Welcome to the user manual guide for managing attendance policies and shift timings using the Ray HRMS system.

**Step 1:** Log in to Gridlex Ray and click on the "HRMS" tab located under the Ray section in the menu bar.

Zolan Gridlex App Suite								
Inbox & Omnichannel	Zip	Sky	Ray	Enterprise Admin				
Zolan International 💙	Zolan International 👻	Zolan International 👻	Zolan International 👻	Add Users				
Manage Inbox	CRM	Accounting & ERP	HRMS	Add Unit Inbox Settings				
Email	Opportunities	Add Invoice	Payroll	Zip Helpdesk Settings				
	Activities	Add Bill	Attendance	Zip CRM Settings				
SMS	Organizations	Revenue	Leaves	Sky Accounting & ERP				
Calls	Contacts	Costs	Geo Track	Settings				
Make & Receive calls	Schedule	Journal	Approvals	Sky Expense Settings				
Auto, Power & Predictive	Campaigns	Banking	Reporting & Analytics	Ray HRMS Settings				
Dialer	Contracts	Inventory	Finance	Contracts Settings				
Voice Broadcast	Helpdesk	Fixed Assets		Enterprise Admin Settings				
Call Settings	Add Ticket	Projects		Billing & Payments				
	Dashboard	Reports						
	Tickets	Expenses						
	Sites	Add Expense						
	Automations	Mileage						
		Approvals						

**Step 2:** Hover over the Settings option in the top menu bar, and select Ray HRMS Settings from the drop-down menu.

GRIDLEX	Inbox $ \lor  $ Zip Helpdesk $ \lor $ Zip CRM $ \lor $ Sky Accounting & ERP $ \lor $ Sky Eq	penses ~ Ray HRMS ~ Objects	Settings - My Account -		Zolan Zolan Interna ~
Ray Timesheet	HOME PAGE Lets Get A Quick Overview	Add User Add Unit			
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HR Reports	Tejaswini G tejaswini@gridlex.com		o Birth Days	No Do	ata found
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**Step 3:** Select "Policy Management" and then click on "Attendance Policy" from the submenu.

GRIDLEX	Inbox 🗸 Zip Helpdesk 🗸 Zip CRM 🗸 Sky Accounting & ERP 🗸 Sky Expenses 🗸 Ray HRMS 🗸 Objects Settings 🗸 My Account 🗸	Zolan Zolan Interna v
Ray Timesheet	Employee Management Delies Management Chift Management Import And Funct Craume Accounting	
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😸 Time Approvals	→ Attendance Policy	
Projects	➔ Holiday Calendar Policy	
Time Reports	→ Leave Policy	
Ray HRMS	→ Leave Approval Policy	
Shortcuts	→ Attendance Regularization Policy	
🗟 My Data	→ Permissions	
	→ Leave Policy Violations	
	→ GeoTrack Categories	
E Leaves	➔ Geofencing Policies	
GeoTrack	➔ Import Export Approval Policy	
😸 HR Approvals	➔ Overtime Policy	
HR Reports	➔ Work Location Categories	

**Step 4:** On the Attendance Policy page, click on the "Add Attendance Policies" button.

GRIDLEX	Inbox × Zip Helpdesk × Zip CRM × Sky	Accounting & ERP $ earrow Sky Expenses  earrow$	Ray HRMS $\checkmark$ Objects Settings $\checkmark$ My Account $\checkmark$	Zolan Zolan Interna ~
Ray Timesheet	Settings » Policy Management	» Attendance Policy		
📄 Time Log		,		
😸 Time Approvals				Add Attendance Policies
Projects				
Time Reports	No. Attendance Policy Name	Attendance Policy Type	# of Employees in Attendance Policy	View Actions
Ray HRMS		N	o Data Found	
🗈 My Data				
🐁 Attendance				
🕒 Leaves				
👤 GeoTrack				
ど HR Approvals				
HR Reports				

**Step 5:** Fill in all the required details in the form that appears, such as policy name, policy type, attendance marking, etc. Once you have filled in all

the necessary details, click on the "Submit" button to add the attendance policy.

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Ray Timesheet	Settings » Policy Management	» Attendance Policy » C	reate N	ew Attendance Polic	cv.		
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ii Time Reports	Attendance Cycle						
Ray HRMS	From Date:*	From Month:*		To Date:*		To Month:*	
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🐁 Attendance	—,			,			
🕒 Leaves			_				
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😸 HR Approvals							
HR Reports							

**Step 6:** Next, head back to the Ray HRMS Setting page, and click on "Shift Management". Select "Manage Shift".

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Ray HRMS		
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😸 HR Approvals		
HR Reports		

Step 7: Click on "Add Shift Master".

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Ray Timesheet	Settings » Shift Management » Manage Shift	
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Ray HRMS	You don't have any Shift Masters yet. Please click here to create new Shift Master.	
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- Leaves		
9 GeoTrack		
😸 HR Approvals		
HR Reports		

**Step 8:** In the form that appears, enter the shift name, start time, end time, and other relevant details based on your organization's needs and policies. Once you have entered all the details, click on the "Save" button to add the shift rule to the list.

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Settings » Shift Management	» Manage Sh	nift » Create New Shift						
	5							
Shift Name :*		Shift Code :*			Shift Description:*			
General		GS			General Shift - 10:00 Am - 7:00Pm			
Shift Start Data#		Shift End Data:*			Shift Start Timo:*	Shift End Times*		Time Zenert
01-05-2023		31-05-2023		m	10:00	07:00		Indian/Maha
Shift End Time is next day:* 🔿 Yes 🖲 No			Shift Type	Day Shi	ift 🖌			
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You can add multiple rules by following the same process. Make sure to create the shift timings based on your organization's requirements.

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Ray Timesheet	Settings	» Shift Management »	Manage Shift			
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Time Reports	No.	Shift Master Name	Shift Code	Shift Start Date	Shift End Date	View Actions
Ray HRMS	1	General	GS	May 1, 2023	May 31, 2023	1
🗈 My Data						
🍇 Attendance						
🕒 Leaves						
GeoTrack						
o HR Approvals						
HR Reports						

Congratulations! You have successfully added attendance policies and shift timings to your Ray HRMS account. These settings will now be applied to your employees' attendance records.

If you need any help with any feature, data migration of your old data, or anything at all, just email <u>apps@gridlex.com</u> and our team will be here to help you. Remember, that one of **Gridlex's** core values is Customer Success. We want you to be successful.