

# How to use HRMS?

## Introduction to the HRMS

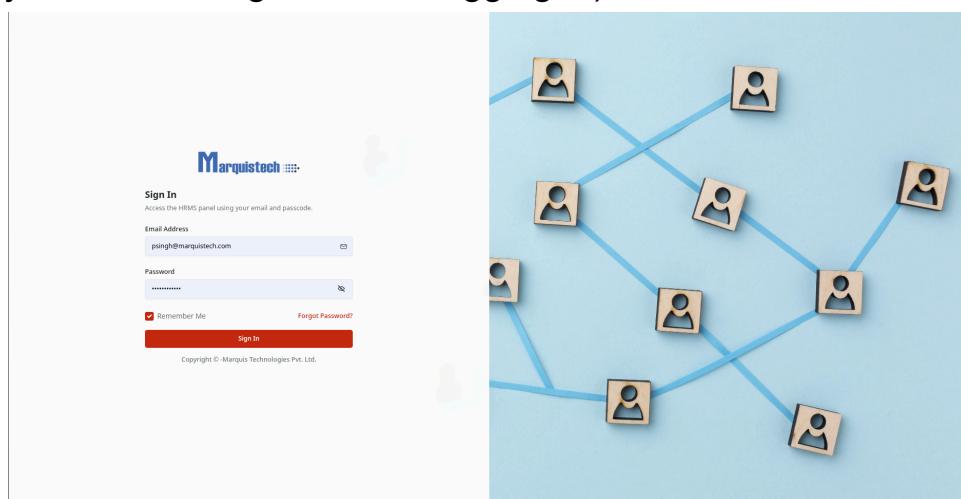
The Marquistech Human Resource Management System (HRMS) offers a comprehensive suite of functionalities designed for managing various HR-related tasks.

Key features include:

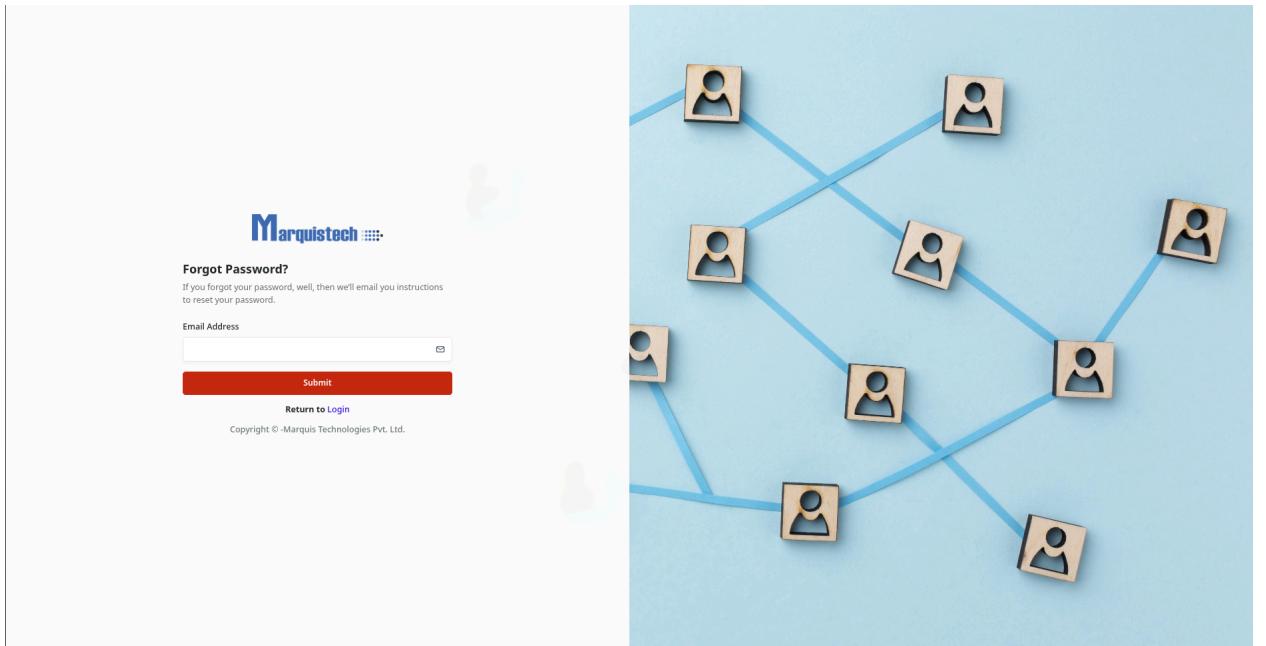
- **Attendance and Leave Management:** Apply for attendance, request leave, and check the status of both. View your personal leave ledger.
- **Approval Workflow:** Managers can approve attendance and leave requests.
- **Support and Communication:** Create tickets and monitor their status.
- **Employee 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.

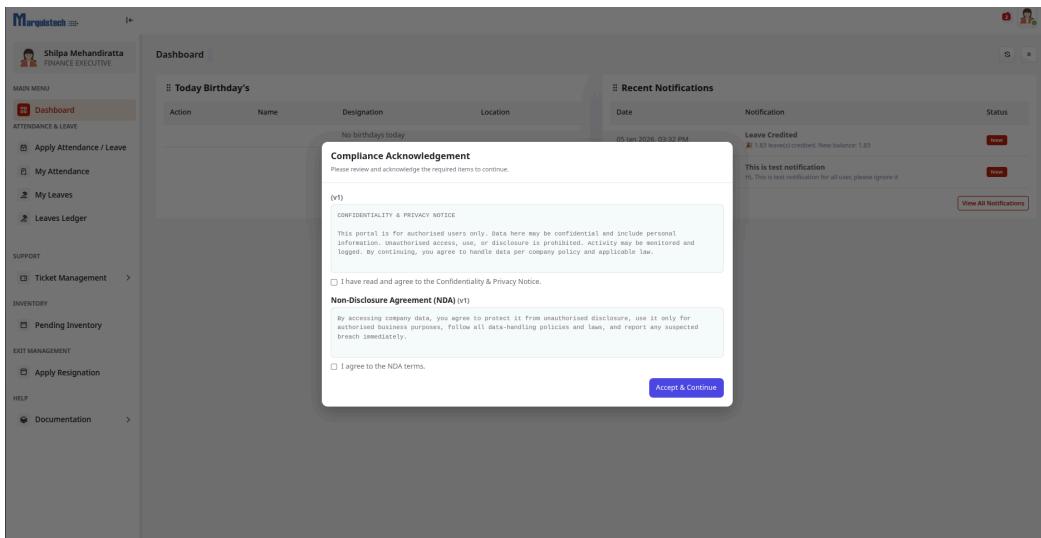
- **Login** - visit the URL: <https://hrms.marquistech.com/> and put  
**Email:** Your professional email  
**Password:** welcome@123 (it's a default password, make sure you have changed it after logging in)



- **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 loggin 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.

Marquistech

Prashant Singh  
SENIOR SOFTWARE ENGINEER

MAIN MENU

- Dashboard**
- ATTENDANCE & LEAVE
  - Apply Attendance / Leave
  - My Attendance
  - My Leaves
  - Leaves Ledger
- SUPPORT
  - Ticket Management
- INVENTORY
  - Pending Inventory
- EXIT MANAGEMENT
  - Apply Resignation
- HELP
  - Documentation

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	<b>Birthday Wishes!</b> 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.

Profile Settings

General Settings

Profile

Security

Notifications

Step 1: Basic Information

First Name + Middle Name \*

Prashant

Last Name

Singh

Professional Email \*

psingh@marquitech.com

Personal Email

singh.prshnt15592@gmail.com

Phone \*

7017800984

Gender \*

Male

Date of Birth \*

1992/07/01

Education \*

Graduate

Education Area

Engineering

Degree \*

B.Tech

Next

- **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.

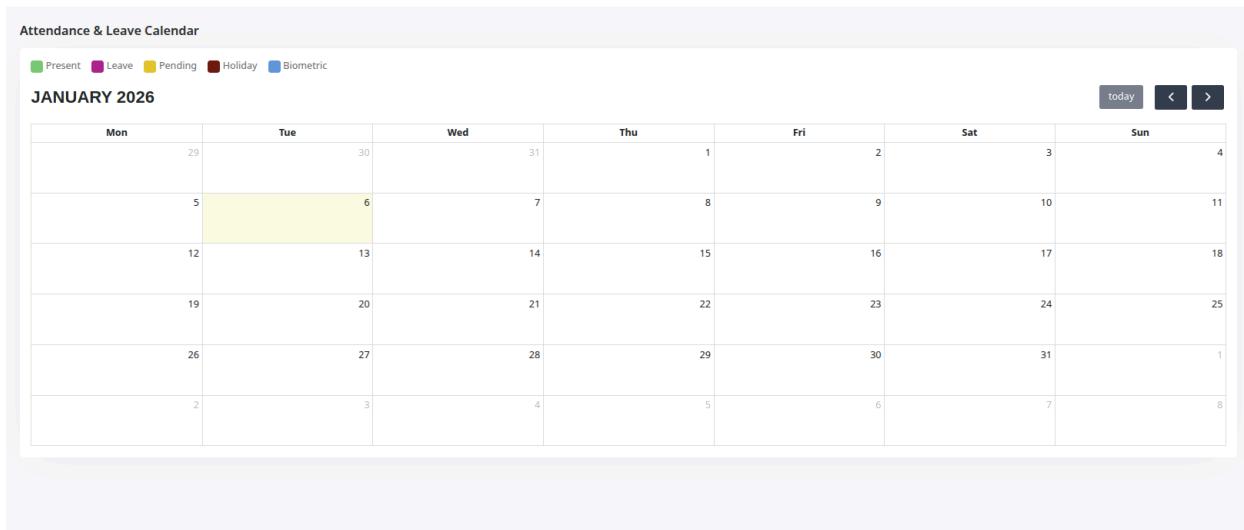
- **Applying Attendance/Leave:**

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**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					3	4
					10	11
					17	18
					24	25
					31	1
					7	8

**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**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					3	4
					10	11
					17	18
					24	25
					31	1
					7	8

**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						
Actions		Search				
Applied On	Date Range	Location	Project	Type	Status	Action
<input type="text" value="Search"/>	<input type="button" value="View"/> <input type="button" value="Delete"/>					
06 Jan 2026	29 Dec 2025 -- 31 Dec 2025	NOIDA	Web Development	Attendance	<span>Pending</span>	<input type="button" value="View"/> <input type="button" value="Delete"/>
06 Jan 2026	26 Dec 2025 -- 26 Dec 2025	NOIDA	Web Development	Attendance	<span>Pending</span>	<input type="button" value="View"/> <input type="button" value="Delete"/>

My Leave Requests										
Actions		Leave Requests								
<a href="#">Copy</a> <a href="#">Excel</a> <a href="#">Column visibility</a>		<input style="width: 100px; margin-right: 10px;" type="text" value="Search"/> <a href="#">Search</a>								
Applied On	Date Range	Total Days	Project / Local Lead	Manager	Reason	Status	Action			
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>			

- **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@marquitech.com)
Phone	
Location	Select Location
Project	Select Project
Concern Department	Select Department
Subject	
Details	
Attachment (optional)	<input type="button" value="Choose file"/> No file chosen
<input type="button" value="Submit Ticket"/>	

My Tickets									
Tickets Raised By You									
Actions		Subject	Department	Priority	Status	TAT	Created	Actions	
Search	Search	Search	Search	Search	Search	Search	Search	Search	
#1	This is test ticket..	Human Resource	CRITICAL	RESOLVED	13 Dec 2025 19:43	12 Dec 2025 17:18	<a href="#">View</a>	<a href="#">Reopen</a>	<a href="#">Escalate</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

- **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 Proto 0	Pending SIM 0	Pending FI 0
<a href="#">Proto</a>	<a href="#">SIM</a>	<a href="#">Fixed Inventory</a>
<b>Pending Proto</b> <p>No pending proto records found.</p>		

- **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	Reporting Manager *	Reporting Lead (optional)
1 Month	Amol Shirke (ashirke@marquitech.com)	-- none --
Reason (optional)		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

Exit Management — Resignations

Resignations

ID	Employee	Type	Applied	Notice (mo)	LWD	Status	Pending/Hold	Actions
Search	Search	Search	Search	Search	Search	Search	Search	Search

No data available in table

Showing 0 to 0 of 0 entries

Previous Next

- **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.

View All Policies

All Policy Documents

 HR Policy	 Leave Policy	 Leave Calendar
 Acceptable Use Policy	 Access Control Policy	 Field Test Security Policy
 Incident Response Plan Document	 Information Security Policy	 Password Policy
 Physical Security Policy	 Privacy Policy	 Clear Desk And Clear Screen Policy
 Posh Policy		

nationalsecuritypolicy

View All Tools Documents

All Tools Documents

 How To Use HRMS Tool	 How To Use MRMS Tool	 How To Use Travel Tool
--	---	--

- **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.

Name	Start Date	End Date	Days	Project	Location	Travelling
Prashant Singh	11 Dec 2025	12 Dec 2025	2.00	ACME	Agra	No

- **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.

Name	Start Date	End Date	Days	Project	Location	Travelling
Nooshin Shams	11 Dec 2025	12 Dec 2025	3	ACME	Agra	No

- **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

Show 25 entries

Search:

□	Name	Start Date	End Date	Days	Project	Location	Reason
No data available in table							

Showing 0 to 0 of 0 entries      Previous      Next

International Leave Approval

Filter User

All Users

Approve as Lead   Reject as Lead

-----END of Document-----