

Orange HRM ESS Module Overview

1. What is Orange HRM?

Orange HRM is an open-source software designed to streamline HR processes. It's used by companies of all sizes to manage everything from employee records to recruitment, leave management, time tracking, and performance reviews.

The ESS (Employee Self Service) module is specifically created to empower employees to take control of certain HR tasks. This means employees can manage their leave, personal details, and performance information on their own without needing HR's constant involvement. It helps reduce administrative work and increases efficiency.

2. Key Features of Orange HRM

Admin Module (For HR Managers/Administrators)

This part of Orange HRM allows HR personnel to handle administrative duties, such as:

- Listing Employees: HR can access and manage all employees' data.
- Adding Employees: HR admins can add new employees to the system.
- Configuring Leave Policies: HR configures the types of leaves available to employees (sick leave, vacation days, etc.).
- Timesheets: Admins can track employee hours worked.
- Recruitment: HR can manage job openings, applications, and the hiring process.
- Employee Performance: HR monitors and records employee performance and provides feedback.

ESS Module (For Employees)

The ESS module is meant for employees, allowing them to:

- Apply for Leave: Employees can request time off, check leave balances, and see if their leave request is approved.
 - Fill Time Sheets: Employees log their work hours for accurate timekeeping.
 - View Personal Details: Employees can see and edit their personal details, like contact info, emergency contacts, etc.
 - Performance Tracking: Employees track their performance and receive feedback from managers.
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3. Detailed Breakdown of ESS Features

1. Employee Information (My Info)

- View and Edit Personal Details: Employees can update personal info such as name, phone number, address, etc.

- **Manage Dependents:** Employees can add or delete dependent details (spouse, children, etc.).

2. Leave Management

- **Apply for Leave:** Employees can apply for different types of leave like vacation, sick leave, etc.
- **View Leave History:** Employees can track their leave history, check remaining leave balances, and see if requests were approved or denied.

3. Time Sheets

- **Log Work Hours:** Employees can record their work hours for a specific period, like weekly or monthly.
- **Submit for Approval:** After filling out the timesheet, employees can submit it for manager approval.

4. Performance Tracking

- **Self-Evaluation:** Employees can monitor and evaluate their own performance against goals and tasks.
- **View Feedback:** Employees can check feedback from their managers to improve their performance.

4. Benefits of the ESS Module

- **Self-Service:** Employees have the ability to manage their leave, personal info, and performance tracking without depending on HR.
- **Time-Saving:** HR admins don't need to handle every small request, freeing up their time for other tasks.
- **Transparency:** Employees have easy access to their own data, which encourages transparency and trust.

5. Conclusion

The Orange HRM ESS Module is designed to make HR management more efficient and reduce the burden on both employees and HR departments. By giving employees, the tools to manage their leave, personal details, and performance records, the system ensures that both sides can focus on more important tasks. It's an easy-to-use platform that brings self-service to employees while maintaining security and efficiency for the HR department.