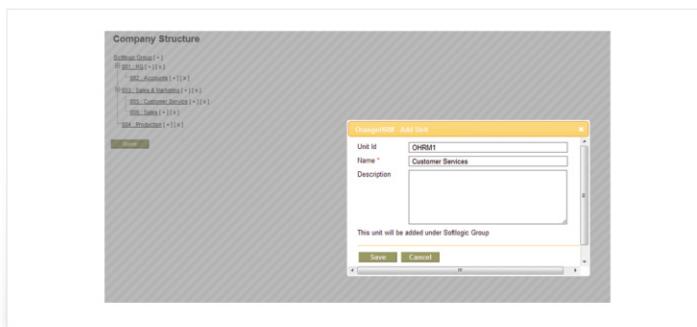
OrangeHRM ver 2.7-r1 © OrangeHRM Inc. 2005 - 2012 All rights reserved. [In](#) [F](#) [T](#) [G](#)

Setting up the System

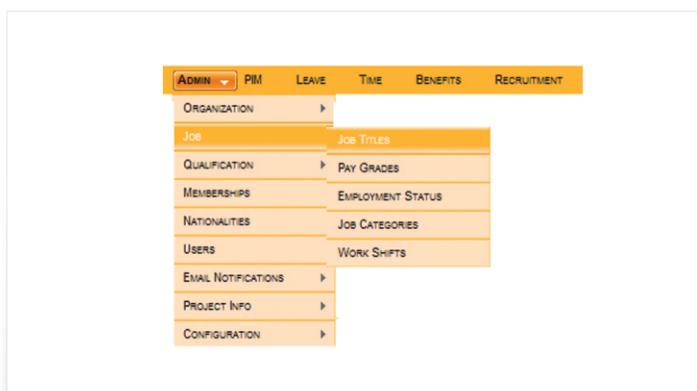
Admin Module



Begin with the core module of the system, the Admin module. The Organization option under the Admin module allows you to add information regarding your company, subsidiaries, and departments and have an organization structure.



Organize employee job information by defining Job Titles, Pay Grades, Employment Statuses & Job Categories. Create employee work shifts and assign employees to these work shifts.



Manage your employees' qualification information (Education, Licenses) to process promotions and salary increments at ease. Keep a note of your employee's Skills, Languages.

Add employees' memberships and membership types, to identify the most appropriate individual for a designation.

Add nationalities which will appear in the PIM module when creating employee records. By default, the system will show a list of nationalities. You may add/delete nationalities.

| Nationalities | |
|--------------------------|-------------|
| | Add |
| Nationality | |
| <input type="checkbox"/> | Afghan |
| <input type="checkbox"/> | Albanian |
| <input type="checkbox"/> | Algerian |
| <input type="checkbox"/> | American |
| <input type="checkbox"/> | Andorran |
| <input type="checkbox"/> | Angolan |
| <input type="checkbox"/> | Antiguans |
| <input type="checkbox"/> | Argentinean |
| <input type="checkbox"/> | Armenian |

The Users option allows you to create Admin or ESS User accounts for employees. This will allow employees to access the system at any time, while preserving the confidentiality of other employee information.

*Note: You can also create ESS accounts when adding employees to the PIM module.

| Add User | |
|---|---|
| User Type * | <input type="text" value="ESS"/> |
| Employee Name * | <input type="text" value="ESS"/> |
| Username * | <input type="text" value="Hayley"/> |
| Password * | <input type="password" value="*****"/> Very Weak |
| Confirm Password * | <input type="password" value="*****"/> |
| Status * | <input type="text" value="Enabled"/> |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | |

* required field

Set up email configuration settings for employees, supervisors and administrators to send and receive email notifications on updates made to leave details and employee performance reviews in the system.

The project info feature allows you to know your customers, monitor your organizations on-going projects and project activities.

Add Project

Customer Name * Add Customer

Name *

Project Admin Add Another

Description

* required field

Create a localized environment for employees using the system by using Languages & Date Formats.

Localization

Language Use browser language if set (Supported languages)

Date Format

Language and font help:

dd-mm-yy (17-04-2012)
 mm-dd-yy (04-17-2012)
 yy-mm-dd (2012-04-17)
 dd-yy-mm (17-2012-04)
 yy-mm-dd-yy (2012-04-17)
 yy-mm-dd (2012-04-17)
 DD-MM-YY (17-Apr-2012)
 D, dd M yy (17, 17 Apr 2012)

Turn on/off modules to hide modules which are not being used.

Module Configuration

| | |
|---------------------------|-------------------------------------|
| Enable Admin module * | <input type="checkbox"/> |
| Enable PIM module * | <input checked="" type="checkbox"/> |
| Enable Leave module | <input checked="" type="checkbox"/> |
| Enable Time module | <input checked="" type="checkbox"/> |
| Enable Recruitment module | <input checked="" type="checkbox"/> |
| Enable Performance module | <input checked="" type="checkbox"/> |
| Enable Benefits module | <input checked="" type="checkbox"/> |
| Enable Help * | <input checked="" type="checkbox"/> |

* compulsory

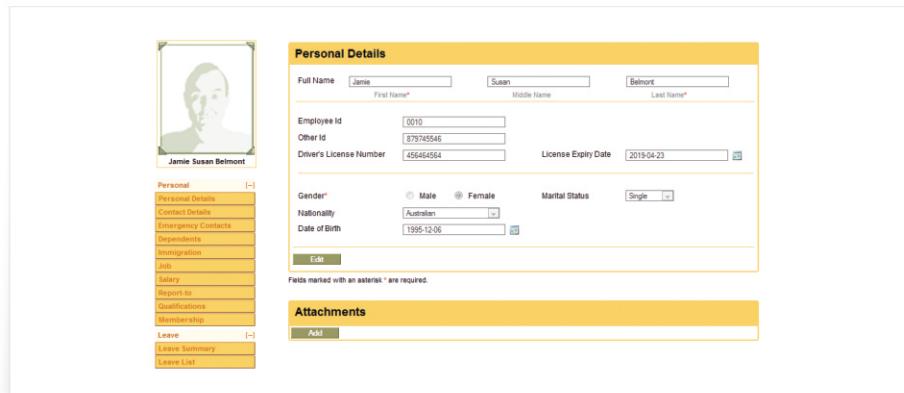


PIM Module

Configure fields that need to appear in an employee record.
Import all employee data from excel sheets using data import.



Populate and manage the employee's personal information in a centralized location.



Employee Information

| Employee Name | ID | Employment Status | Sub Unit | Suspect | | |
|--|------------------------------------|-------------------|-------------------------------------|-------------------------------|-------------------|----------------|
| Employee Name | ID | Employment Status | All | Include Current Employee Only | | |
| Suspect Name | Job Title | All | All | | | |
| <input type="button" value="Search"/> <input type="button" value="Reset"/> | | | | | | |
| <input type="checkbox"/> All <input type="checkbox"/> Deleted | | | | | | |
| ID | First (L) Middle (M) Last (N) Name | Job Title | Employment Status | Sub Unit | Suspect | |
| 0010 | Jamie Susan | Reinert | Software Quality Assurance Engineer | Full Time Permanent | HQ | Cameron Diaz |
| 0004 | Denise John | Reinert | Software Support Engineer | Full Time Internship | Production | Chris Daughtry |
| 0005 | Esther | Chavez | Sales Executive | Full Time Permanent | Sales & Marketing | Cameron Diaz |
| 0003 | Chris Michael | Daughtry | Project Leader | Full Time Permanent | HQ | Ashley Kutcher |
| 0001 | Cameron Susan | Diaz | Chief Architect | Full Time Permanent | Production | Ashley Kutcher |
| 0009 | Andrea | James | Online Marketing Executive | Part Time Permanent | Sales & Marketing | Cameron Diaz |
| 0002 | Ashton Ronald | Kutcher | Chief Technical Officer | Full Time Permanent | HQ | |
| 0008 | Steve | Michael | Software Support Engineer | Full Time Internship | Production | Ashley Kutcher |
| 0007 | Hayley James | Scott | Client Relations Executive | Part Time Permanent | Customer Service | Esther Chavez |
| 0006 | Edward | Smith | Client Relations Executive | Probation | Sales & Marketing | Esther Chavez |

Generate Customized employee reports which may include any selected criteria within the PIM module.

Report Name : Emergency Contact Details

| Employee Id | Employee First Name | Name | Home Telephone | Work Telephone | Relationship | Mobile |
|-------------|---------------------|--------------------------------|----------------------------------|---------------------------|-------------------------------------|-----------------------------------|
| 0001 | Cameron | • David • Shaun | • 78945613 • 459787 | • 02131313 • 4651326 | • Fiance • Father | • 4891213132 • 645213 |
| 0002 | Ashton | • Elizabeth | • 456132046 | • 45451135 | • Fiance | • 778455631 |
| 0003 | Chris | • Tim • Clara | • 45093432 • 7894561 | • 219878 • 12314564 | • Sibling • Daughter | • 4512309 • 65465131 |
| 0004 | Denise | • Cameron • Sam • Samara | • 459787 • 459787 • 459787 | • 124653 • 124653 — | • Fiance • Sibling • Daughter | • 645213 • 4512398 • 879452 |
| 0005 | Esther | • Lisa • Marcus | • 123399 • 91254789 | • 458892 • 219878 | • Daughter • Father | • 645213 • 45612389 |
| 0006 | Edward | --- | --- | --- | --- | --- |
| 0007 | Hayley | --- | --- | --- | --- | --- |
| 0008 | Steve | --- | --- | --- | --- | --- |
| 0009 | Andrea | --- | --- | --- | --- | --- |
| 0010 | Jamie | • Emma • Mary | • 45863432 • 45863432 | • 219878 • 4651326 | • Sibling • Mother | • 645213 • 879452 |



Leave Module

Configure the leave period which all employees can apply and supervisors can assign leave.

Leave Period

| | |
|----------------------|--------------------------|
| Start Date * | January 1 |
| End Date | December 31 |
| Current Leave Period | 2012-01-01 to 2012-12-31 |

Edit

Create new leave types which employees can apply for.

Leave Types

| | |
|-------------------------------------|---------------|
| Add | Delete |
| <input type="checkbox"/> Leave Type | |
| <input type="checkbox"/> Annual | |
| <input type="checkbox"/> Casual | |
| <input type="checkbox"/> Medical | |
| <input type="checkbox"/> Lieu | |

Set up the work week for your organization.

Work Week

| | |
|-----------|--|
| Monday | Full Day |
| Tuesday | Full Day |
| Wednesday | Full Day |
| Thursday | Full Day |
| Friday | Full Day |
| Saturday | Non-working Day |
| Sunday | Non-working Day Full Day Half Day Non-working Day |

Save **Reset**

Add holidays for the leave period you have created.

| Add | Delete | Name of Holiday | Date | Full Day/Half Day | Repeats Annually |
|-------------------------------------|------------------------|------------------|------------|-------------------|------------------|
| <input checked="" type="checkbox"/> | | St Patrick's Day | 2012-03-15 | Full Day | Yes |
| <input checked="" type="checkbox"/> | | Thanksgiving | 2012-11-24 | Full Day | Yes |
| <input checked="" type="checkbox"/> | | Christmas | 2012-12-25 | Full Day | Yes |

You can view an employee's leave summary based on the different search criteria. Also, administrators can add "Leave Entitled (Days)" to employees.

| Employee Name | Leave Type | Leave Entitled (Days) | Leave Scheduled (Days) | Leave Taken (Days) | Leave Balance (Days) |
|------------------------|------------|-----------------------|------------------------|--------------------|----------------------|
| Cameron Susan Diaz | Annual | 14.00 | 0.00 | 0.00 | 0.00 |
| Cameron Susan Diaz | Casual | 7.00 | 0.00 | 0.00 | 0.00 |
| Cameron Susan Diaz | Medical | 10.00 | 0.00 | 0.00 | 0.00 |
| Cameron Susan Diaz | Lieu | 2.00 | 0.00 | 0.00 | 0.00 |
| Ashton Ronald Kutchar | Annual | 14.00 | 0.00 | 0.00 | 0.00 |
| Ashton Ronald Kutchar | Casual | 10.00 | 0.00 | 0.00 | 0.00 |
| Ashton Ronald Kutchar | Medical | 0.00 | 0.00 | 0.00 | 0.00 |
| Ashton Ronald Kutchar | Lieu | 0.00 | 0.00 | 0.00 | 0.00 |
| Chris Michael Daughtry | Annual | 0.00 | 0.00 | 0.00 | 0.00 |

Applying & assigning leave

Employees can apply for leave directly from the system and administrators or supervisors may assign, approve or reject leave.

Apply Leave

| | | |
|---|--|--|
| Leave Type * | <input style="border: 1px solid #ccc; padding: 2px; width: 100%; height: 20px;" type="button" value="Select a Leave Type"/> <div style="background-color: #f0e68c; position: absolute; left: -10px; top: 0; width: 10px; height: 100%; z-index: 1;"></div> <div style="position: absolute; left: 0; top: 0; width: 10px; height: 100%; background-color: #fff; z-index: 2;"></div> | <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Select a Leave Type</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; width: 15px; height: 15px; vertical-align: middle;"></div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; width: 15px; height: 15px; vertical-align: middle;"></div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; width: 15px; height: 15px; vertical-align: middle;"></div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; width: 15px; height: 15px; vertical-align: middle;"></div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; width: 15px; height: 15px; vertical-align: middle;"></div> |
| From Date * | <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text"/> (dd-mm-yyyy) | |
| To Date * | <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text"/> (dd-mm-yyyy) | |
| Comment | <input style="width: 100%; height: 40px; border: 1px solid #ccc; padding: 2px;" type="text"/> | |
| <input style="border: 1px solid #0070C0; background-color: #0070C0; color: white; padding: 2px 10px;" type="button" value="Apply"/> | | |

Leave Approval Process

The system sends out automated e-mail notifications to employees and supervisors on leave statuses.

The supervisor can log-into the system and view the leave list to approve/reject the subordinate's leave request.

Leave List

| | | | |
|--|--------------------------|----------|------------|
| From | 2012-01-01 | To | 2012-12-31 |
| Show Leave with Status | All | Rejected | Canceled |
| Employee | Select Employee | | |
| Sub Unit | All | | |
| Indirect Past Employees | <input type="checkbox"/> | | |
| <input type="button" value="Search"/> <input type="button" value="Reset"/> | | | |

| Date | Employee Name | Leave Type | Number of Days | Status | Comments | Actions |
|-------------------------------------|---------------|------------|----------------|------------------|----------|---|
| 2012-06-10 | Cameron Diaz | Casual | 1.00 | Pending Approval | | <input type="button" value="Select Action"/> Approve Reject Cancel |
| <input type="button" value="Save"/> | | | | | | |



OrangeHRM Support

OrangeHRM gives you many valuable, readily available support services that will resolve problems instantaneously.

Post any of your technical or usability issues encountered with OrangeHRM on the OrangeHRM Forum and our dedicated technical team will provide solutions.

Visit <http://forum.orangehrm.com/>

The screenshot shows the OrangeHRM Forum homepage. At the top, there are several news items: "80+ Open Source Tools to Enhance Desktop Productivity", "Small tech budget? Try tapping into HR apps", and "OrangeHRM Live - The Best Open Sour". Below the news is a "Board Index" section with a link to "FAQ", "Register", and "Login". It also shows the current date and time: "It is currently Wed Apr 18, 2012 10:22 am". There are two main sections: "View unanswered posts" and "View active topics". The "FORUM" section lists categories like "What's going on?", "ORANGEHRM", "PHP", "Apache", and "MySQL". The "ORANGEHRM" category has the most activity with 527 topics and 1520 posts. The "FAQ" section at the bottom right includes links to "Home", "About Us", "Product Features", "Download", "Roadmap", "Partnerships", "Support & Services", "Community", and "License".



OrangeHRM Wiki

OrangeHRM Wiki is a resourceful tool that gives you a detailed walk through on OrangeHRM.

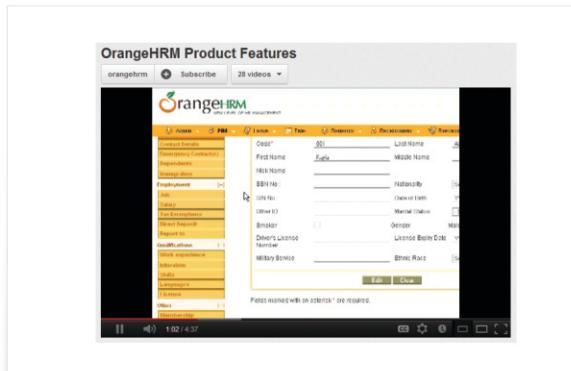
Visit https://wiki.orangehrm.com/index.php/Main_Page



OrangeHRM Video Channel

Watch video tutorials on how to optimize the use of OrangeHRM in your organization.

Watch step by step guides on how to use specific modules in the OrangeHRM system.



OrangeHRM FAQs

Find solutions to most of your doubts and issues with OrangeHRM's Frequently Asked Questions.

Visit <http://www.orangehrm.com/frequently-asked-questions.shtml>



OrangeHRM Newsletter

Sig-up for the OrangeHRM Newsletter, and receive latest news and feature updates on OrangeHRM.

Visit <http://www.orangehrm.com/newsletter.php>

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Ranked 2 on Source Forge
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