

How to use HRMS?

Introduction to the HRMS

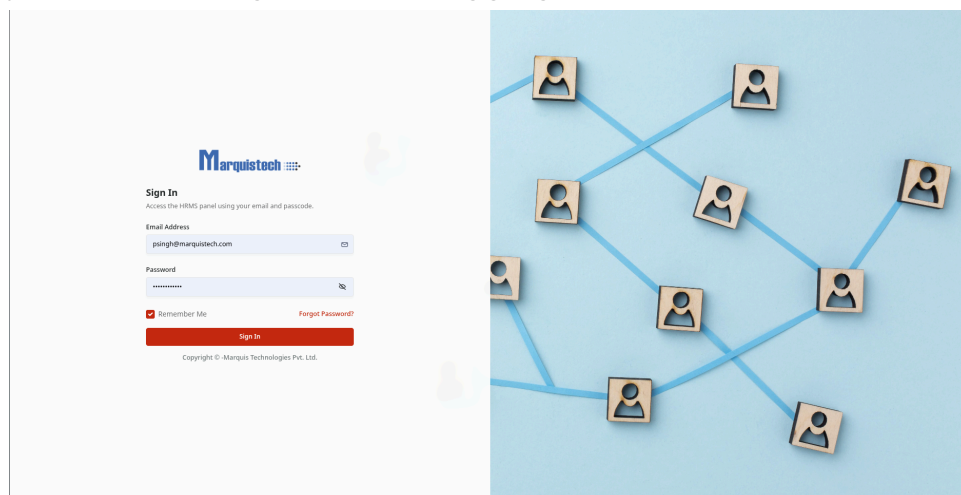
The Marquistech Human Resource Management System (HRMS) offers a comprehensive suite of functionalities designed for managing various HR-related tasks.

Key features include:

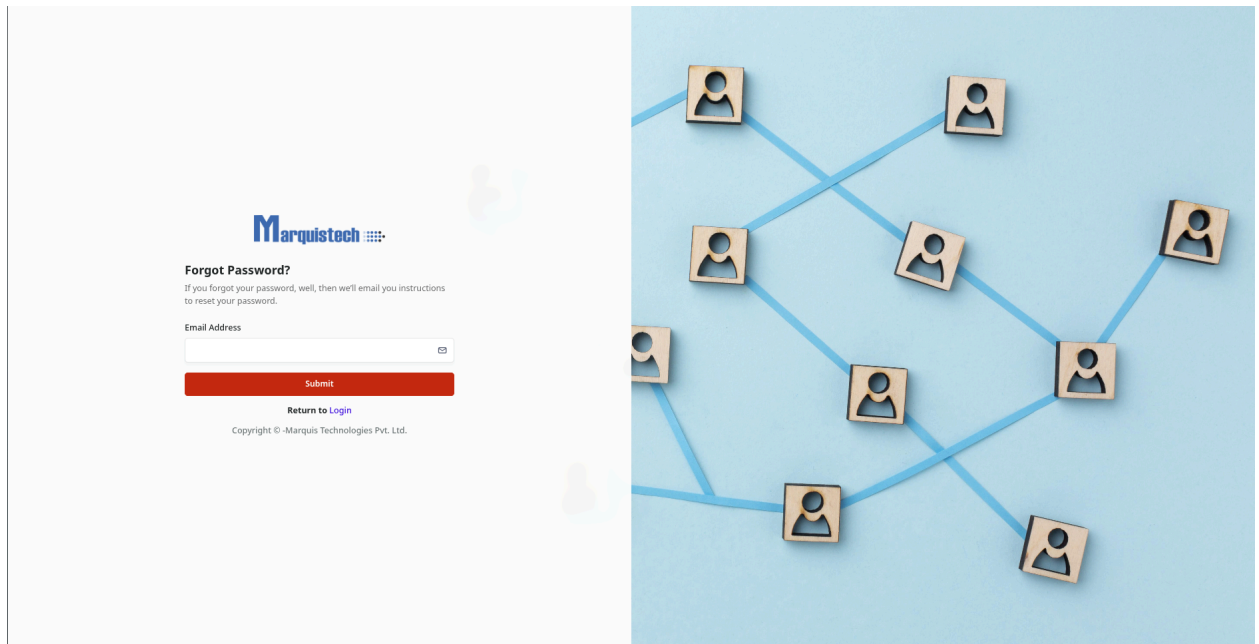
- **Attendance and Leave Management:** Apply for attendance, request leave, and check the status of both. View your personal leave ledger.
- **Approval Workflow:** Managers can approve attendance and leave requests.
- **Support and Communication:** Create tickets and monitor their status.
- **Employee Offboarding:** Initiate the resignation process and check the status of your No-Objection Certificate (NOC).
- **Assets and Inventory:** Check the status of your pending company inventory.
- **Access and Documentation:** Auto-login to the travel portal via the HRMS and access all relevant company documents.

This document serves as a guide to help you utilize the HRMS effectively.

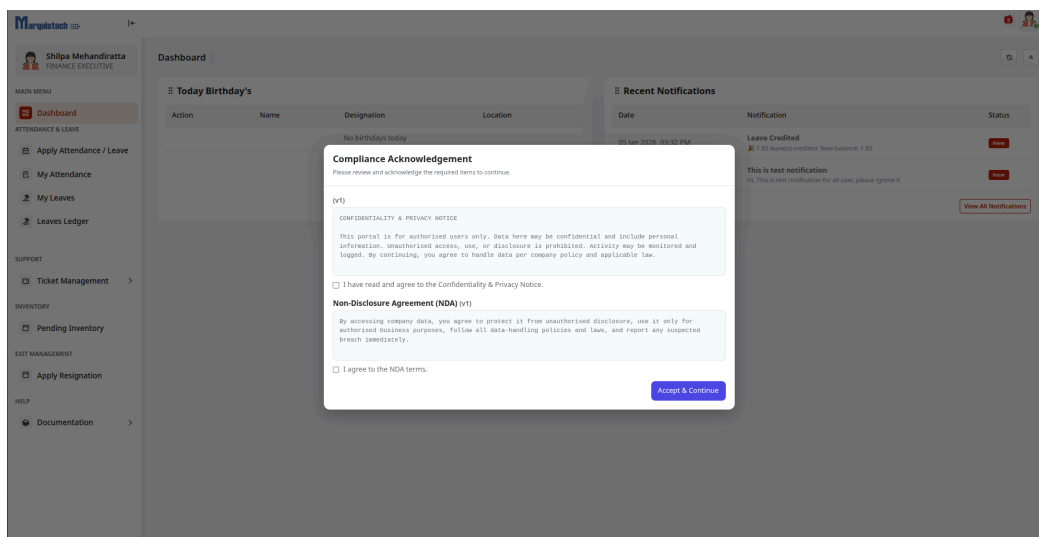
- **Login** - visit the URL: <https://hrms.marquistech.com/> and put
Email: Your professional email
Password: welcome@123 (it's a default password, make sure you have changed it after logging in)



- **Forget Password** -If you forget your password, click the "Forgot Password" link. You will be prompted to enter your professional email address, where you will receive a password reset link. Use this link to create a new password.



- **Accept compliance:** if you are login it first time, you must accept the compliance before accessing anything.



- **Dashboard:** Upon logging in, you will be directed to the dashboard. The dashboard offers several key functionalities, including notifications for today's birthdays, allowing you to send wishes. Additionally, you can review received notifications, such as HR updates, leave credit confirmations, and birthday wishes.

The screenshot displays the Marquistech dashboard for a user named Prashant Singh, a Senior Software Engineer. The interface is divided into a left sidebar menu and a main content area. The sidebar menu includes sections for Main Menu (Dashboard), Attendance & Leave (Apply Attendance / Leave, My Attendance, My Leaves, Leaves Ledger), Support (Ticket Management), Inventory (Pending Inventory), Exit Management (Apply Resignation), and Help (Documentation). The main content area features a 'Dashboard' header and two primary sections: 'Today Birthday's' and 'Recent Notifications'. The 'Today Birthday's' section contains a table with columns for Action, Name, Designation, and Location, showing 'No birthdays today'. The 'Recent Notifications' section displays a list of notifications with columns for Date, Notification, and Status. The notifications include 'Leave Credited' (1.83 leave(s) credited, New balance: 1.83), 'Profile Update Approved' (Your profile update request has been approved.), 'Profile Update Rejected' (Your profile update request has been rejected.), and 'Profile Update Approved' (Your profile update request has been approved.). A 'Birthday Wishes' notification from Rishabh Rawat is also shown, featuring a birthday cake image and the message 'Happy Birthday Prashant! Today, we celebrate the gift you are to the world.' A 'View All Notifications' button is located at the bottom right of the notifications section.

Dashboard

Today Birthday's

Action	Name	Designation	Location
No birthdays today			

Recent Notifications

Date	Notification	Status
05 Jan 2026, 03:32 PM	Leave Credited 🎉 1.83 leave(s) credited. New balance: 1.83	Read
21 Jul 2025, 09:54 AM	Profile Update Approved Your profile update request has been approved.	New
21 Jul 2025, 09:52 AM	Profile Update Rejected Your profile update request has been rejected.	New
21 Jul 2025, 08:30 AM	Profile Update Approved Your profile update request has been approved.	New
01 Jul 2025, 07:56 AM	Birthday Wishes! Happy Birthday Prashant! 🎂 - From Rishabh Rawat "Today, we celebrate the gift you are to the world."	Read

[View All Notifications](#)

- **Update profile and change password:** Access the user icon located on the right-hand side of the screen. Upon clicking, you will be presented with options for Dashboard, Profile, and Logout. Select "Profile." Within the Profile tab, you can update your personal data by completing all required fields and uploading any necessary documents. Once submitted, the profile update will be sent to HR for approval. Upon HR approval, the changes to your profile will become active. Directly below the Profile tab, under the "Security" tab, you have the option to change your password.

The screenshot displays the 'Profile Settings' interface. On the left, a sidebar under 'General Settings' includes 'Profile', 'Security', and 'Notifications'. The main content area is titled 'Step 1: Basic Information' and features a profile picture of a man. Below the picture are several form fields for personal data, each with a red asterisk indicating it is required. The fields are arranged in two columns: 'First Name + Middle Name' (Prashant), 'Last Name' (Singh), 'Professional Email' (psingh@marquitech.com), 'Personal Email' (singh.prashant15992@gmail.com), 'Phone' (7017800984), 'Gender' (Male), 'Date of Birth' (1992/07/01), 'Education' (Graduate), 'Education Area' (Engineering), and 'Degree' (B.Tech). A red 'Next' button is located at the bottom right of the form.

Field	Value
First Name + Middle Name *	Prashant
Last Name *	Singh
Professional Email *	psingh@marquitech.com
Personal Email *	singh.prashant15992@gmail.com
Phone *	7017800984
Gender *	Male
Date of Birth *	1992/07/01
Education *	Graduate
Education Area *	Engineering
Degree *	B.Tech

- **Left Sidebar Options:** These options are assigned based on your user role and profile and will be updated accordingly with changes in your designation. By default, all users will be provided with options for attendance, leave, ticket submission, exit management, assigned inventory data, and documentation.

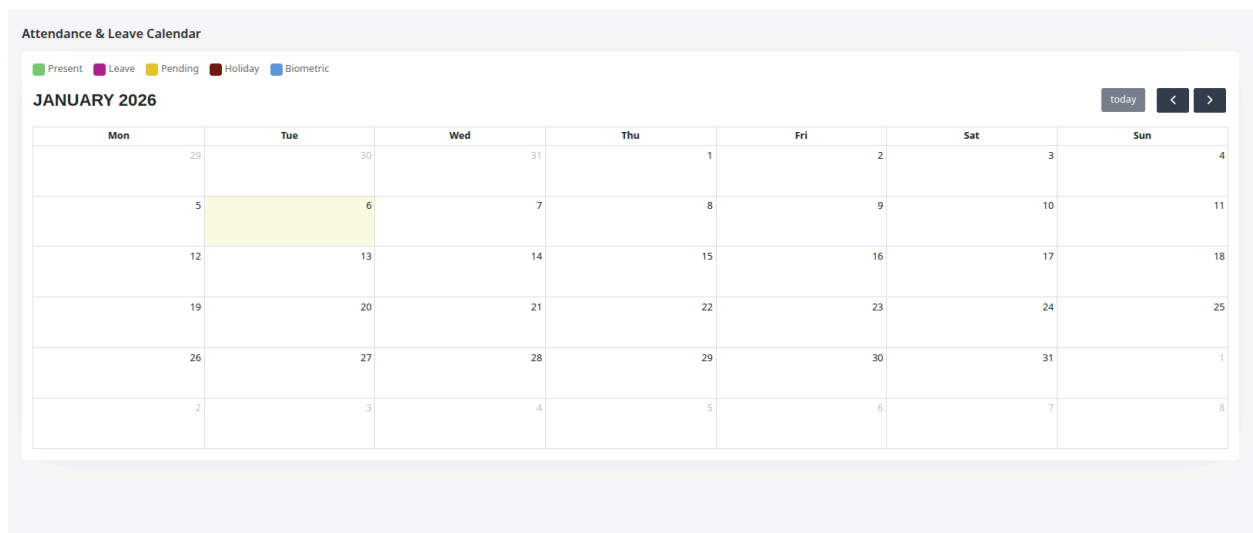
- **Applying Attendance/Leave:**

To access the attendance and leave application, click on the "Apply attendance/Leave" option located in the left sidebar. You will be redirected to a page displaying a calendar.

To submit attendance for a specific date, click on that date. A pop-up form will appear; complete the required details and submit the form. The request will then be forwarded to your team lead or manager for approval. You will receive notification of approval or decline via email. To select multiple consecutive days, drag the mouse across the desired dates on the calendar. Please note that all official holidays are pre-marked on the calendar.

Similarly, to apply for leave, click on the desired date or drag the calendar to select multiple days. A pop-up will open; switch to the "Leave" tab, fill in the necessary information, and submit it for approval.

Once your team lead or manager approves the request, you will be notified via email.



Attendance & Leave Calendar

Present Leave Pending Holiday Biometric

JANUARY 2026

today

<

>

Apply Attendance / Leave

×

Date Range: 06 Jan 2026 - 06 Jan 2026 Days: 1 | Weekends: 0 | Working: 1

Leave Balance: 1.83 days

Attendance

Leave

Resource

Prashant Singh

Project

Select Project

Project Location

Select Location

Project Lead

Select Project Lead

Local Lead

Select Local Lead

Is Travelling?

No

Remark

Optional remarks

Submit Attendance

Attendance & Leave Calendar

Present Leave Pending Holiday Biometric

JANUARY 2026

today

<

>

Apply Attendance / Leave

×

Date Range: 13 Jan 2026 - 15 Jan 2026 Days: 3 | Weekends: 0 | Working: 3

Leave Balance: 1.83 days

Attendance

Leave

Selected leave days exceed your available leave balance. Please select fewer days.

Resource

Prashant Singh

Project Lead

Select Project Lead

Local Lead

Select Local Lead

Reason

Reason for leave

Please fill in this field.

Submit Leave

- **My Attendance & Leave:** After submitting your attendance or leave request, you can monitor its current status on this page. Should you need to cancel a submission, the option to delete the entry is available only if the attendance or leave status remains pending.

My Attendance Requests

CopyExcelColumn visibility

Search:

Applied On	Date Range	Location	Project	Type	Status	Action
Search	Search	Search	Search	Search	Search	
06 Jan 2026	29 Dec 2025 -- 31 Dec 2025	NOIDA	Web Development	Attendance	Pending	View Delete
06 Jan 2026	26 Dec 2025 -- 26 Dec 2025	NOIDA	Web Development	Attendance	Pending	View Delete

Showing 1 to 2 of 2 entries

Previous1Next

My Leave Requests

CopyExcelColumn visibility

Search:

Applied On	Date Range	Total Days	Project / Local Lead	Manager	Reason	Status	Action
Search	Search	Search	Search	Search	Search	Search	

No data available in table

Showing 0 to 0 of 0 entries

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- **Leave Ledger:** This section allows you to review the leave balance, including details on credits, deductions, and refunds.

My Leave Ledger

★ Current Leave Balance: 1.83 days

All Actions Filter

Date	Action	Days	Before	After	Reason
No leave history found					

- **Support/ Ticket Management:** The Support/Ticket Management module allows users to generate support tickets directed to the relevant department for specific inquiries. The department will provide a Turnaround Time (TAT) and updates, which can be monitored via the ticket status. Users retain the option to reopen or escalate tickets if the provided resolution is deemed unsatisfactory.

Create Ticket

New Ticket

Employee Prashant Singh (psingh@marquistech.com)

Phone

Location Select Location

Project Select Project

Concern Department Select Department

Subject

Details

Attachment (optional) Choose file No file chosen

Submit Ticket

My Tickets

Tickets Raised By You

Create Ticket

CopyExcelColumn visibility

Search:

ID	Subject	Department	Priority	Status	TAT	Created	Actions
#1	This is test ticket..	Human Resource	CRITICAL	RESOLVED	13 Dec 2025 19:43	12 Dec 2025 17:18	<div>ViewReopenEscalate</div>

Showing 1 to 1 of 1 entries

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- **Pending Inventory Summary:** Here, you can view the status and list of inventory assigned to you for testing or other task-related purposes.

Pending Inventory Summary

Pending Proto0

Pending SIM0

Pending FI0

ProtoSIMFixed Inventory

Pending Proto

No pending proto records found.

- **Exit Management / Apply Resignation:** This module allows you to submit your formal resignation from the company by completing the necessary details in the provided form. Upon submission, the Human Resources department and/or your Manager will review and approve your resignation. You will subsequently receive official notification of your last working day via email, and you can also track the status within your resignation application. Furthermore, you can monitor the No Objection Certificate (NOC) status updates from the relevant departments.

Exit Management — Apply Resignation

Apply For Resignation

Notice Period

1 Month

Reporting Manager *

Amol Shirke (ashirke@marquitech.com)

Reporting Lead (optional)

-- none --

Reason (optional)

Submit

Cancel

Exit Management — Resignations

Resignations

Your Resignations

Apply Resignation

Copy

Excel

Column visibility

Search:

ID

Employee

Type

Applied

Notice (mo)

LWD

Status

Pending/Hold

Actions

Search

Search

Search

Search

Search

Search

Search

Search

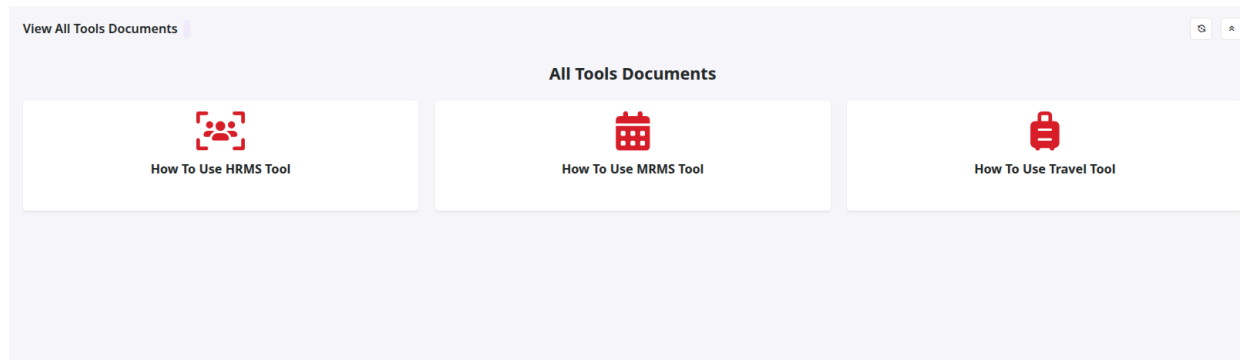
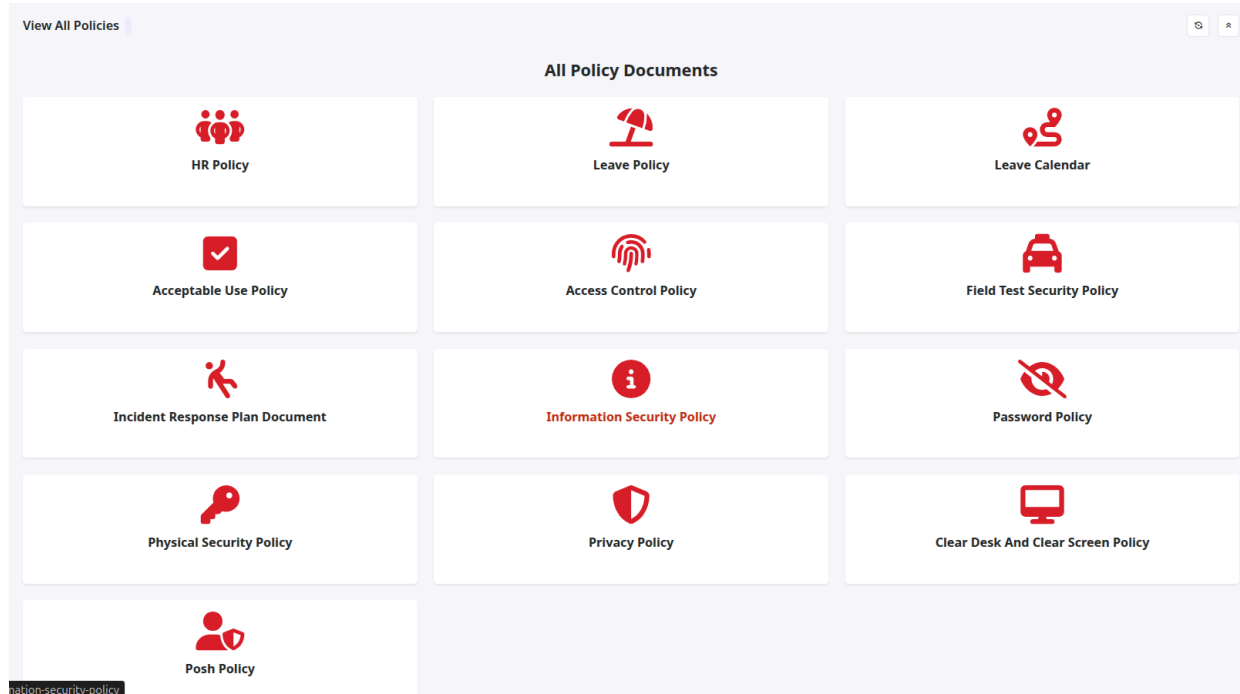
No data available in table

Showing 0 to 0 of 0 entries

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- **Documentation:** You can access all required documents assigned to you by the relevant department here. These documents include, but are not limited to, the HR Policy, Leave Policy, Travel Policy, Leave Calendar, Access Control Policy, Acceptable Use Policy, and Field Test Security Policy.



- **Approve Attendance:** This option is accessible in the sidebar under the "Approval" menu for leads and managers. From this interface, leads and managers can review attendance requests assigned to them by engineers or other leads. They have the ability to either decline or approve these requests, either individually or in bulk.

Domestic Attendance Approval

Filter by User

All Users

Approve as Lead

Reject as Lead

Show25entries

Search:

	Name	Start Date	End Date	Days	Project	Location	Travelling
<input type="checkbox"/>	Prashant Singh	11 Dec 2025	12 Dec 2025	2.00	ACME	Agra	No

Showing 1 to 1 of 1 entries

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- **International attendance approval:** If a team lead or manager is designated to approve international attendance, they will find the approval option under the "Approval" tab. This interface allows leads and managers to review attendance requests submitted by engineers or other leads. They have the authority to either decline or approve these requests, on an individual or bulk basis.

International Attendance Approval

Filter User

All Users

Nooshin Shams

Total Days: 3

Approve as Lead

Reject as Lead

- **Leave Approval:** If a Lead or Manager is designated to approve leave requests, they will find the approval option under the "Approvals" tab. From there, they can approve leave for one or more individuals by selecting the corresponding checkboxes and clicking on either "Approve" or "Decline." The same procedure applies to the approval of international leave requests.

Domestic Leave Approval

Filter by User

All Users

Approve as Lead

Reject as Lead

Show25entries

Search:

<input type="checkbox"/>	Name	Start Date	End Date	Days	Project	Location	Reason
No data available in table							

Showing 0 to 0 of 0 entries

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International Leave Approval

Filter User

All Users

Approve as Lead

Reject as Lead

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