



HRMS SOFTWARE – Created and Developed for Growing Organizations

Introduction

Simple HR Solutions For Every HR

MSQUARE helps to encourage the performance of Business. MSQUARE is created by a team of HR and Software professionals with the idea of bridging the gap between a human being and technology. Using both these resources we have created a simplified HR web-portal that covers all the daily task needs of an HR to handle the most dynamic asset within any organization

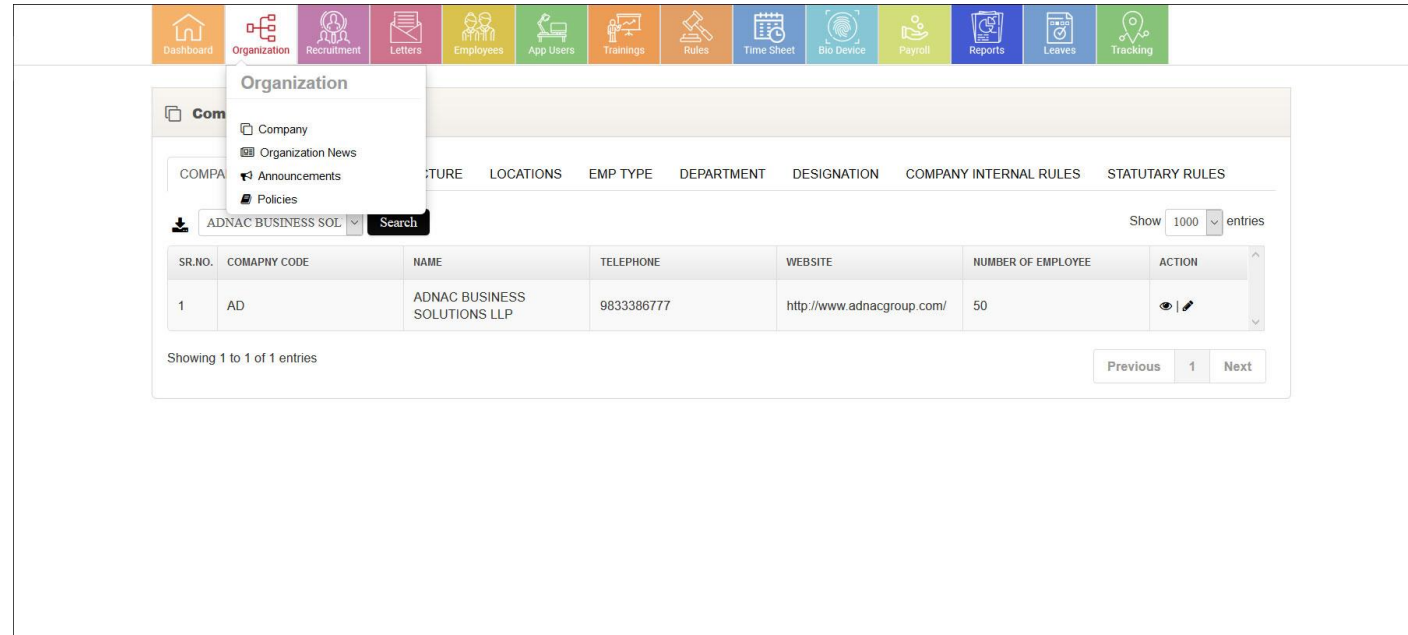
- **Web Portal Solution for HR**
- **Thinking & Practical Web Portal**
- **Accurate Attendance System**
- **GPS Tracking of On-Field Employees**
- **No Server Setup required**
- **Auto Organogram Creation**
- **Easy Plug-n-Play options**
- **Efficient & User Friendly Web Portal**
- **A People Friendly Web Portal**
- **Payroll Processing within 7 Seconds**
- **Many Options for Attendance Marking**
- **Easy Bio-Metric Device Integration**
- **Multi Company Addition**
- **Employee Self Service**
- **Allows HR to interact & counsel & MSQUARE does the rest**
- **A Web Portal for a Stress Free HR**
- **Auto Statutory Compliance Settings**
- **No Loss of Data as all on Cloud**
- **In-app & Email Notifications**
- **Set your own Colour Themes**
- **Android App for On the Go Access**

Modules We Provide





Organization Management System

- Add Multiple Companies
- Add Multiple Locations
- Add Multiple Departments
- Send Multiple News & Announcements
- Create Company Policy
- Set Multiple Salary Break-Ups
- Set Multiple Emp Types
- Add Multiple Designations
- Set Internal Company Rules



The screenshot displays the Organization Management System interface. At the top, there is a navigation bar with icons for Dashboard, Organization, Recruitment, Letters, Employees, App Users, Trainings, Rules, Time Sheet, Bio Device, Payroll, Reports, Leaves, and Tracking. Below this, a dropdown menu for 'Organization' is open, showing options: Company, Organization News, Announcements, and Policies. The main content area features a table with columns: SR.NO., COMAPHY CODE, NAME, TELEPHONE, WEBSITE, NUMBER OF EMPLOYEE, and ACTION. The table contains one entry for 'ADNAC BUSINESS SOLUTIONS LLP'. Below the table, it shows 'Showing 1 to 1 of 1 entries' and navigation buttons for 'Previous', '1', and 'Next'.

SR.NO.	COMAPHY CODE	NAME	TELEPHONE	WEBSITE	NUMBER OF EMPLOYEE	ACTION
1	AD	ADNAC BUSINESS SOLUTIONS LLP	9833386777	http://www.adnacgroup.com/	50	 

Showing 1 to 1 of 1 entries

Previous 1 Next

Recruitment Management System

- Add Multiple Job Posts
- Multiple CV Shortlisting by HOD
- Set Up Interview Rounds
- KYC & Documents Verification
- Candidate Induction
- Upload Candidate CV
- Set Up Interview Slots
- Get Interview Ratings by HOD
- Generate Offer Letters

Dashboard

Organization

Recruitment

Letters

Employees

App Users

Trainings

Rules

Time Sheet

Bio Device

Payroll

Reports

Leaves

Tracking

Job Post Requisition

Job Post Requisitions

Shortlisted Candidate

Active

Search

Show 1000 entries

SR NO.	JOB POST DATE	JOB TITLE	NO. OF POSITIONS	EMP TYPE	SALARY RANGE	AGE RANGE	WORK EXP	CREATED BY	CONFIRMED BY	UPLOAD CV	CV STATUS	INTERVIEW STATUS	RATING STATUS	ACTION
1	26-Jul-19	Trainee Accounts Executive	5	full	₹ 10,000 - 20,000	20-30	Fresher	Admin	Debjani Ghosh	<div><div></div></div>	<div>Total-1 Selected - 1 Rejected - 0 On Hold - 0 Pending - 0</div>	<div>Total-1 Scheduled - 1 Not Scheduled - 0</div>	<div>Total-1 Selected - 0 Rejected - 0 On Hold - 0 Pending - 1</div>	<div><div></div><div></div></div>
2	24-Apr-19	Office Boy	5		₹ 10,000 - 5,000			Admin	Pending	Pending	Pending	Pending	Pending	<div><div></div><div></div></div>
3	24-Apr-19	Team Leader Development	10		₹ 20,000 - 40,000			RUPESH CHAUDHARI	RUPESH CHAUDHARI	<div><div></div></div>	Pending	Pending	Pending	<div><div></div><div></div></div>
											Total-4 Selected - 4		Total-1 Selected - 1	

Showing 1 to 19 of 19 entries

Previous

1

Next

Letter Management System

- Pre-Loaded Multiple Letter Formats
- Track Issued Letters
- Can be printed on Letterhead
- Full Control of Issuing Letters
- Set Terms & Conditions as per Designations
- Set Auto/Manual mode to Issue Letters
- 14 Types Of Letters
- Assign Rules for Letters
- Download Letters

The screenshot displays the Letter Management System interface. At the top, there is a navigation bar with icons for Dashboard, Organization, Recruitment, Letters, Employees, App Users, Trainings, Rules, Time Sheet, Bio Device, Payroll, Reports, Leaves, and Tracking. Below this, a dropdown menu for 'Letters' is open, showing options for 'All Issued Letters' and 'All Letters'. The main content area has a '+ Create Letters' button and tabs for 'Letters Format' and 'Terms And Condition'. A table lists various letter formats with columns for Letter Name, Letter Assign Rules, Action, and Send Automatically. The table includes entries for Offer Letter, Appointment Letter, Consultancy Letter, Welcome Letter, Confirmation Letter, Appreciation Letter, Increment Letter, and Transfer Letter.

LETTER NAME	LETTER ASSIGN RULES	ACTION	SEND AUTOMATICALLY
Offer Letter		Send	<input type="checkbox"/>
Appointment Letter	Assign Rules	Send	<input type="checkbox"/>
Consultancy Letter	Assign Rules	Send	<input type="checkbox"/>
Welcome Letter			
Confirmation Letter		Send	<input type="checkbox"/>
Appreciation Letter		Send	<input type="checkbox"/>
Increment Letter			
Transfer Letter			

Employee Management System

- Employees Profiling
- Add Contractual Employees
- Take Requisitions from Employees
- Employee Grievances
- Track Employees Performance
- Expense Management
- Shortcuts for – In-activating Employees
- Assign & Replace HOD
- Assign Bio-Devices

- Employee Joining List
- Assign & Track Assets to Employees
- Multiple Level Transfer Options
- Generate Polls

The screenshot displays the Employee Management System interface. At the top, there is a navigation bar with icons for Dashboard, Organization, Recruitment, Letters, Employees, App Users, Trainings, Rules, Time Sheet, Bio Device, Payroll, Reports, Leaves, and Tracking. The main content area is divided into two sections: 'Employee Details' and 'Employees'.

Employee Details: This section shows a table of employees with columns for EMP CODE, EMP NAME, and LOCATION. The table lists four employees: Sandeep Kumar Yadav (AD-113), Arvind Kumar Yadav (AD-113), JIGNESH MISTRY (AD-113), and Debjani Ghosh (AD-113). Below the table, it indicates 'Showing 1 to 9 of 9 entries'.

Employees: This section provides a list of management actions for employees, including Resignations, Terminations, Polls, Performance Evaluation, Files, and Project Management. It also includes a 'Generate Bio Employee' button and a 'New Joinee Attendance' button.

At the bottom of the interface, there is a row of buttons for various actions: Assign Manager, Hold, Terminate, Absconding, Resigned, No Late Mark, Add Bio Device, OD/Late-Early, Replace Hod, Attendance Type, and Bulk Update Employee Details.

App Users Management System

- Auto creation
- Create new Roles
- Username & Password Role wise
- Assign Who can see What
- Edit Roles as and when needed
- Pre Default Roles
- Reset Password
- Give access to Employees
- Assign Data Rights
- Auto Role Assigning

The screenshot displays the 'App Users' management interface. At the top, there is a navigation bar with icons for various HR functions: Dashboard, Organization, Recruitment, Letters, Employees, App Users (highlighted), Trainings, Rules, Time Sheet, Bio Device, Payroll, Reports, Leaves, and Tracking. Below the navigation bar, the 'App Users' section is active, showing a dropdown menu with options: Role, App Users, and Assign Data Rights. The main content area features a 'Role Details' section with a search bar containing 'ADNAC BUSINESS SOL' and a 'Search' button. To the right of the search bar, it says 'Show 1000 entries'. Below this is a table with three columns: COMPANY NAME, ROLE NAME, and ACTION. The table lists several roles for 'ADNAC BUSINESS SOLUTIONS LLP', including 'DIRECTOR', 'HOD_RECRUITMENT', 'interviewer_HOD', 'Emp_ABSL', 'Test', and 'Test11', as well as default roles like 'Admin', 'HOD', 'Employee', and 'CA'. Each row has an 'ACTION' column with icons for view, edit, delete, and add. At the bottom, it says 'Showing 1 to 10 of 10 entries' and has 'Previous', '1', and 'Next' navigation buttons.

COMPANY NAME	ROLE NAME	ACTION
ADNAC BUSINESS SOLUTIONS LLP	DIRECTOR	View Edit Delete Add
ADNAC BUSINESS SOLUTIONS LLP	HOD_RECRUITMENT	View Edit Delete Add
ADNAC BUSINESS SOLUTIONS LLP	interviewer_HOD	View Edit Delete Add
ADNAC BUSINESS SOLUTIONS LLP	Emp_ABSL	View Edit Delete Add
ADNAC BUSINESS SOLUTIONS LLP	Test	View Edit Delete Add
ADNAC BUSINESS SOLUTIONS LLP	Test11	View Edit Delete Add
ADNAC BUSINESS SOLUTIONS LLP - Default Role	Admin	View Edit
ADNAC BUSINESS SOLUTIONS LLP - Default Role	HOD	View Edit
ADNAC BUSINESS SOLUTIONS LLP - Default Role	Employee	View Edit
ADNAC BUSINESS SOLUTIONS LLP - Default Role	CA	View Edit

Training Management System

- HOD gives Need Assessments
- Create Multiple Training Events
- Add Multiple Trainers
- Training Evaluations of Employees
- Ratings on Trainings & Trainers
- Track Employee Training Performance
- Create Multiple Trainings
- 2 Types – Internal/External Trainings
- Add Training Content
- Training Evaluations of Trainers

Employee Trainings

ADNAC BUSINESS SOL Select Location Select Department

SR NO	TRAINING TITLE	EMPLOYEE LIST	TYPE	DURATION	FROM	TO	ACTION
1	zcc	Employee List					+
2	test ttttt	Employee List	Internal		09-Apr-2019	09-Apr-2019	

Showing 1 to 2 of 2 entries

Previous 1 Next

Timesheet Management System

- View Date Range Attendance
- Get Punches from Bio-Device
- Create Multiple Work-Shifts
- Create Weekly Offs
- Set Rules for Attendance Applications
- Create Late Mark Rules
- View Punch Data of Employees
- Set Rules for Weekly-Off Calculations
- Regularise Attendance by Applying
- Penalize Defaulters
- Regularise Attendance as per Shifts
- Create Attendance Rules
- Create Holiday Calendar
- Set Rules for Comp-Offs

DATE	SHIFT	PUNCH IN	PUNCH OUT	WORK HOURS	OT	DELAY	EARLY	APPLIED TYPE	STATUS	LATE MARK COUNT
01 Jul 2019	10:30-19:30	10:30 2	19:30 2	9:0				Late/early-Approved	P	
02 Jul 2019	10:30-19:30							OD-Rejected	A	
03 Jul 2019	10:30-19:30	10:29 2	19:33 2	9:1					P	
04 Jul 2019	10:30-19:30	10:37 2	19:34 2	8:53		0.7			P	100-7=93
		10:34	19:32							

Payroll Management System

- Add Deductions
- Track Advance Salary given if any
- Add any kind of Adjustments
- Add Bonus, Commissions & Incentives
- Auto Generated Payslips
- Full N Final Computation Sheet
- IT Declaration Form filled by Employees
- Add Manual Attendance if only Payroll Module is taken
- Track Loans given to Employees
- OT Calculations
- Add Reimbursements
- Do Monthly Salary Process in 7 Secs

The screenshot displays the MSquareHRM Payroll Management System interface. The top navigation bar features icons for various HR modules: Dashboard, Organization, Recruitment, Letters, Employees, App Users, Trainings, Rules, Time Sheet, Bio Device, Payroll, Reports, Leaves, and Tracking. The main content area is titled 'Salary Process' and includes radio buttons for 'Company wise' and 'Location wise' processing. Below these are dropdown menus for 'Select Company', 'Select Location', and 'Select Cycle', followed by a 'Process Salary' button. A 'Payroll' sidebar menu on the right lists various functions: Deductions, Advance Salary, Overtimes, Adjustments, Reimbursements, Bonuses, Commissions, Salary Process, Payslips, Full N Final, TDS, Salary Incentives, and Add Attendance.

Leave Management System

- Pre-Default Leave Types
- Set Leave Policies
- Check Employee Leave Summary
- Set Leave c/f rules
- Set Leave Eligibility Rules
- Add separate Leave Type for Leaves more than one day.
- Set Leave Approval Hierarchy

- Can Add More Leave Types
- Entitle Leaves via Excel/Add
- Employee Leave Card
- Set Leave Encashment Rules

Leave Type

ADNAC BUSINESS SOL

SR.NO.	LEAVE TYPE	DESCRIPTION
1	PL	Default
4	Long Leave	News
2	CL	Default
3	SL	Default

Showing 1 to 4 of 4 entries

Previous 1 Next

Leave

- Leaves Type
- Company Leave Rules
- Leave Entitlement
- Leave Process
- Leave Summary
- Leave Card

Long Leave

GPS Employee Tracking Management System

- Create Meetings
- Live Tracking Of Online Employees
- Conveyance Expense Management
- Track Meetings
- Locator Access to HOD/ADMIN
- Send notifications to Online Users
- Track their GPS path while in Meeting
- GPS Location captured between the Work-Shifts only
- 2 Types Meetings Scheduled/Unscheduled
- Meeting Audio Recordings
- Auto Applications for Attendance
- Set GPS Tracking Rules

Locator

Date: 21 / 08 / 2019

Sales Person Name

Online	Offline
Madhvi	Chintan Parekh
Sandeep	Debjani Ghosh
Aniket	RUPESH CHAUDHARI
Vishal	Arvind Kumar Yadav
Sushant	JIGNESH MISTRY
Mukesh	DILIP YADAV
Abhishek	ANIL BORSE
Vanita	Sandeep Kumar Yadav

Tracking

Meeting
Travel Allowance
Locator
Clients
Tracking Rules

Location's Co-ordinate

Map Satellite

Map data ©2019 Terms of Use Report a map error

Report Management System

- Download all HR Reports
- Download all Employee Reports
- Download all Payroll Reports
- Download all Tracking Reports
- View Log Reports
- Download all Recruitment Reports
- Download all Time Sheet Reports
- Download all Training Reports
- View Graphs and Analytics

The screenshot displays the MSquareHRM web application interface. At the top, a navigation bar contains icons for various modules: Dashboard, Organization, Recruitment, Letters, Employees, App Users, Trainings, Rules, Time Sheet, Bio Device, Payroll, Reports, Leaves, and Tracking. The 'Reports' module is currently active.

The main content area shows the 'Timesheet Report' form, which includes the following fields and options:

- Filter:** Select Company, Select Location, Select Department, Select Designation
- Duration:** Select, Select Type
- Report Type:**
 - ☐ Late comers
 - ☐ Early Going
 - ☐ Absenteeism
 - ☐ Long Leave
 - ☐ On Leave
 - ☐ On Co
 - ☐ Date Range Attendance
 - ☐ Present
 - ☐ Employee Present Days
 - ☐ Single Punches
 - ☐ WO/PH Working
 - ☐ Applications
 - ☐ Approvals
 - ☐ Late Applications
 - ☐ Late Approvals
 - ☐ Attendance Display
 - ☐ Defaulter(>=3 Absent)
 - ☐ No Electricity Approved
 - ☐ Leave Entitled
 - ☐ Leave Summary
 - ☐ Current Leave Balance
 - ☐ Leave encashment amount (PL)
 - ☐ Present Days
 - ☐ Leave Calculation

At the bottom of the form, there are date pickers for 'From' and 'To' dates, and a 'Generate Report' button.

A 'Reports' dropdown menu is open, showing a list of report categories: HR Reports, Recruitment Reports, Employee Reports, Timesheet Reports, Payroll Reports, and Training Reports. It also includes links for 'Graphs' and 'Log Reports'.

Android Mobile Application For Employee & HOD

Employee Android App	HOD Android App
<ul style="list-style-type: none"> View Attendance Apply to Regularise Attendance View all Applied Applications Add KYC and basic Details Self Dashboard Download My Salary Slips Change Password 	<ul style="list-style-type: none"> View Self & Team Attendance Apply to Regularise Self Attendance Approve/Reject Team Applications Add KYC and Basic Details, View Team Members List Self & Team Dashboard Daily Absent, Late Mark View Reports Download My Salary Slips

Search HRFast on Google Play Store

Hrfast
ADNAC BUSINESS SOLUTIONS LLP

3.5 ★
29 reviews

12 MB

3+
Rated for 3+ ©

5i
Di

View / Download Payslips

Select Salary Cycle

- June 2019 Payslip**
01/06/2019 - 30/06/2019
Rs 43,300
- May 2019 Payslip**
01/05/2019 - 31/05/2019
Rs 43,348
- April 2019 Payslip**
01/04/2019 - 30/04/2019
Rs 41,300
- March 2019 Payslip**
01/03/2019 - 31/03/2019
Rs 41,897
- February 2019 Payslip**
01/02/2019 - 28/02/2019
Rs 43,193

My Dashboard

Active Devices: 14 | Inactive Devices: 1

Team Attendance

21/08/2019

Total Employees	Present	Absent	Leaves
721	1	720	0

Late Comers	Left	All Applications	Forgot Punch
231	1	1274 Approved - 669 Pending - 585 Rejected - 20	18 Approved - 16 Pending - 2 Rejected - 0

OD	Late Early	Leaves	Comp Off
69 Approved - 34 Pending - 35 Rejected - 0	958 Approved - 511 Pending - 438 Rejected - 9	172 Approved - 81 Pending - 83 Rejected - 8	57 Approved - 27 Pending - 27 Rejected - 3

Defaulters

Absent | Single Punch | Late Applications

Dashboard | Attendance | Leaves | Comp Off | Training

View Attendance

Meetings | View My Attendance | Apply | View My Applica

From: 26/07/2019 To: 25/08/2019 SEARCH

Shift	Punch In	Punch Out	Status
10:00-19:00	10:03	19:02	P
Work Hours	OT	Delay	Early
8:57	0:3		
Late Mark Count	Applied Type		
120-3=117	-		

Leave Apply

Apply Leave | My Leave | Team Leave Application

Leave Type : *

Select Leave Type

Slot : *

Select Slot Type

From Date : *

e.g. 26/10/2018

No of days : *

e.g. 10

To Date :

e.g. 29/10/2018

Leave Balance :

e.g. 3.00

Dashboard | Attendance | Leaves | Comp Off | Training

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Few Client Testimonials

Total Employees – 500

“Huge Savings”



**HR Manager
Ms.Madhavi**

Total Employees – 650

**“Easy
Management”**



**HR Head
Ms.Vanita**

Total Employees – 105

**“Hassle Free &
Quick”**



**GM
Mrs.Girap**

Total Employees – 250

“USER Friendly”



**IT Manager
Mr. Sushant**

Total Employees – 2000

**“Effective &
Efficient”**



**VP
Mr.Pendse**

Total Employees – 100

**“No More
Fooling Around”**



**HR Head
Ms.Sukhada**

Total Employees – 500

**“Fast
Processing”**



**HR Manager
Ms.Sanas**

Total Employees – 25

**“Lots of
Features”**



**Director
Mr.Samit**

And Many Many more....

Get in touch

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