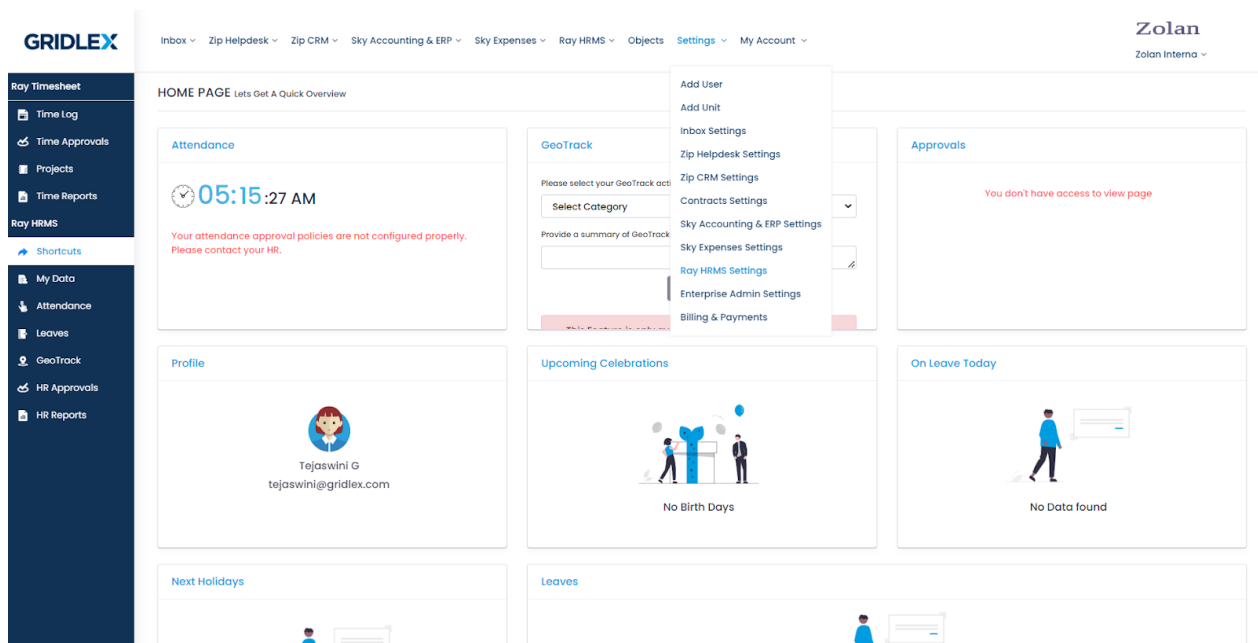


Welcome to the user manual guide for managing attendance policies and shift timings using the Ray HRMS system.

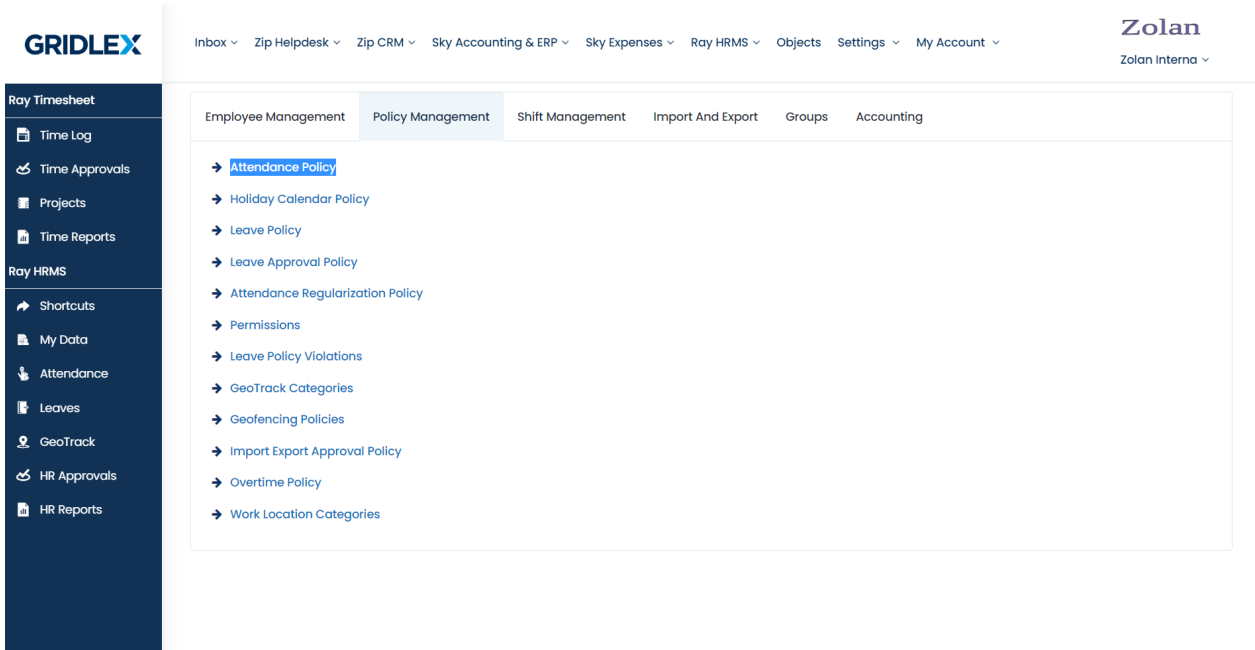
**Step 1:** Log in to Gridlex Ray and click on the “HRMS” tab located under the Ray section in the menu bar.



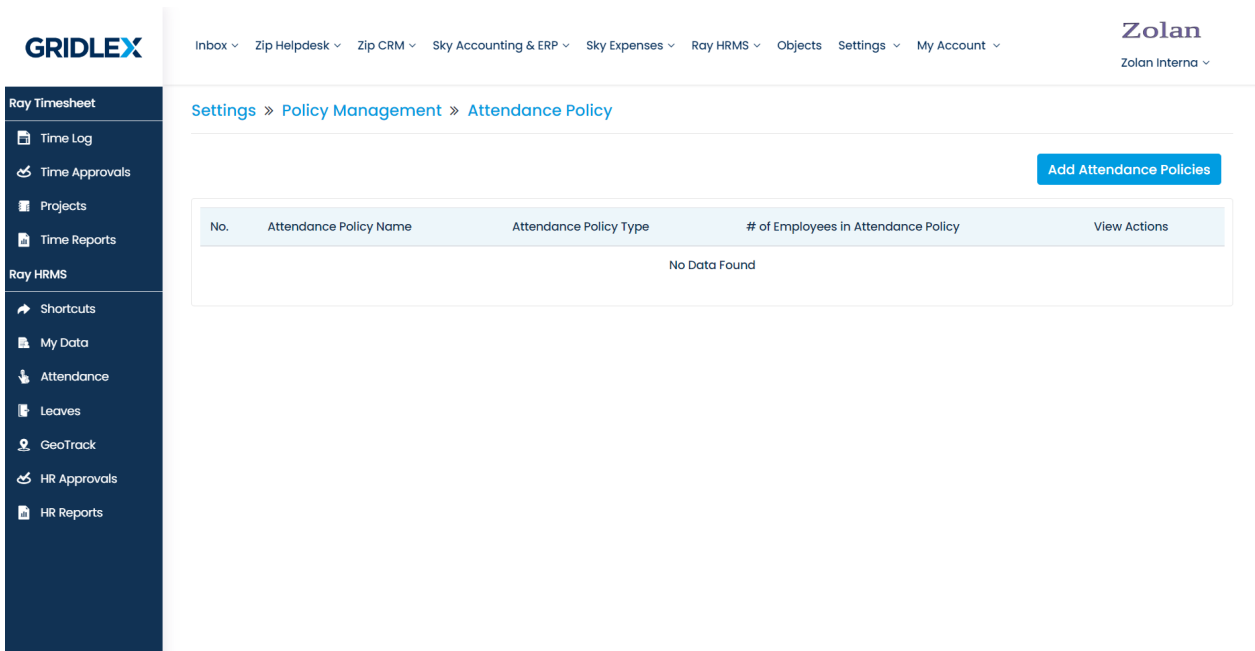
**Step 2:** Hover over the Settings option in the top menu bar, and select Ray HRMS Settings from the drop-down menu.



**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 Gridlex HRMS system. The breadcrumb trail is 'Settings > Policy Management > Attendance Policy > Create New Attendance Policy'. The form includes the following fields and options:

- Attendance Policy Name:** A text input field with the placeholder 'Enter Policy Name'.
- Attendance Policy Type:** A dropdown menu with 'One of them Approve' selected.
- Attendance Source:** A dropdown menu with 'Web' selected.
- Attendance Type:** A dropdown menu with 'Day Rule' selected.
- Attendance Cycle:** A section containing:
  - From Date:** A dropdown menu with '1st' selected.
  - From Month:** A dropdown menu with 'Current Month' selected.
  - To Date:** A dropdown menu with '1st' selected.
  - To Month:** A dropdown menu with 'Current Month' selected.
- Options:** Three checkboxes at the bottom:
  - Create same on Leave Approval Policy
  - Create same on Attendance Regularization Policy
  - Integrated GeoTrack Login

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

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

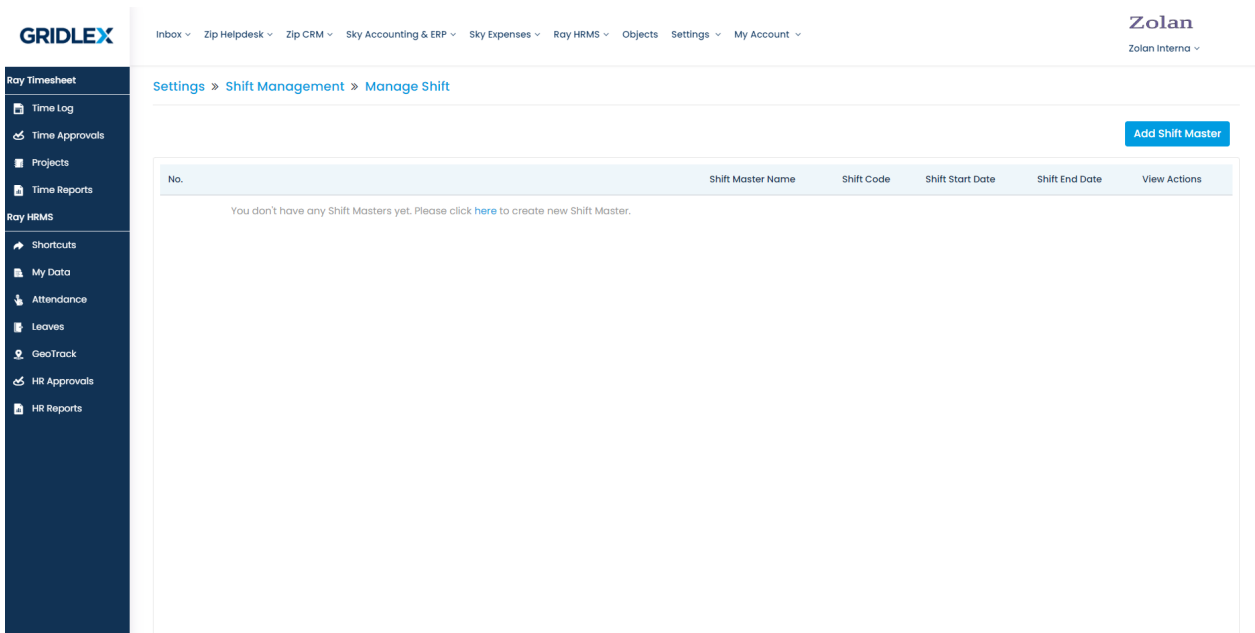
The screenshot shows the 'Shift Management' menu in the Gridlex HRMS system. The breadcrumb trail is 'Settings > Policy Management > Shift Management'. The menu items are:

- Employee Management
- Policy Management
- Shift Management (highlighted)
- Import And Export
- Groups
- Accounting

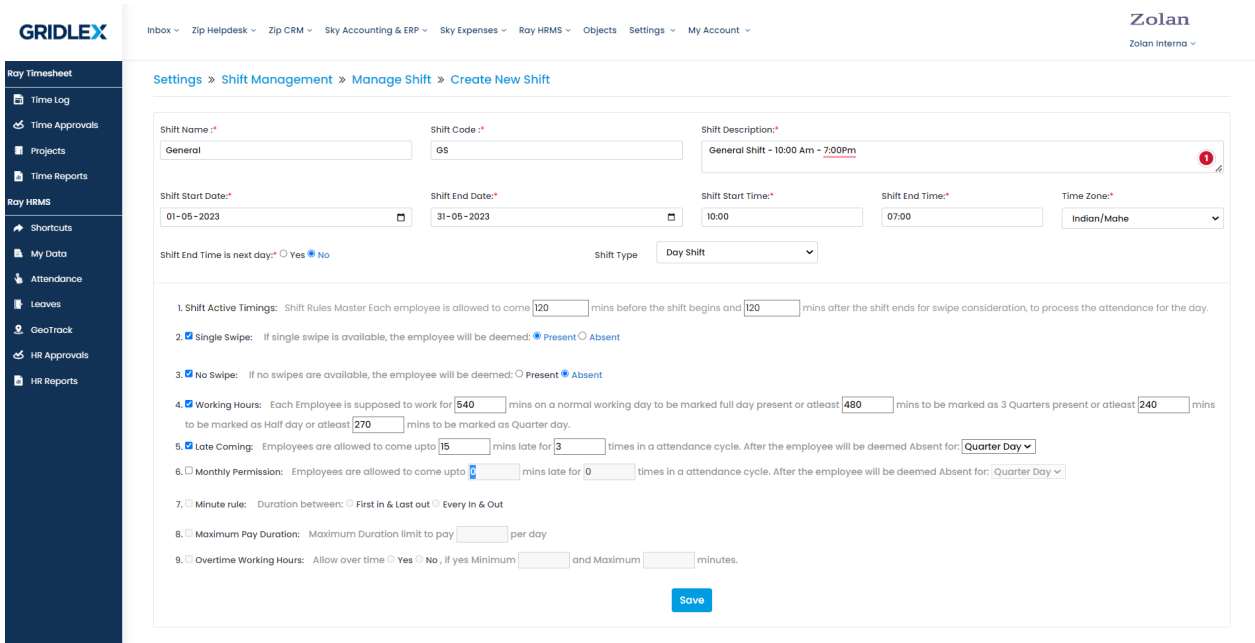
Under the 'Shift Management' tab, there are three sub-items:

- Manage Shift (highlighted)
- Manage Roster
- Calculate Attendance

**Step 7:** Click on "Add Shift Master".





**Step 8:** In the form that appears, enter the shift name, start time, end time, and other relevant details based on your organization's needs and policies. Once you have entered all the details, click on the "Save" button to add the shift rule to the list.



You can add multiple rules by following the same process. Make sure to create the shift timings based on your organization's requirements.

The screenshot displays the 'Manage Shift' configuration page in the Ray HRMS system. The interface includes a dark blue sidebar with navigation options for 'Ray Timesheet' (Time Log, Time Approvals, Projects, Time Reports) and 'Ray HRMS' (Shortcuts, My Data, Attendance, Leaves, GeoTrack, HR Approvals, HR Reports). The top navigation bar contains links for 'Inbox', 'Zip Helpdesk', 'Zip CRM', 'Sky Accounting & ERP', 'Sky Expenses', 'Ray HRMS', 'Objects', 'Settings', and 'My Account'. The 'Zolan' logo and 'Zolan Interna' are in the top right corner. The breadcrumb trail reads 'Settings > Shift Management > Manage Shift'. A blue 'Add Shift Master' button is located in the top right of the main content area. Below it is a table with the following data:

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

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](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.