

Srijan Tech leverages Keka to cut it's invoicing time from **3 weeks to 3 days**



Introduction

Established in 2002, Srijan Technologies is an IT services company that provides digital experience services across diverse sectors, catering to both corporate entities and non-profit organizations alike. Their core ethos revolves around crafting customer-centric business models and enhancing overall user experiences.

In their pursuit of excellence, Srijan Technologies made a strategic decision to leverage Keka to streamline their project and resource management processes.

With Keka, they were able to effectively monitor and optimize project allocations across their employee base, ensuring optimal productivity and success.



Industry - IT Services and Consulting



Employees - 670

Moving towards a reliable and efficient system

Committed towards their goal of digital transformation, the leadership at Srijan Technologies set off on a journey to identify and address pivotal challenges.

➤ Manual time logs often meant employees didn't update the timesheets on time

➤ Lapses in timesheet updates resulted in revenue losses for the company

➤ Fetching different reports based on various metrics was very time consuming

➤ Incomplete records by the end of the month meant more work for the admin to ensure sheet accuracy

After considering several options, the management decided to go ahead with Keka because it offered an easy-to-use interface and features that made HR management simpler and more efficient.

Eliminating the chaos of timesheet management

Deepa Mishra, the Assistant Manager of Accounts and Finance noticed that the company was grappling with the challenges in timesheets. The heart of these problems? No automation.

- Managing Excel sheets manually and relying on employees to fill them out consumed significant time
- Employees' lack of self-accountability resulted in delayed or incomplete timesheet submissions, disrupting subsequent processes
- Excel-based systems couldn't swiftly generate diverse reports based on various metrics
- Continuously reminding employees to fill their timesheets burdened administrators, impeding other HR tasks
- Manually evaluating reports at the month-end to rectify missing information proved to be a laborious task

With the introduction of Keka's timesheets, all of these hurdles were solved:

- Admins gained the ability to define rules and permissions related to timesheet submission and approval
- They were now able to track employees' project allocation, and distinguish them between billable and non-billable resources
- Employees could log their time directly into the portal, facilitating easy report generation for admins
- Generating various reports became feasible and quick, enhancing operational flexibility
- Admins were now easily able to view and manage empty timesheets of employees on their time off, who could not fill in their timesheets
- Automated notifications prompted employees to complete their logs, fostering a culture of accountability
- Real-time data updates enabled admins to fetch month-end reports even on the last day of the month
- The intuitive layout allowed for seamless project and timesheet creation
- Keka's timesheet feature also extended functionalities including invoice generation and billing rate card management

Representative screens and data

Timesheet policies

Manage multiple timesheet policies for different set of employees in your organization

[+Add timesheet policy](#)

Default std policy For all senior managers above department head levels	TIMESHEET FREQUENCY Weekly	START DAY Monday	POLICY START DATE 12 Jan 2022	⋮
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Timesheet policy settings

Hours Settings

MINIMUM HOURS PER DAY	MAXIMUM HOURS PER DAY
8 hours	14 hours
MINIMUM HOURS PER WEEK	MAXIMUM HOURS PER WEEK
45 hours	60 hours

☒ Allow showing {{EFFECTIVE / GROSS}} hours captured from attendance module

Submission settings

☐ Allow attachment while submitting a timesheet

☒ Limit submission of future timesheets to **3** weeks

☒ Limit submission of timesheets older than **3** weeks

☐ Limit submission of future timesheets

Manage timesheets

Timesheet policies

↓

Remind

Approve

Reject

4 of 245 records

✓	APPROVER NAME	DEPARTMENT	PENDING	BILLABLE HOURS	TOTAL HOURS	ACTIONS
✓	Leo Szilard Solution Strategist	UX	2	1:34	9:34	Approve Reject
✓	Enrico Fermi Sr. Product Designer	HR	2	2:35	2:43	Approve Reject
✓	Niels Bohr Partner Manager					

Clients, projects and reports

Project work hours

Billing and invoice

Status

Resources

The list of resources with their work hours

RESOURCES	JAN, 2023						
Work hours: 8h per day	Tue, 16	Wed, 17	Thu, 18	Fri, 19	Sat, 20	Sun, 21	Mon, 22
Joseph K Christopher Sr. Product Designer	4h	4h	12h	12h			4h
Will Matthew Associate Developer	8h	8h	4h	4h			8h
Anna Cruz Product Developer	8h	8h	8h	4h			4h
Enrico Fermi UI Designer	12h	4h	8h	12h			4h



Deepa Mishra
Assistant Manager of Accounts
and Finance

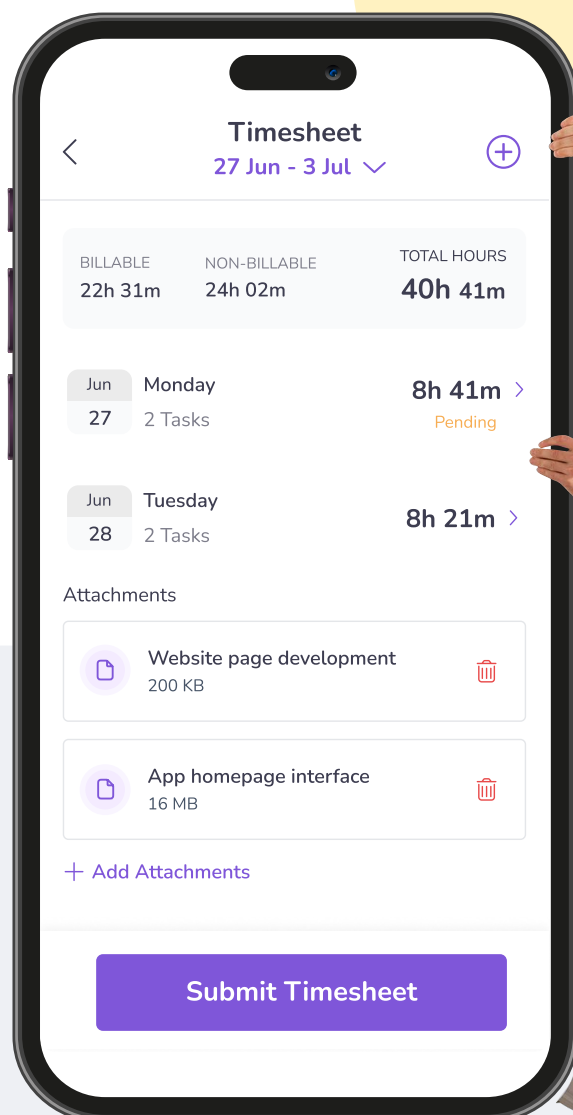
"Keka helped us shift from manual and Excel-based timesheets to a digitized and streamlined process. As a result, it reduced manual work, mitigated revenue loss, improved timesheet collection, and simplified reporting."



About Keka PSA

Manage all your service ops on one platform

Keka PSA brings your teams together, streamlining everything from resource planning to project delivery and invoicing, all on one platform.



Reach out to us!

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