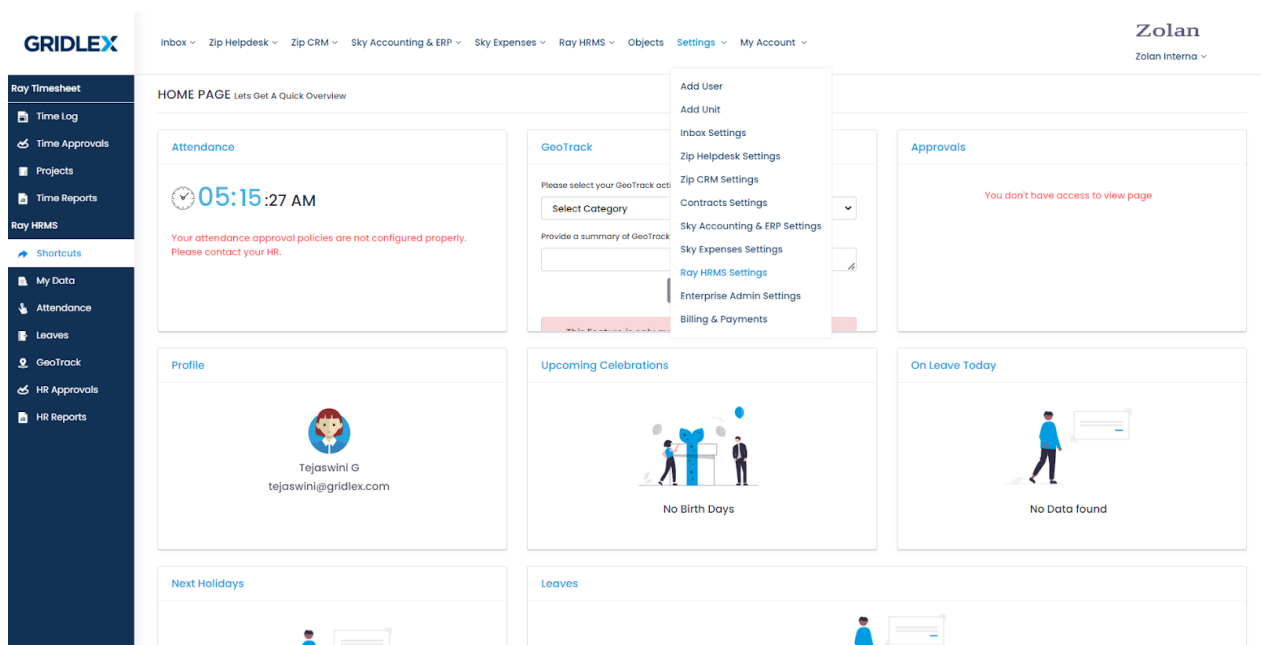


Welcome to the user manual guide for managing attendance policies and shift timings using the Ray HRMS system.

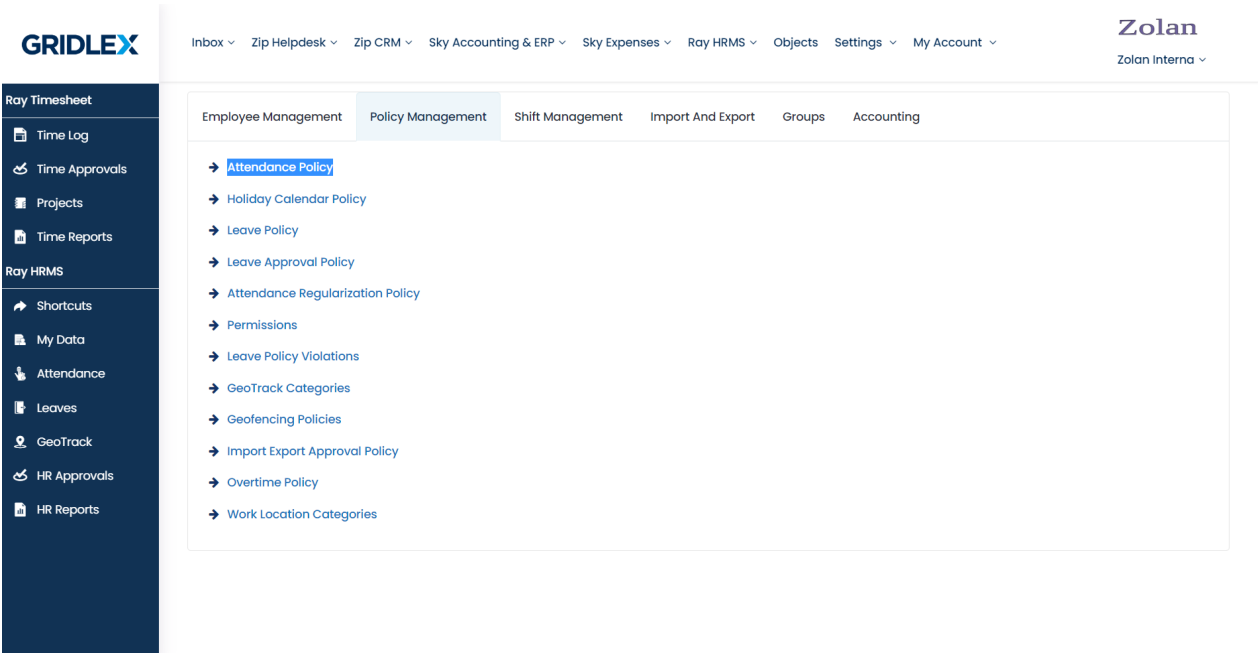
Step 1: Log in to Gridlex Ray and click on the “HRMS” tab located under the Ray section in the menu bar.



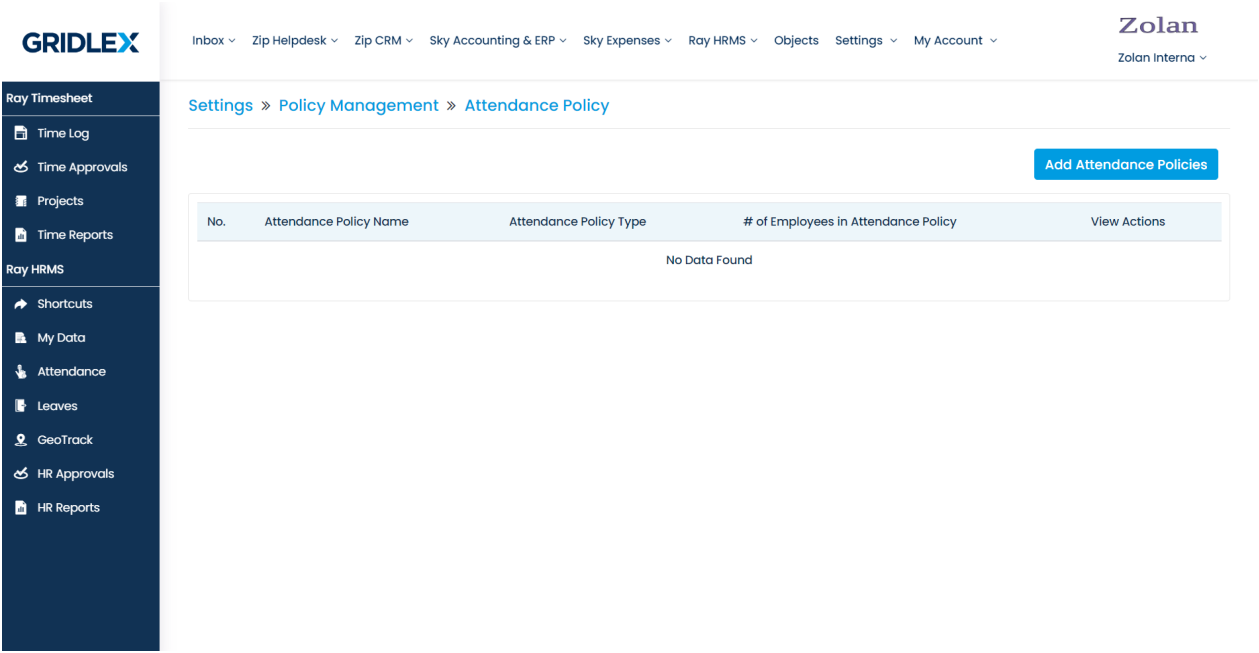
Step 2: Hover over the Settings option in the top menu bar, and select Ray HRMS Settings from the drop-down menu.



Step 3: Select "Policy Management" and then click on "Attendance Policy" from the submenu.



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



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.

The screenshot shows the 'Create New Attendance Policy' form in the Ray HRMS system. The left sidebar contains a navigation menu with 'Ray Timesheet' and 'Ray HRMS' sections. The top header includes the Gridlex logo, a navigation bar with various system modules, and the Zolan logo. The breadcrumb trail indicates the path: Settings > Policy Management > Attendance Policy > Create New Attendance Policy. The form itself contains several fields: 'Attendance Policy Name' (text input), 'Attendance Policy Type' (dropdown menu with 'One of them Approve' selected), 'Attendance Source' (dropdown menu with 'Web' selected), and 'Attendance Type' (dropdown menu with 'Day Rule' selected). Below these is the 'Attendance Cycle' section with 'From Date' (dropdown with '1st'), 'From Month' (dropdown with 'Current Month'), 'To Date' (dropdown with '1st'), and 'To Month' (dropdown with 'Current Month'). At the bottom, there are three checkboxes: 'Create same on Leave Approval Policy', 'Create same on Attendance Regularization Policy', and 'Integrated GeoTrack Login'. A blue 'Submit' button is located at the bottom right of the form.

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

The screenshot shows the 'Shift Management' page in the Ray HRMS system. The left sidebar is the same as in the previous screenshot. The top header is also the same. The breadcrumb trail is: Settings > Policy Management > Shift Management. The main content area has a sub-header with tabs: 'Employee Management', 'Policy Management', 'Shift Management' (which is highlighted), 'Import And Export', 'Groups', and 'Accounting'. Below the tabs, there is a list of three items: 'Manage Shift' (highlighted with a blue box), 'Manage Roster', and 'Calculate Attendance'. Each item has a right-pointing arrow icon next to it.

Step 7: Click on "Add Shift Master".

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Ray HRMS

Objects

Settings

My Account

Ray Timesheet

Time Log

Time Approvals

Projects

Time Reports

Ray HRMS

Shortcuts

My Data

Attendance

Leaves

GeoTrack

HR Approvals

HR Reports

Zolan

Zolan Interna

Settings

Shift Management

Manage Shift

Add Shift Master

No.	Shift Master Name	Shift Code	Shift Start Date	Shift End Date	View Actions
1	General	GS	May 1, 2023	May 31, 2023	<div><div></div><div></div></div>

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 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.