

Shift Mapping

Learn how to efficiently assign and manage employee shifts in the TankhaPay Business Portal using the **Employee Shift Mapping** feature.

In this video, we walk you through the complete process of mapping employees to their designated shifts, ensuring accurate attendance tracking, shift scheduling, and workforce management.

You'll learn how to:

- Access the Employee Shift Mapping section within Attendance Management
- View employees and their currently assigned shifts
- Assign new shifts to individual employees
- Select applicable date ranges for shift assignments
- Add reasons or remarks for shift changes and assignments
- Manage shift schedules with greater accuracy and control

Proper shift mapping ensures that employee attendance is captured against the correct shift timings, helping organizations maintain compliance, improve workforce planning, and streamline attendance management.

Whether you're managing fixed shifts, rotational schedules, or multiple work timings, TankhaPay makes employee shift allocation simple, organized, and efficient.

- [Overview Video](#)

Overview Video

<https://www.youtube.com/embed/qw1Qxueec5Q>

Step-by-Step Tutorial Guide

Step 1: Open Employee Shift Mapping

1. Log in to the TankhaPay Business Portal.
2. From the left-side menu, click on **Attendance Management**.
3. Under Attendance Management, select **Employee Shift Mapping**.

The Employee Shift Mapping page displays all existing employee-to-shift assignments.

Step 2: Review Existing Shift Mappings

1. On the Employee Shift Mapping screen, review the list of mapped employees.
2. The table displays information such as:
 - Employee Name
 - Shift Name
 - Effective Date
 - Actions

This allows administrators to monitor current shift assignments.

Step 3: Create a New Shift Mapping

1. Click on the **Assign Shift** button located in the top-right corner.
2. The **Add Employee Shift Mapping** pop-up window will open.

This window is used to assign a shift to an employee.

Step 4: Select the Employee

1. Click on the **Employee Name** dropdown.
2. Search and select the employee who needs a shift assignment.

The selected employee will be linked to the chosen shift schedule.

Step 5: Select the Shift

1. Click on the **Shift** dropdown.
2. Choose the required shift from the available list.

Examples may include:

- General Shift
- Morning Shift
- Evening Shift
- Night Shift
- Custom Shifts

Select the shift according to the employee's work schedule.

Step 6: Set the Effective Date

1. Click on the **Effective Date** field.
2. Select the date from which the shift assignment should become active.

This ensures attendance is calculated according to the assigned shift from the selected date onward.

Step 7: Add Remarks (Optional)

1. Locate the **Remarks** field.
2. Enter any additional information regarding the shift assignment.

Examples:

- Department transfer
- Temporary shift change
- New employee onboarding

This helps maintain clear administrative records.

Step 8: Save the Shift Mapping

1. Review all entered details:
 - Employee Name
 - Shift
 - Effective Date
 - Remarks

2. Click on **Save**.

The employee is now successfully mapped to the selected shift.

Step 9: Verify the Mapping

1. Return to the Employee Shift Mapping list.
2. Locate the employee in the table.
3. Verify that:
 - The correct shift is assigned.
 - The effective date is accurate.

This confirms the mapping has been saved successfully.

Step 10: Edit Existing Shift Assignments

1. Locate the employee in the mapping list.
2. Click on the **Edit** icon under Actions.
3. Update:
 - Shift
 - Effective Date
 - Remarks
4. Click **Save**.

This allows administrators to manage shift changes whenever required.

Step 11: Manage Shift Assignments

1. Use the Employee Shift Mapping page to:
 - View assigned shifts
 - Update employee schedules

- Track effective dates
- Maintain shift history

Regular updates help ensure accurate attendance and payroll processing.

Key Benefits of Employee Shift Mapping

- Accurate attendance calculations
- Easy employee scheduling
- Centralized shift management
- Better workforce planning
- Simplified shift change management
- Improved payroll accuracy
- Reduced manual scheduling errors

End of Tutorial

You have successfully learned how to assign and manage employee shifts using the **Employee Shift Mapping** feature in TankhaPay Business Portal. This functionality helps organizations efficiently schedule employees and maintain accurate attendance records.