Welcome to the user manual guide for creating a new user/employee in Gridlex Ray HRMS! Follow the steps below to create a new employee in the 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 Admir	
Zolan International 오	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	
CMC	Activities	Add Bill	Attendance	Zip CRM Settings	
5M5	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	
/oice Broadcast	Helpdesk	Fixed Assets		Enterprise Admin Setting	
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 v Zlp Helpdesk v Zlp CRM v Sky Accounting & ERP v Sky E	xpenses - Ray HRMS - Objects	Settings - My Account -	Zolan Zolan Interna v
Ray Timesheet	HOME PAGE Lets Get A Quick Overview		Add User	
📄 Time Log			Add Unit	
😸 Time Approvals	Attendance	GeoTrack	Zip Helpdesk Settings	Approvals
Projects Time Reports Ray HRMS  Shortcuts My Data Attendance Leaves	O5:15:27 AM Your attendance approval policies are not configured property. Please contact your HR.	Please select your GeoTrack act Select Category Provide a summary of GeoTrack Sky Acce Ray HRM Enterpris Billing &	ip CRM Settings Contracts Settings iky Accounting & ERP Settings iky Expenses Settings kty HRMS Settings interprise Admin Settings Setting	You don't have access to view page
GeoTrack	Profile	Upcoming Celebrations		On Leave Today
HR Approvals				
HR Reports	Tejaswini G tejaswini@gridlex.com	Ň	io Birth Days	No Data found
	Next Holidays	Leaves		

Step 3: Click on "Create New Employee".

GRIDLEX	Inbox × Zip Helpdesk × Zip CRM × Sky Accounting & ERP × Sky Expenses × Ray HRMS × Objects Settings × My Account ×	Zolan Zolan Interna ~
Ray Timesheet	Employee Management Policy Management Shift Management Import And Export Groups Accounting	
S Time Approvals	Create New Employee	
Projects	→ Add Employee	
Time Reports	View & Edit Employee Data	
Ray HRMS	→ Add Entity Custom Fields	
<ul> <li>Shortcuts</li> </ul>	→ Swap Reporting Manager	
🗈 My Data		
🐁 Attendance		
🕒 Leaves		
9 GeoTrack		
ස් HR Approvals		
HR Reports		

**Step 4:** Fill in all the required details for the employee such as name, user name, and password. Ensure that all the fields marked with an asterisk (\*) are filled in. Once done, click on the "Next" button.

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Ray Timesheet	dd New Employees			
📑 Time Log				
🖒 Time Approvals	Jser Credentials			
Projects	st Name *	Last Name *	Enterprise *	
Time Reports	Ruth	Parker	Zolan	
Ray HRMS Us	ername + (Please Provide Your Email ID Only)	Password *	Unit*	
A Shortcuts	ruth@zolan.com		Zolan Ray	~
🗈 My Data				
🐁 Attendance		Next		
🕞 Leaves				
GeoTrack				
😸 HR Approvals				
HR Reports				

**Step 5:** Fill in the employee details such as their address, contact details, and other relevant information. Ensure that all the fields marked with an asterisk (\*) are filled in.

GRIDLEX	Inbox ~ Zip Helpdesk ~ Zip CRM ~ Sky Accounting & ERP ~ Sky Expenses ~ Ray HRMS ~ Objects Settings ~ My Account ~			
Ray Timesheet Time Log Time Approvals	Settings » New Employee » Edit Employee			
Projects	Basic Information			
i Time Reports	User ID *:	Employee First Name *:	Employee Last Name *:	
Ray HRMS	ruth@zolan.com	Ruth	Parker	
<ul> <li>Shortcuts</li> </ul>	Work Email *:	Mobile Number *:	Gender *:	
🖪 My Data	ruth@zolan.com	8888888888	Female	~
Attendance Leaves	Job Details			
. GeoTrack	Employee ID *:	Date Of Join *:	Working State: *:	
HR Approvals	Sales Executive	19-02-1995	Texas	~
HR Reports	Others			
	Date of Birth:	Aadhar Number:	Bank Account Number:	
	29-02-1976			
	Bank IFSC Code:	Bank Name:	UAN Number:	
	ESIC IP Number:	Office Location:	State:	
	Country:	PAN:		

**Step 6:** Create Reporting Hierarchy in the Policy Management section and map it as required in the employee details form. Once done, click on the "Submit" button.

Reporting Hierarchy Mapping					
Attendance Policy	Select Attendance Policy	•	Select Managers		
Leave Approval Policy	Select Leave Approval Policy	•	Select Managers		
Regularization Policy	Select Regularization Policy		Select Managers		
Submit					

Congratulations! You have successfully created a new employee in Gridlex Ray HRMS.

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.