

How to apply Regularization?

You can follow the below steps to apply Regularization 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.

Select the days on which you want to apply regularization. (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 .

Select Action	Shift Name	In Time	Out Time	Worked *	Reason	
Regularization	Regularize	Regular Shift	08:30	17:00	08:30 hrs	Late Arrival
Apr 27	Actual	Regular Shift	09:00	00:00		Late Arrival
	Scheduled	Regular Shift	09:30	17:00		Missed Swipe

Select "Regularization" against select action and select the reason and select the option "Apply Now"

Apply Now

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.

Select Action	Shift Name	In Time	Out Time	Weekend *	Season
Regularization	Regularize	08:30	13:15	04:45 hrs.	Last April
Oct 26, 2020	Actual	08:30	12:00		
	Scheduled	08:30	17:00		
	Scheduled Shift with Pre-Paid General Shift	03:30	12:00		

* In overtime, Actual Hours worked and Attendance Status will be reflected and processing at the end.

Approval Process for Regularization

Apply Now

5. Click Apply and you are done!

Regularization has been Applied Successfully.

OK