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.

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. While applying regularization swipe details will be shown under In and Out Time .i.e Punch In time will be shown In Time and Punch Out time will be shown in Out Time .If there are no swipes then by default shift time will be shown.

5. Click Apply and you are done!

Regularization has been Applied Successfully.

OK