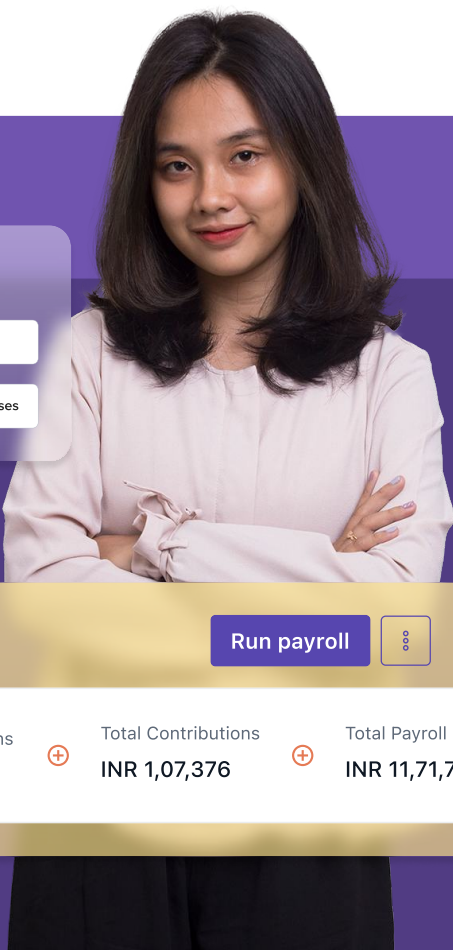


WorkIndia ensures error-free and timely payroll with Keka



Payroll Updates

- Leave Encashment
- Bonuses
- Salary Revision
- Reimbursement & Expenses

Payroll Overview | August 2024 Run payroll

Employee Deposit	Total Deductions	Total Contributions	Total Payroll Cost
INR 9,54,253	INR 1,10,163	INR 1,07,376	INR 11,71,792

Introduction

WorkIndia, a Bengaluru-based recruitment marketplace for blue and gray-collar workers, experienced a period of remarkable growth, scaling their revenue by an impressive 250%. As the company expanded, the need for efficient HR processes became critical. WorkIndia decided to transition from their manual HR processes to a comprehensive HRMS solution, aiming to better manage their growing workforce.

 **Industry - Staffing and Recruitment**

 **Employees - 704**

A lighthouse in the fog

Once the decision to adopt an HRMS solution was made, the management team, along with HR Manager Darshana Gogoi, set out to identify the most pressing issues that required immediate resolution:

- All the core HR processes were being managed exclusively on Excel
- Bulk hiring without a structured process for generating offer letters was exhaustive
- Absence of a proper centralized attendance tracking system
- Compiling data from various stakeholders for payroll processing caused delays in salary disbursements

With everything mapped, WorkIndia explored the market for potential solutions. After an extensive evaluation process, Keka emerged as the preferred choice, thanks to its cost-effective offerings and intuitive user interface. Additionally, Darshana's prior positive experience with Keka in her previous organization reinforced their decision.



Fast-tracking offer letter generation for **bulk hiring**

A successful year often leads organizations to focus on hiring the best candidates to sustain their growth. WorkIndia embarked on this journey, but encountered a few hurdles:

- Managing a large pool of candidates without a proper structure prolonged the hiring process
- Generating multiple offer letters for different departments frequently led to confusion
- The manual process of creating offer letters was prone to errors

After they decided to implement Keka, these problems were addressed:

- ▶ Keka provided the flexibility to create templates tailored to different departments
- ▶ Recruiters no longer had to prepare individual offer letters for each candidate
- ▶ The ability to release offer letters in bulk allowed recruiters to concentrate on enhancing the onboarding experience
- ▶ Approvals from new joiners were expedited through efficient communication

Generate Offer Letter

Choose offer letter from

- ☒ Offer Letter Template
 ☐ Upload custom offer letter

Basic offer letter ▼

Interns joining in Engg, UX and Sales

Basic offer letter

Junior Engineering offer letter

Senior Designer offer letter



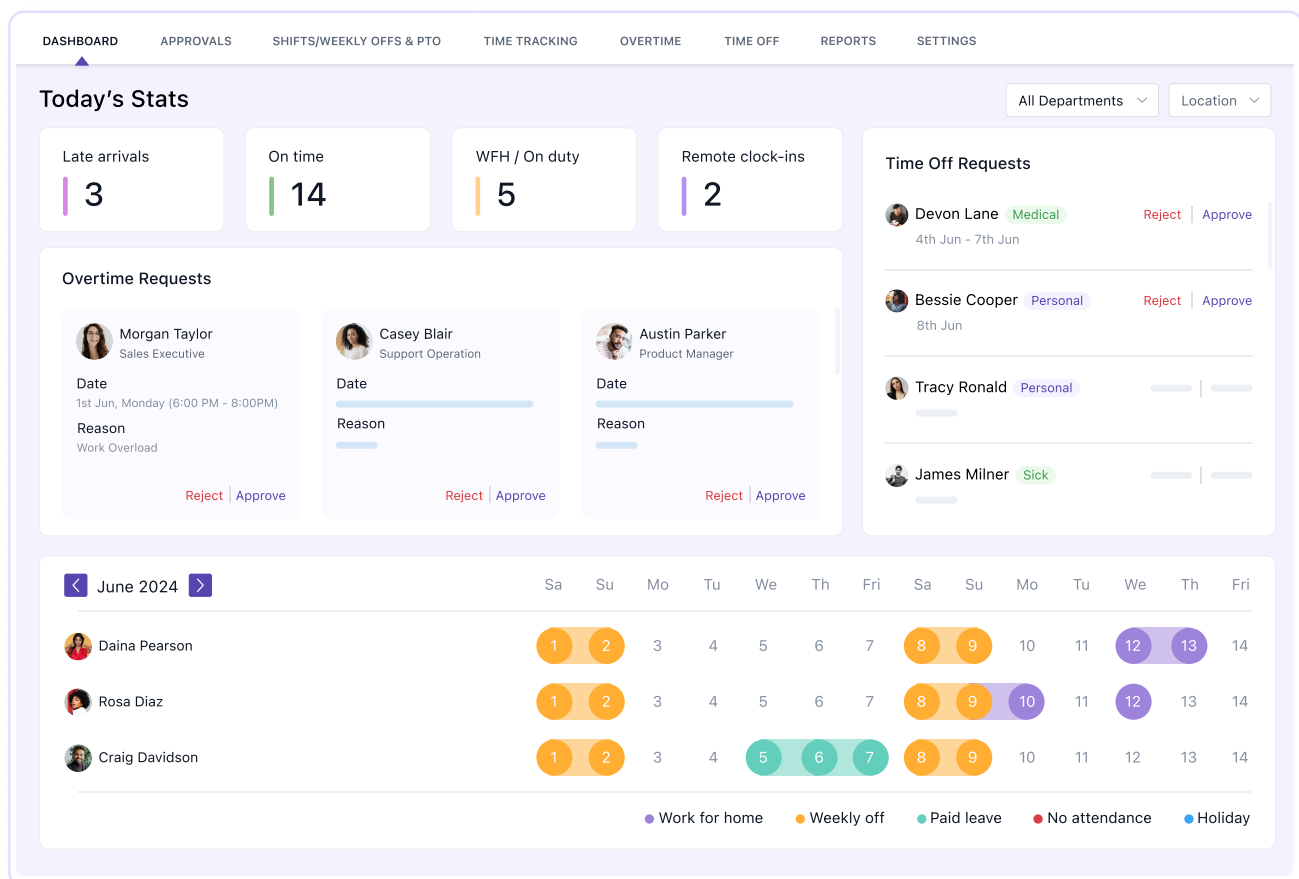
A fresh way of tracking attendance and leave

Previously, the leave and attendance system of WorkIndia was very different:

- Organization-wide attendance was not tracked by the administration
- Operational team managers used their own MS Excel-based systems to track attendance
- There were no formal leave policies for corporate employees

With the introduction of Keka, several processes were implemented to support employees:

- A biometric system was established to accurately track employee attendance
- This system was seamlessly integrated with Keka, storing all information directly in its database
- The fully automated tracking system eliminated the need for managing Excel sheets
- Customizable policies for both attendance and leave were introduced, ensuring flexibility when needed



Representative screenshots and data

Payroll processing was streamlined

Without a proper HRMS solution in place, WorkIndia had to go through a lot of roadblocks when it came to payroll:

- The entire payroll process was chaotic and troublesome for the HRs and the finance team
- Collecting data from various stakeholders to process payroll was an extremely tedious task
- Any discrepancies in the collated data led to delays in salary disbursements

Implementing Keka's payroll module brought significant improvements:

- ▶ Consolidating everything in one tool provided a straightforward payroll process
- ▶ The simple six-step process to finalize payroll dramatically reduced processing time
- ▶ With all the information available at hand, the need for manual checks was eliminated
- ▶ HR team was now able to collate and review the data in 2 days
- ▶ The finance team then took 2 days for verification and 1 day to disburse the salary

TOTAL PAYROLL COST

INR 1,00,00,000

DEC INR 50,00,000 ^

=

EMPLOYEE DEPOSIT ⓘ

INR 50,000

DEC INR 60,000 v

+

TOTAL DEDUCTIONS

INR 50,000

DEC INR 60,000 v

+

TOTAL CONTRIBUTIONS

INR 50,000

DEC INR 60,000 v

▼ Run Payroll

⋮



Leave, attendance & daily wages

Last change - Aug 31 04:28 pm by Vijay Prakash Yalaman..

🔒



New joinees & exits

Last change - Aug 31 04:28 pm by Vijay Prakash Yalaman..

🔒



Bonus, salary revisions & overtime

Last change - Aug 31 04:28 pm by Vijay Prakash Yalaman..

🔒



Reimbursement, adhoc payments, deductions

Last change - Aug 31 04:28 pm by Vijay Prakash Yalaman..

🔒



Salaries on Hold & Arrears

Last change - Aug 31 04:28 pm by Vijay Prakash Yalaman..

🔒



Override (PT, ESI, TDS & LWF)

Last change - Aug 31 04:28 pm by Vijay Prakash Yalaman..

🔒

Process Payroll

Review Employees

Lock & send for approval



Darshana Gogoi
HR Manager

Keka has really helped us in general. Our processes were quite manual, but now we have a single platform for everything, be it attendance or payroll. It has streamlined everything, and our employees have adapted to the change easily.

Simple resolution to employee grievances

WorkIndia initially used a different tool to manage employee grievances, but after discovering Keka's Helpdesk feature, they decided to give it a try. This decision yielded excellent results:

- ▶ The entire process improved significantly, with the tech team using it extensively
- ▶ Other teams quickly adapted to this system, and were equally satisfied
- ▶ All queries were handled with utmost care and resolved within the allotted time
- ▶ The ability to generate reports for helpdesk-related information was highly appreciated

The screenshot displays the Keka Helpdesk interface. On the left, there's a sidebar with 'Pending Tasks' including 'Probation Feedbacks (9)', 'Pending Task', 'Performance Review (2)', 'Pulse (1)', and 'Helpdesk'. The main area is titled 'Helpdesk' and shows a list of tickets. The first ticket is from 'Shikhar Rungta' (Product Manager Succuess) mentioned by 'Raja Bihari' on 24 Apr 2023, with a 'First response due in 6 days'. The second ticket is also from 'Shikhar Rungta' mentioned by 'Vimal Bajaj' on 24 Apr 2023, with an 'Escalation level: One' and 'First response time overdue by 16 hours 30 minutes'. The third ticket is from 'Raja Bihari' (Product Manager Succuess) mentioned by 'Vimal Bajaj' on 24 Apr 2023, with a 'Resolution due in 2 days'. The right panel shows a detailed view of a ticket titled 'But My portal is not working' raised on 24 Apr 2023, assigned to 'Raja Bihari'. It includes a 'Ticket Title', 'Ticket No 176', 'Ticket Category HR Issue', and a 'First response due in 6 days' warning. The ticket content shows a user message 'But My portal is not working' and a response 'Its already added in the device'.



Darshana Gogoi
HR Manager

The UI is very easy to use and understand. Our employees were able to get a hand of it by using it themselves. They did not have many queries or doubts regarding the solution.

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!

📞 Sales: +91 8929208062

✉ Mail us at: isales@keka.com

