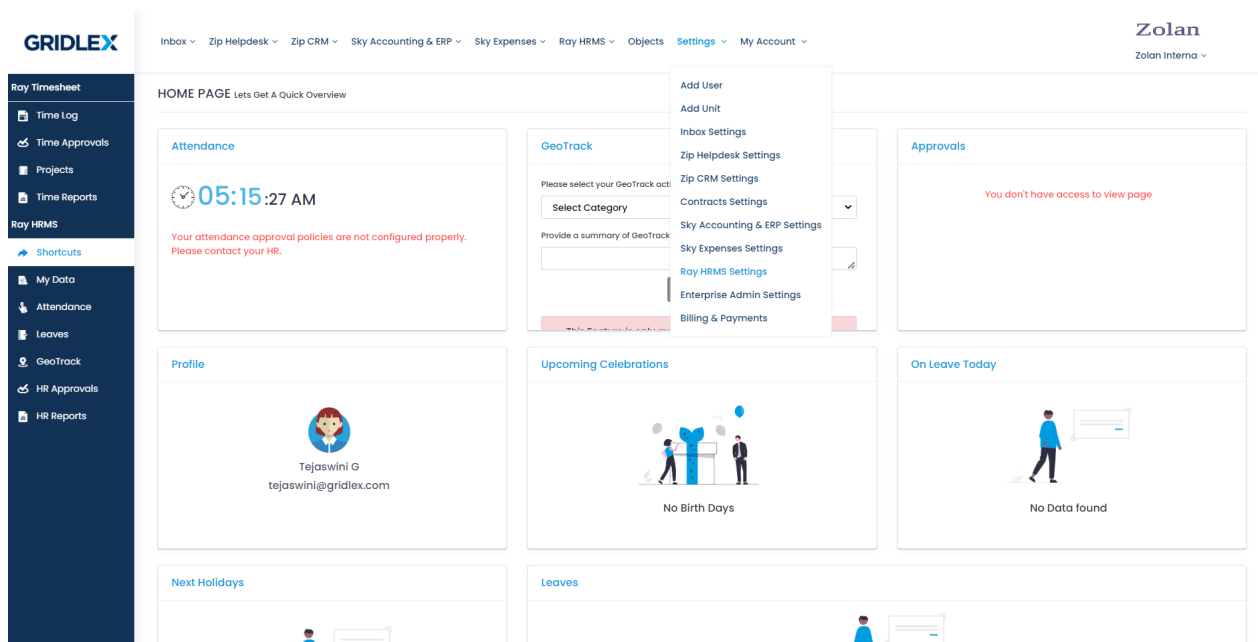


Welcome to the user manual guide for creating a new user/employee in Gridlex Ray HRMS! Follow the steps below to create a new employee in the system.

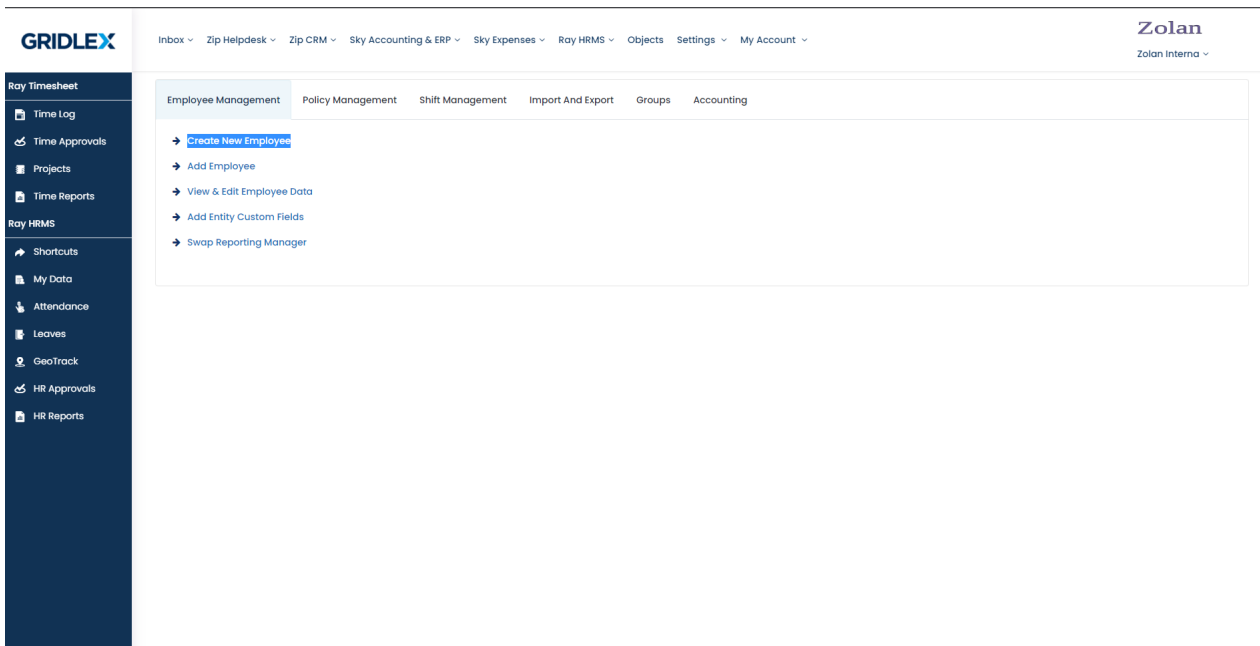
**Step 1:** Log in to Gridlex Ray and click on the “HRMS” tab located under the Ray section in the menu bar.



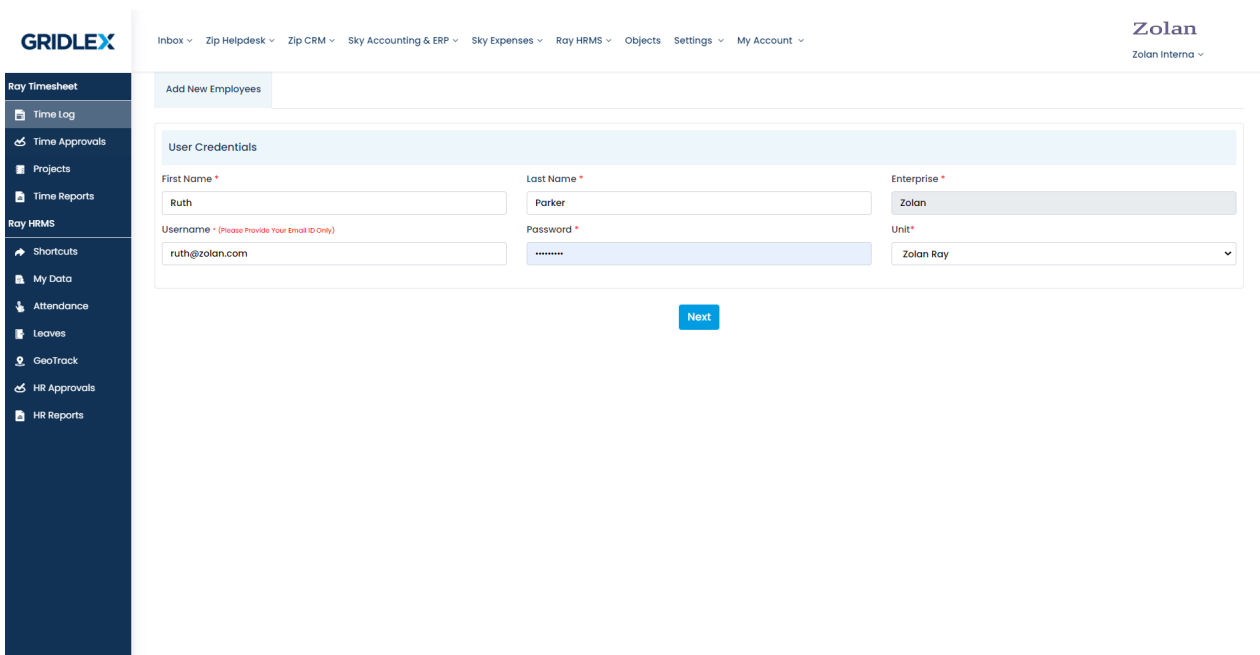
**Step 2:** Hover over the Settings option in the top menu bar, and select Ray HRMS Settings from the drop-down menu.



**Step 3:** Click on “Create New Employee”.



**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.



**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.

The screenshot shows the 'Edit Employee' form in the Gridlex Ray HRMS system. The form is organized into three main sections:

- Basic Information:** Fields for User ID (\*), Employee First Name (\*), Employee Last Name (\*), Work Email (\*), Mobile Number (\*), and Gender (\*).
- Job Details:** Fields for Employee ID (\*), Date Of Join (\*), and Working State (\*).
- Others:** Fields for Date of Birth, Aadhar Number, Bank Account Number, Bank IFSC Code, Bank Name, UAN Number, ESIC IP Number, Office Location, State, Country, and PAN.

A 'Submit' button is located at the bottom right of the form.

**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.

The screenshot shows the 'Reporting Hierarchy Mapping' form. It contains three rows, each with a policy name, a dropdown menu to select the policy, and a 'Select Managers' button. The policies listed are Attendance Policy, Leave Approval Policy, and Regularization Policy. A 'Submit' button is located at the bottom center.

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](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.

