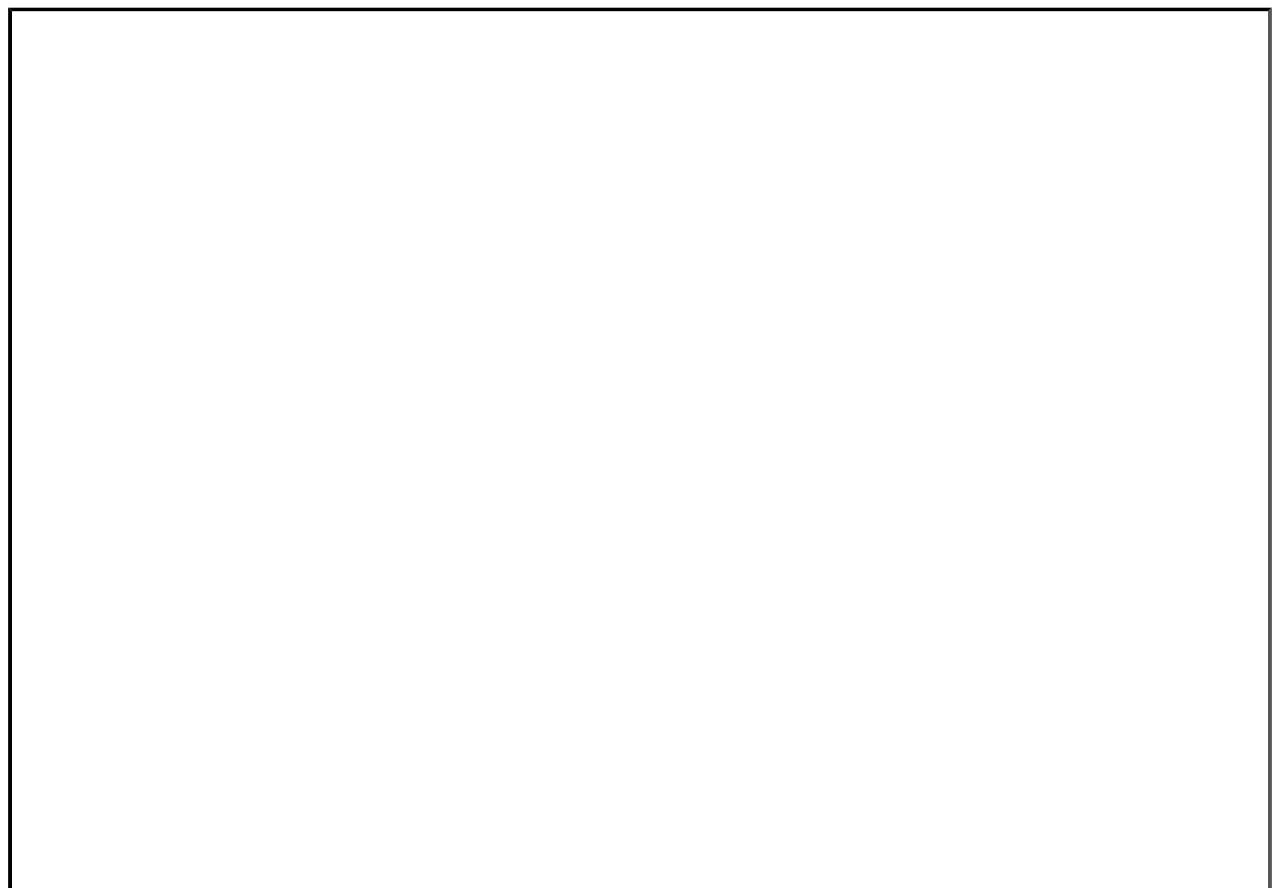


Gridlex Ray HRMS tool is designed to assist HR departments in managing employee data and information. Gridlex Ray HRMS tool provides various types of reports, including attendance, leave, and payroll reports, which are essential for effective HR management.

1. **Attendance Reports:** These reports provide information about the employee's attendance, such as the number of hours worked, days present, absent, late, or early leaves.
2. **Leave Reports:** Leave reports show the details of employees' leave history, such as the types of leaves taken, leave balances, and approvals. These reports help HR managers to manage leave requests, identify trends in leave usage, and ensure compliance with company policies and legal requirements.
3. **Payroll Reports:** Payroll reports contain employee compensation data, such as salaries, bonuses, deductions, and taxes. HR managers use payroll reports to calculate and process payroll accurately, monitor employee compensation, and comply with regulatory requirements.



If you need any help with any feature, data migration of your old data, or anything at all, just email [apps@gridlex.com](mailto: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.