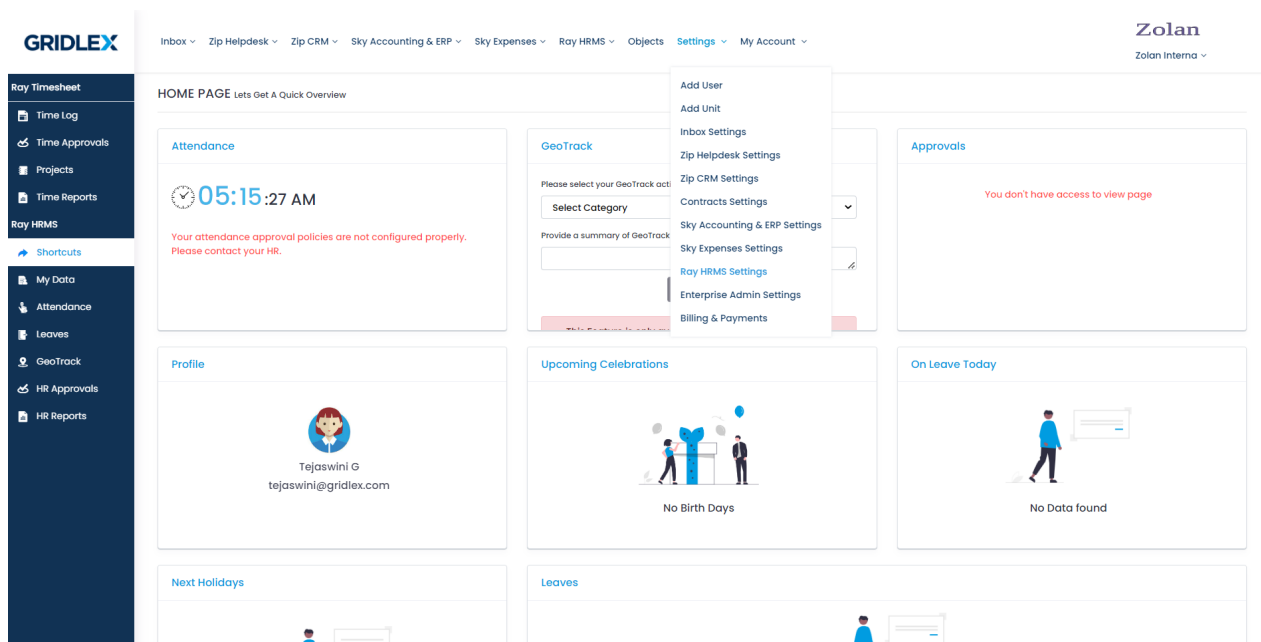


Welcome to the user manual guide for creating a new user/employee in Gridlex Ray HRMS! Follow the steps below to create a new employee in the system.

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



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



Step 3: Click on “Create New Employee”.

The screenshot shows the GRIDLEX HRMS interface. On the left is a dark blue sidebar with a menu. The top navigation bar includes the GRIDLEX logo, a list of application areas (Inbox, Zip Helpdesk, Zip CRM, Sky Accounting & ERP, Sky Expenses, Ray HRMS, Objects, Settings, My Account), and the Zolan logo with 'Zolan Interna' below it. The main content area has a sub-header with 'Employee Management' selected. Below this, a list of actions is displayed: 'Create New Employee' (highlighted with a blue arrow), 'Add Employee', 'View & Edit Employee Data', 'Add Entity Custom Fields', and 'Swap Reporting Manager'.

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.

The screenshot shows the 'Add New Employees' form in the GRIDLEX HRMS interface. The sidebar and top navigation bar are the same as in the previous screenshot. The main content area is titled 'Add New Employees' and contains a 'User Credentials' section. This section has four input fields: 'First Name *' (containing 'Ruth'), 'Last Name *' (containing 'Parker'), 'Enterprise *' (a dropdown menu showing 'Zolan'), and 'Username * (Please Provide Your Email ID Only)' (containing 'ruth@zolan.com'). There is also a 'Password *' field (containing '.....') and a 'Unit*' dropdown menu (showing 'Zolan Ray'). A blue 'Next' button is located at the bottom right of the form.

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 ▾ **Zolan**
Zolan Interna ▾

Ray Timesheet
Time Log
Time Approvals
Projects
Time Reports

Ray HRMS
Shortcuts
My Data
Attendance
Leaves
GeoTrack
HR Approvals
HR Reports

[Settings](#) » [New Employee](#) » [Edit Employee](#)

Basic Information

User ID *: Employee First Name *: Employee Last Name *:

Work Email *: Mobile Number *: Gender *:

Job Details

Employee ID *: Date Of Join *: Working State *:

Others

Date of Birth: Aadhar Number: Bank Account Number:

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	<input type="text" value="Select Attendance Policy"/>	<input type="text" value="Select Managers"/>
Leave Approval Policy	<input type="text" value="Select Leave Approval Policy"/>	<input type="text" value="Select Managers"/>
Regularization Policy	<input type="text" value="Select Regularization Policy"/>	<input type="text" value="Select Managers"/>

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 apps@gridlex.com 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.

