

eQ-HRMS



@QUADRIGA  
■ ■ ■ ■ Software ■ ■ ■ ■



## eQuadriga Human Resource Management System

**eQuadriga software private limited** was started in the year 2000 as the first MNC in Trichy, India to cater to the software development needs of the Klett group Stuttgart, Germany.

eQuadriga introduces Human Resource Management System (**eQ-HRMS**) for managing all HR activities. It is a complete Biometric Fingerprint recognition based software which has Employee Management, Time and attendance, Shift and Leave, Payroll in a single tightly integrated package. HRMS offers a flexible and easy to use solution for organizations of all sizes. The management can view the employee reports like employee status, shifts, attendance and IN (entry) / OUT (exit) time. Using eQ-HRMS the management can track employee information at any point of time, besides completely eliminating paper work and thus saving cost.

### HRMS includes

- eQ-Employee Information system - Department, designation and employee profile can be recorded. Also Time & Attendance Management is maintained wherein Employee IN/OUT and attendance can be tracked
- eQ-Shift & Leave Management - Shifts can be assigned and leaves can be defined for each employee.
- eQ-Payroll Management - Based on the time log, shift and attendance ,the pay roll can be generated for each employee in the organization.



ABOUT US

ABOUT eQ-HRMS

## eQ-Employee Information system

In HR Management System, the application has a login screen where in user name and password has to be entered in order to log into the application. Admin users alone can use this HR Management System. The application menus are set as per the user role.

### Login:

#### ➤ Master

- Department
- Designation
- Bank
- Location
- Employee
- Finger Registration

#### ➤ Transaction

- Employee
  - Incentive Details
  - Family Details
  - Career Details

#### ➤ Reports



SECURITY AND  
MENU CONTROLS:

### Employee Information system

The admin user can set their user name and password. The user name and password has to be entered in the respective field. Once the “Login” button is clicked the user can login to the application.

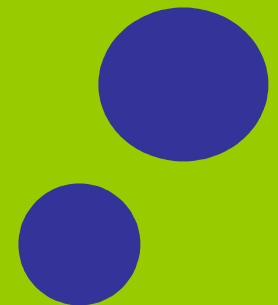


**LOG IN  
(ADMIN LOGIN):**

All basic information such as Department, Designation, Bank, Location, Employee and Finger Registration of an employee has to be entered in HR Management System. At least one record has to be created in each form. The admin role user alone has full rights to view and edit or change the corresponding information in each form.



**MASTER**



## Employee Information system

All basic information is recorded in the masters, where the transaction of HR Management System can be recorded by this menu such as Employee incentive, Family and Career details can be recorded here in this screen. Some of the transactions will be automatically updated from the master screen to transaction screen. The transaction screen is used to record the transaction information about the employee. The admin role user alone has full rights to view and edit or change the corresponding information in each form.



**TRANSACTION:**



## eQ-Employee Information system

Reports are generated based on the IN / OUT time of an employee. The management can audit the employee details, attendance, actual Working Hour, Break and On Duty of an employee. The reports can be generated at any point of time based on the requirement. The reports may be of crystal report also it can be export to xls.



**REPORTS:**



# eQuadriga Human Resource Management System eQ- Employee Information system

## Features of Time and Attendance

- Set up of Multiple fingerprint recognition in a location
- Tracks of each employee's check IN/OUT time
- Views the total hours for a day, week or month
- Tracks late comers
- Views attendance of each employee.
- Tracks the difference between actual work time against the specified work time by the organization.
- Views the attendance for a day, week or for a month
- Views employee overtime list



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## eQ-Shift & Leave Management

### Features of Shift & Leave

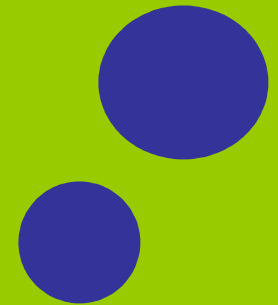
- Defines Shifts
- Defines Shift Timings
- Defines weekly offs
- Defines weekly off on specific shift timings
- Assigns shifts to employee's
- Assigns weekly off to employee's
- Defines organization Holidays
- Annual leave, sick leave etc
- Views leave summary for all employees
- Views leave summary for a particular employee
- Leave approval and application

### Features



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### Reports





## eQ-Shift & Leave Management

### COMPONENTS

#### Shift Management

- oShift master
- oShift mapping
- oShift Exception
- oWeekly off
- oWeekly off definition link
- oWeekly off exception
- oWaiver Entry

#### Leave management

- oLeave Opening Balance
- oTransaction → Leave details
- oLeave year end process

#### Reports

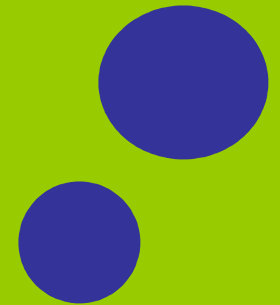
- oDeviation report
- oAbsence Summary report
- oAvailable Leave Report

### Features



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### Reports



## eQ-Shift & Leave Management

### Shift Management

This can be used to map and manage shifts and is very useful for organizations who work extensively on a shift basis. The shifts can be allotted to employees for the particular duration. Also exceptions could be recorded. The weekly offs could be customized as per the employee profile and the job requirements.



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## eQ-Shift & Leave Management

### Leave Management

The leave opening balance can be entered and the subsequent leave details can be tracked further. The year end process helps tracks the leave balance at the end of the year.



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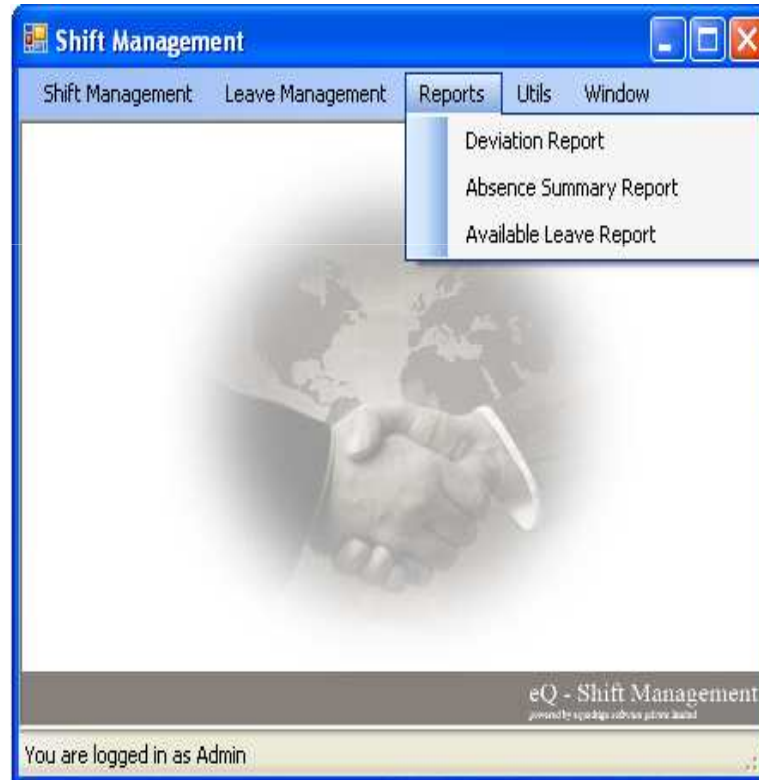
## eQ-Shift & Leave Management

### Reports

Various reports like deviation Report, Absence Summary Report and Available Leave reports can be generated.

The deviation reports which could be viewed as *Crystal Reports* are as follows

- Shift Timing
- Exceeding Breaks
- Late Comers report
- Overtime report
- Permission report
- Employee Attendance
- Employee Working Hours daily
- Employee Working Hours Weekly
- Employee Working Hours Monthly
- Payroll

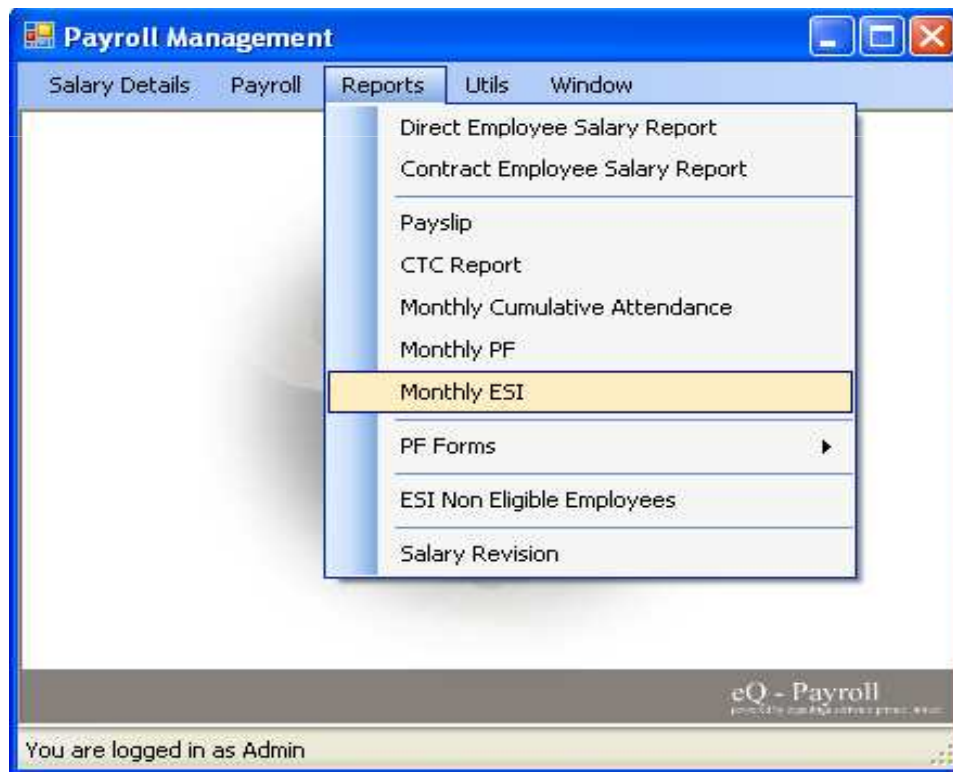


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## eQ-Payroll Management

**Payroll Management:** Based on the time, shift and attendance, the payroll can be generated for the employees of the organization. The salary details with designation wise allowances can be entered. The career history along with the incentive eligibility can be generated.

It can be used to enter all aspects of payroll like salary eligible hours, salary worked hours, the deductions, the direct and the contract employee payroll process. Various PF forms are available and its utility could be customized based on the employee profile.



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