

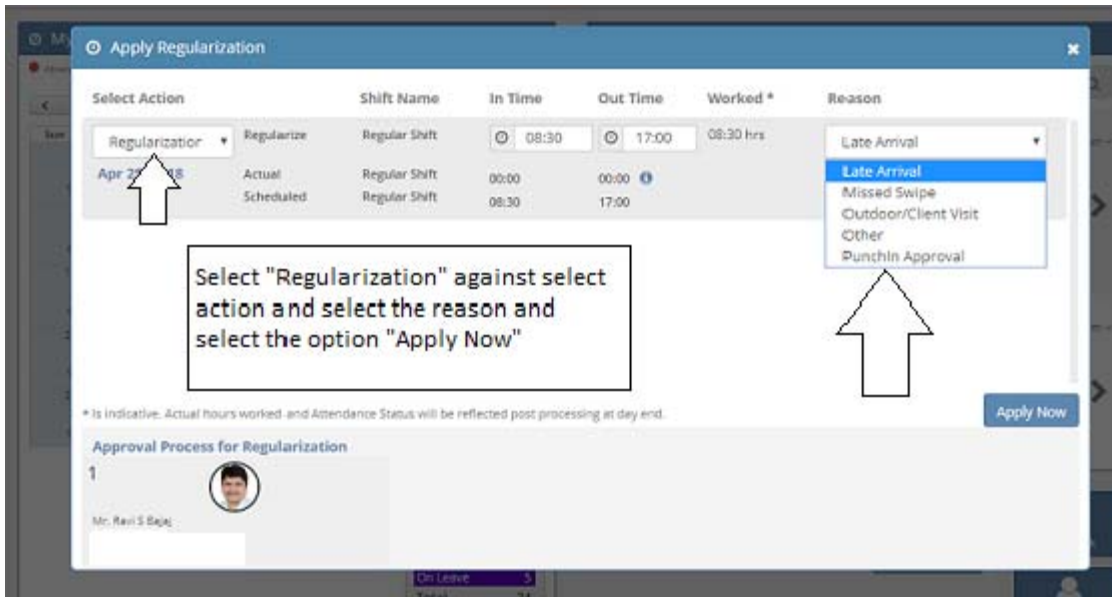
How to apply Regularization?

You can follow the below steps to apply Outdoor on Zing HR :

1. Log in to your Zing HR account.
2. Select the days on which you want to apply Regularization on. Single day can be selected as well as multiple days can be selected.

The screenshot displays the Zing HR interface. On the left, the 'My Time And Attendance' section features a calendar for May 2018. A text box with an arrow points to the 'Regularize' button, stating: "Select the days on which you want to apply regularization. (Multiple days can be selected)". Below the calendar, there are buttons for 'Regularize', 'Outdoor', 'WOFF Swap', and 'Extra Time'. The right side of the interface shows the 'Employee Connect' section with a search bar, 'Send Your Best Wishes' section, and 'Welcome New Employees' section. The 'Team Attendance' summary shows: 01:00 pm to 09:30 pm, Punch In: 15, Not Punch In: 4, On Leave: 5, Total: 24. The 'Employee Connect' section includes a search bar, 'Send Your Best Wishes' section, and 'Welcome New Employees' section. The 'Team Attendance' summary shows: 01:00 pm to 09:30 pm, Punch In: 15, Not Punch In: 4, On Leave: 5, Total: 24. The 'Employee Connect' section includes a search bar, 'Send Your Best Wishes' section, and 'Welcome New Employees' section.

3. Select the option of Regularization from the drop down list in the select action field and mention your shift timings and the reason against the action in the drop down list .



4. Click Apply and you are done!

