

# 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.

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