

Springworks slashes remote onboarding time by 66% with Keka



Introduction

Springworks, a US-based IT SaaS company, faced challenges with manual HR processes. Keka's automation solutions eliminated these hurdles, enabling Springworks to prioritize employee needs efficiently. This partnership marked the beginning of a transformative journey towards streamlined HR management, enhancing productivity and innovation.



Industry - IT SaaS



Employees - 200+

Requirement for an HRMS

In response to the organization's remote-only setup, consolidating HR processes into one platform became important to streamline operations and minimize learning curves. Rohan Mankad, the People Officer, spearheaded this initiative upon recognizing Keka's potential. Identifying key focus areas, Rohan envisioned how Keka could address them effectively:



Efficiently managing comprehensive employee records and organizational data



Implementing a seamless remote onboarding system for a distributed workforce



Streamlining leave approval workflows through a structured categorization system



Ensuring timely and automated payroll processing with minimal manual intervention

Onboarding employees quickly but efficiently

Onboarding new employees in a remote setting presented unique challenges due to the absence of physical presence in the office. This resulted in difficulties coordinating schedules and also limited the visibility for managers and stakeholders. Moreover, without a structured onboarding process, tasks were overlooked, resulting in a not-so-great experience for new hires.

Upon Keka's implementation, tailored adjustments were made to accommodate the company's unique workforce:

- ▶ Introduced a 3-step onboarding process with fixed timelines: pre-joining, joining, post-joining
- ▶ Maintained a checklist on the portal for each stage's tasks
- ▶ Enhanced visibility for employees and stakeholders on task progress
- ▶ Saved employee documents on the portal for easy access and audit tracking
- ▶ Emphasized on the onboarding experience over mere task completion

Preboarding

List of all candidates who are selected to join the organization

My candidates

Add a candidate

Job Title: All Location: All Department: All Stage: All Offer type: All Search candidate

Select to enable | Create offer Add as employee Archive BGV actions Column options

☐	Name of the candidate	Offer Status	BGV Status	Dept. & Location	Joining d	Actions
☐	SM Syed Mudassar Product Manager	Not started	BGV initiated	UX Design Hyderabad	Not assign	Start offer
☐	NP Nagateja Pillariseti Product Designer	Offer in progress	Decision pending	UX Design Hyderabad	Not assign	Verify
☐	JS Jagannath Suhit Product Manager II	Offer in progress Draft	Pass	UX Design Hyderabad	Not assign	Create offer
☐	NP Joseph K Christopher Product Designer	Offer in progress Waiting for approval	Fail	UX Design Hyderabad	02 Aug, 20 days	Remind

Onboarding task lists

These are predefined list of tasks that are reusable in different onboarding flows. Ex: IT System Setup Tasks, New Joinee Intro Tasks, Orientation Tasks etc

+ Add task list

Choose from task library + Add task

ONBOARDING TASK LIST

- Interns tasks
12 tasks
- General onboarding tasks
9 tasks
- IT tasks
7 tasks
- Sales tasks
16 tasks

Tasks

☐	TASK NAME	DUE IN	ASSIGNED TO	REQUIRE VALIDATION?	ACTIONS
☐	Reference check	4 days before joining	HR Manager	No	
☐	Update PF information	2 days before joining	Employee	Yes Payroll Admin	
☐	Assign asset	0 day after joining	Asset Manager	Yes Candidate / Employee	
☐	Team intro lunch	1 day after joining	Employee	Yes HR Manager	

05 records Show 08 < 1 >



Rohan Mankad

Co-Lead People Function, Springworks

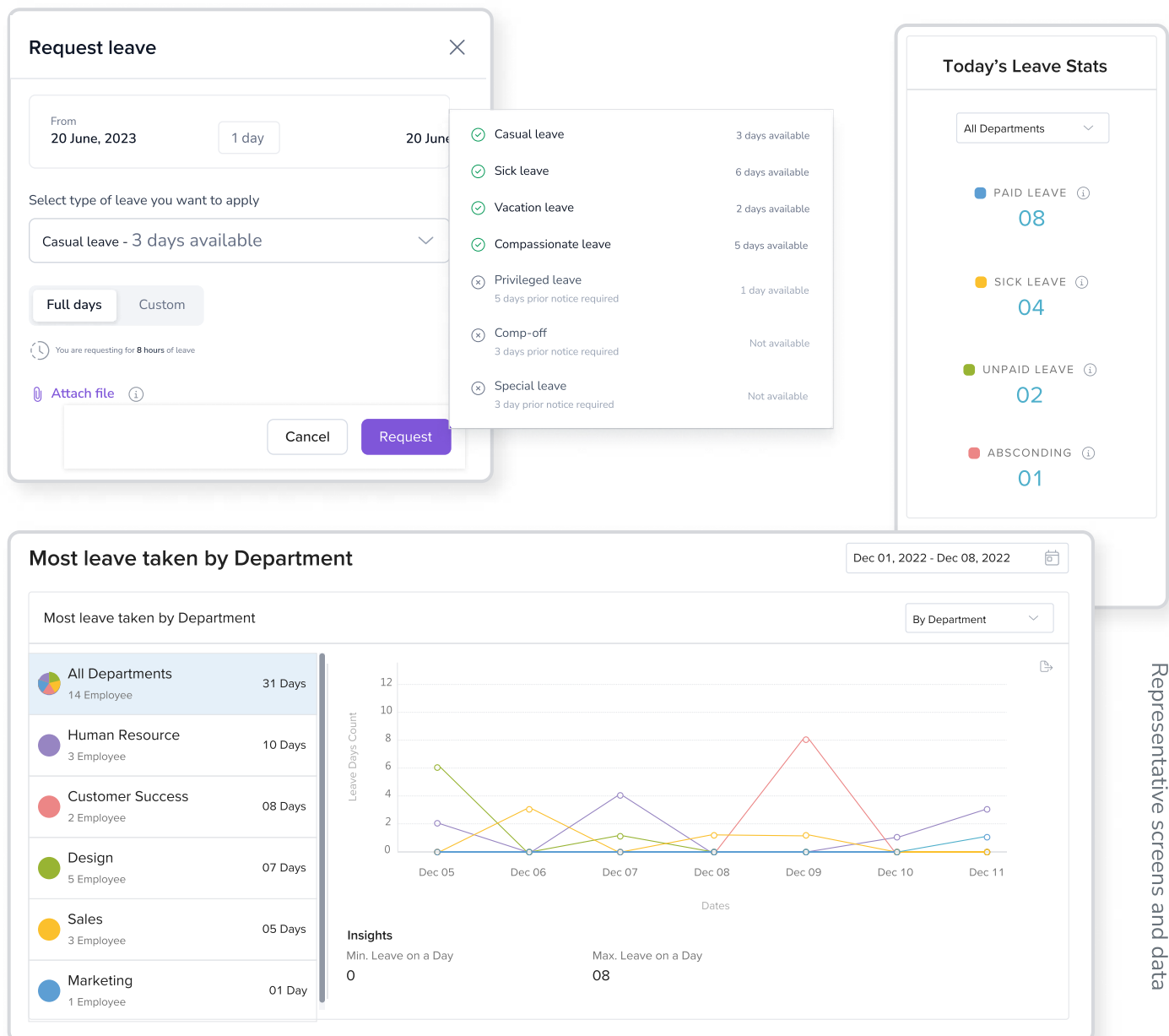
Keka has revolutionized our documentation process, allowing us to transfer nearly all our paperwork, including policies and acknowledgments, to the Keka platform. This move has rendered us completely paperless, streamlining our operations and enhancing efficiency.

Leave management gets a refresh

Springworks adhered to a policy of not tracking employee attendance, rather, offering a fixed set of leave allowances with mandatory approvals. This empowered employees to request leave without the need to provide reasoning to their managers.

With Keka, Springworks was able to successfully implement its policy:

- ▶ Allowed stakeholders to adjust leave settings according to their requirements
- ▶ Enabled employees to take leave without upper management approvals
- ▶ Structured and categorized leave balances on a single dashboard for enhanced visibility



Payroll processing automated

Springworks successfully introduced custom payroll policies for their employees with Keka:

- ▶ Completed full and final settlements for employees on their last day instead of delaying to the next month
- ▶ Eliminated the practice of withholding an employee's salary in case notice date and exit date fell on different months
- ▶ Simplified the process of asset submission for employees, after the completion of F&F
- ▶ Empowered payroll and finance team with flexibility in rules and regulations

1 EXIT NOTICE
2 PENDING ACTIVITIES
3 SALARY, BONUS & OTHER PAYMENT
4 GRATUITY & ENCASHMENT
5 DUES
6 FINALIZE

JOINING DATE
Mar 20, 2014
PROBATION END DATE
Sept 16, 2019
ORIGINAL NOTICE PERIOD
Oct 01, 2019
TENTATIVE LAST DAY
Sept 07, 2019

Settlement Summary

Note: Red number indicates a negative value and an amount employee owed to the company.

COMPONENT	DESCRIPTION	AMOUNT	PAYMENT ACTION
Salary	Salary till Sep - 2019 (17.0 days)	₹ 5,300	Pay with payroll April 2020
Gratuity	Gratuity	₹ 58,846	Paid Outside ☒ Include in income tax calculation
Leave Encashment	Leave Encashment	₹ 46,700	Already Paid ☐ Include in income tax calculation
Buyout	Notice period buyout (24 days)	₹ 11,300	Recovered Outside
Loan	Loan EMIs (Remaining term 07)	₹ 46,000	Adjust with Payables
Bonus	Performance Incentives	₹12,000	Pay with payroll May 2020
Expense	Travel to China	₹12,000	Pay with payroll May 2020
Settlement Amount Paid		₹ 1, 65,546	

Download Settlement Statement
This F&F has been settled. To make changes, you will have to [rollback this F&F settlement](#).

Generated on 31 Aug, 2019

Representative screens and data

Streamlined loan management

Although other vendors had offered their services to Springworks, they rejected them and opted for Keka, primarily because of its ability to integrate with payroll. Additionally, Keka assisted in:

- ▶ Gathering data on pending EMLs that would be deducted from an employee's payroll
- ▶ In 2023 alone, an amount of ₹47 lakhs interest-free loan was dispersed using Keka

Advance settlements and Expense Claims in Process							
The following are the advance settlements and expense claims that are approved but yet to be paid.							
Business Unit	Department	Location	Payment mode	Search			
↓	Change Pay Cycle	Mark as Paid/Settle	Reject				
CLAIM #	CLAIM	EMPLOYEE	DEPARTMENT	TYPE	APPROVED AMOUNT	APPROVED BY	ACTION
#2234	Team outing On 21 Dec 2022	Pasupuleti Laks...	UX	Expense Claim	INR 38,835 of 38,835	Rajarshi On 22 Jan, 2022	⊗ ...
#2234	Vacation On 21 Dec 2022	Sai Bharadwaj C...	Customer Succ...	Expense Claim	INR 15,0000 of 20,000	Rajarshi On 22 Jan, 2022	⊗ ...
#2234	Team outing On 21 Dec 2022	Shahrukh Moha...	Product	Expense Claim	INR 22,000 of 50,000	Rajarshi On 22 Jan, 2022	⊗ ...
#2234	Team outing On 21 Dec 2022	Shahrukh Moha...	Product	Expense Claim	INR 20,000 of 20,000	Rajarshi On 22 Jan, 2022	⊗ ...
#2234	Business trip On 21 Dec 2022	Shahrukh Moha...	Product	Advance Settlement	INR -300	Rajarshi On 22 Jan, 2022	⊗ ...

Representative screens and data

Advice and Initiative



Rohan Mankad

Initiative

Rohan took the initiative to fast track the offboarding process of the employees so that they can have a lasting impression while leaving the organization. Once it was successfully implemented, the notice period of the employees was reduced from **45 days to 14 days**. His method also reduced the whole Full & Final Settlement process from **7 days to 2 days**.

Rohan Mankad's Advice for HRs

As a HR professional, I understand the importance of implementing an HRMS solution in an organization. It is because handling day-to-day tasks manually is very time-consuming and has become quite outdated. I believe organizations should aim to move away from that process as quickly as possible.

About Keka

Everything you need to build a great company

Keka is your people enabler. From automation of people processes to creating an engaged and driven culture, Keka is all you need to build a good to great company.

Reach out to us!

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