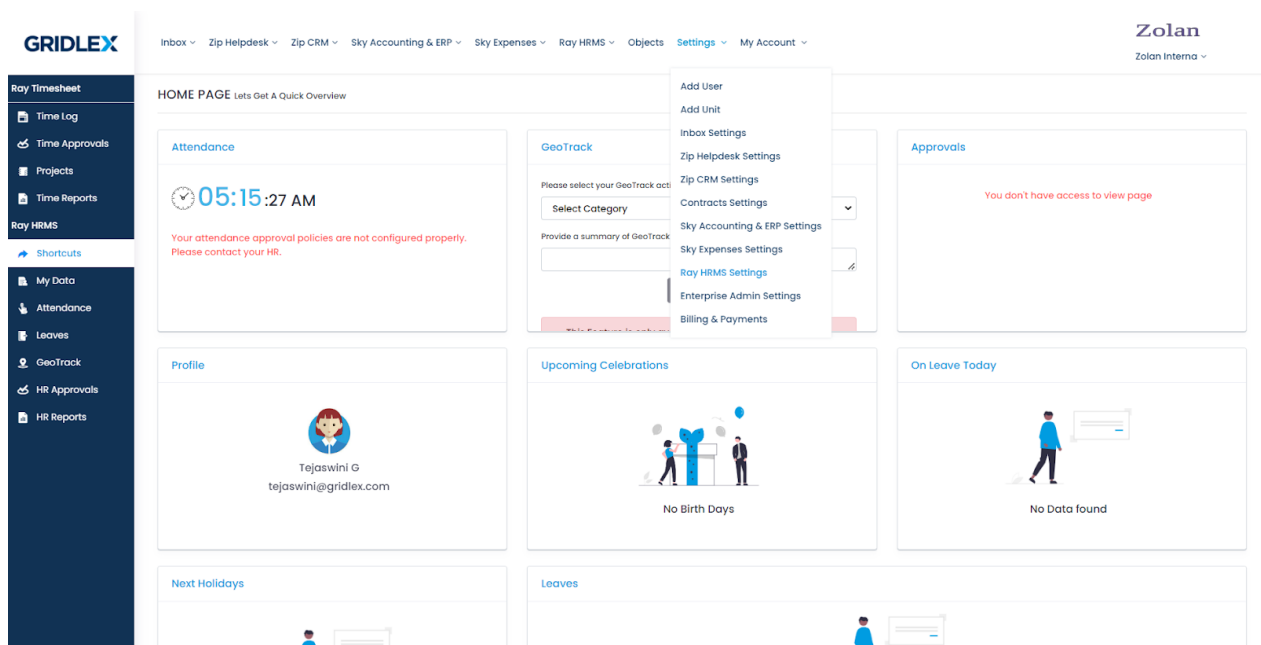


Welcome to the user manual guide for managing attendance policies and shift timings using the Ray HRMS system.

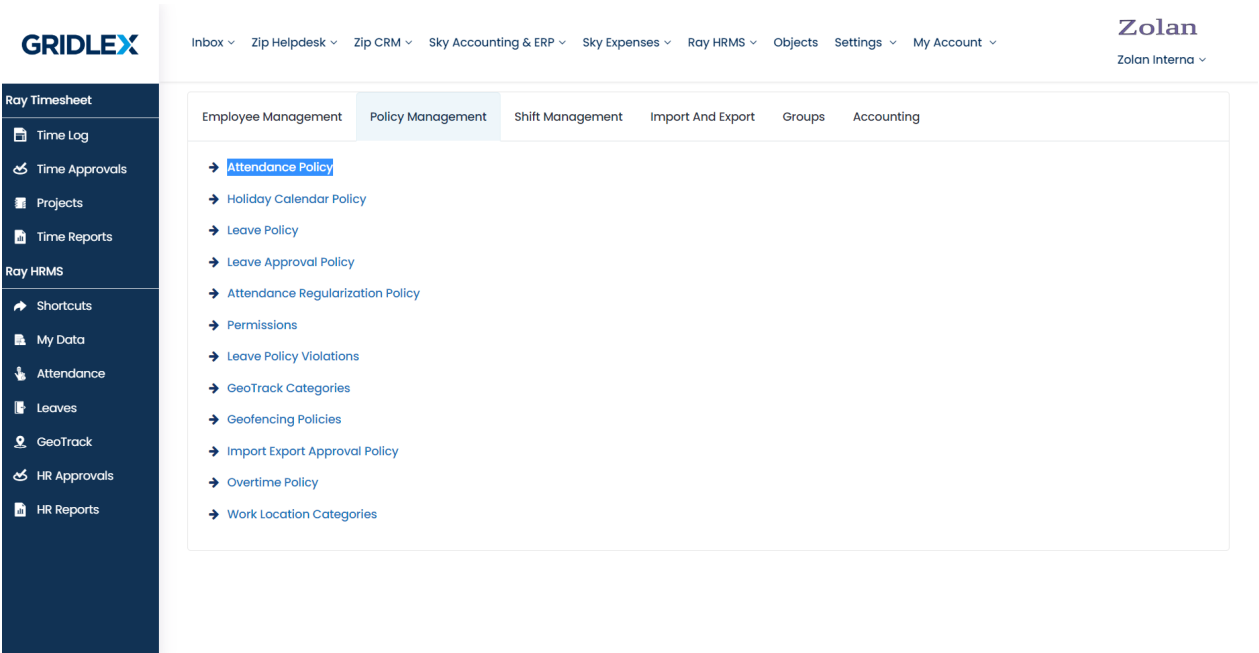
Step 1: Log in to Gridlex Ray and click on the “HRMS” tab located under the Ray section in the menu bar.



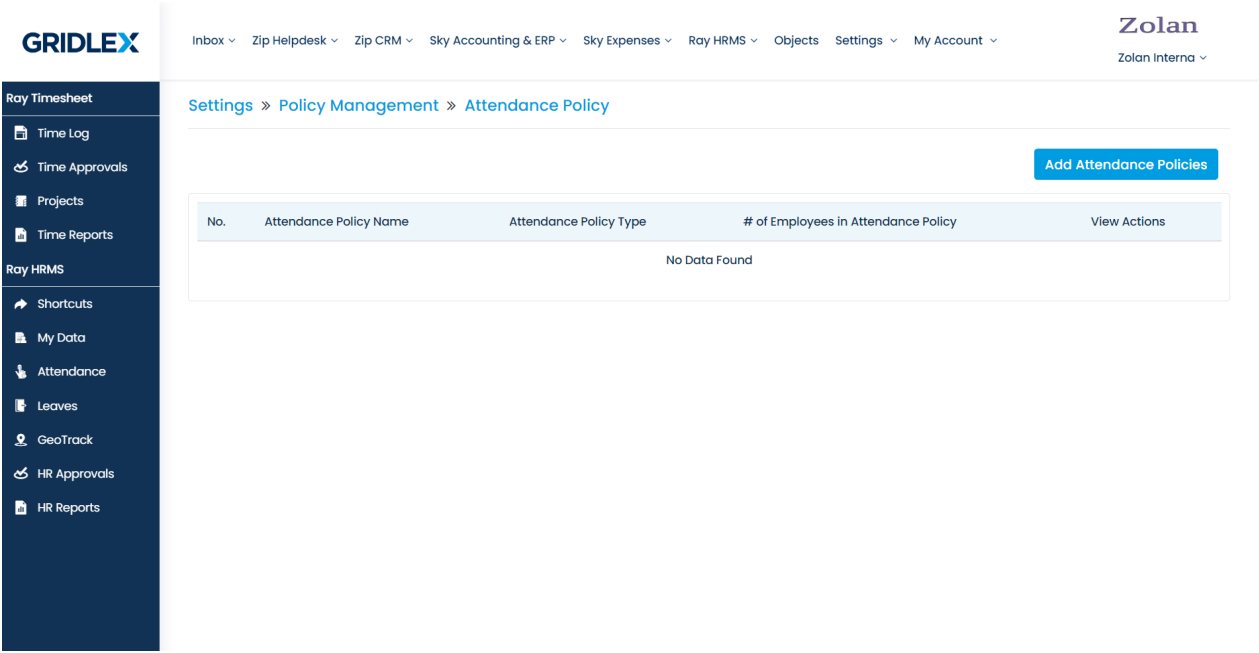
Step 2: Hover over the Settings option in the top menu bar, and select Ray HRMS Settings from the drop-down menu.



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 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'.

The breadcrumb trail is: Settings » Policy Management » Attendance Policy » Create New Attendance Policy.

The form fields are as follows:

- 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:**
 - 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.
- Checkboxes:**
 - ☐ Create same on Leave Approval Policy
 - ☐ Create same on Attendance Regularization Policy
 - ☐ 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 page content includes a sub-header with tabs: Employee Management, Policy Management, Shift Management (active), Import And Export, Groups, and Accounting.

Below the tabs, there is a list of actions:

- [Manage Shift](#)
- [Manage Roster](#)
- [Calculate Attendance](#)

Step 7: Click on "Add Shift Master".

GRIDLEX

Inbox

Zip Helpdesk

Zip CRM

Sky Accounting & ERP

Sky Expenses

Ray HRMS

Objects

Settings

My Account

Zolan

Zolan Interna

Ray Timesheet

Time Log

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Projects

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Ray HRMS

Shortcuts

My Data

Attendance

Leaves

GeoTrack

HR Approvals

HR Reports

Settings » Shift Management » Manage Shift

Add Shift Master

No.	Shift Master Name	Shift Code	Shift Start Date	Shift End Date	View Actions
You don't have any Shift Masters yet. Please click here to create new 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.

GRIDLEX

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Zip Helpdesk

Zip CRM

Sky Accounting & ERP

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HR Reports

Settings » Shift Management » Manage Shift » Create New Shift

Shift Name *

General

Shift Code *

GS

Shift Description *

General Shift - 10:00 Am - 7:00Pm

Shift Start Date *

01-05-2023

Shift End Date *

31-05-2023

Shift Start Time *

10:00

Shift End Time *

07:00

Time Zone *

Indian/Mahe

Shift End Time is next day *

☐ Yes
 ☒ No

Shift Type

Day Shift

1. Shift Active Timings:

Shift Rules Master Each employee is allowed to come mins before the shift begins and mins after the shift ends for swipe consideration, to process the attendance for the day.

2. Single Swipe:

If single swipe is available, the employee will be deemed: ☒ Present ☐ Absent

3. No Swipe:

If no swipes are available, the employee will be deemed: ☐ Present ☒ Absent

4. Working Hours:

Each Employee is supposed to work for mins on a normal working day to be marked full day present or atleast mins to be marked as 3 Quarters present or atleast mins to be marked as Half day or atleast mins to be marked as Quarter day.

5. Late Coming:

Employees are allowed to come upto mins late for times in a attendance cycle. After the employee will be deemed Absent for:

6. Monthly Permission:

Employees are allowed to come upto mins late for times in a attendance cycle. After the employee will be deemed Absent for:

7. Minute rule:

Duration between: ☐ First in & Last out ☐ Every in & Out

8. Maximum Pay Duration:

Maximum Duration limit to pay per day

9. Overtime Working Hours:

Allow over time ☐ Yes ☐ No, if yes Minimum and Maximum minutes.

Save

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

GRIDLEX

Ray Timesheet

Time Log

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Settings

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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	

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.