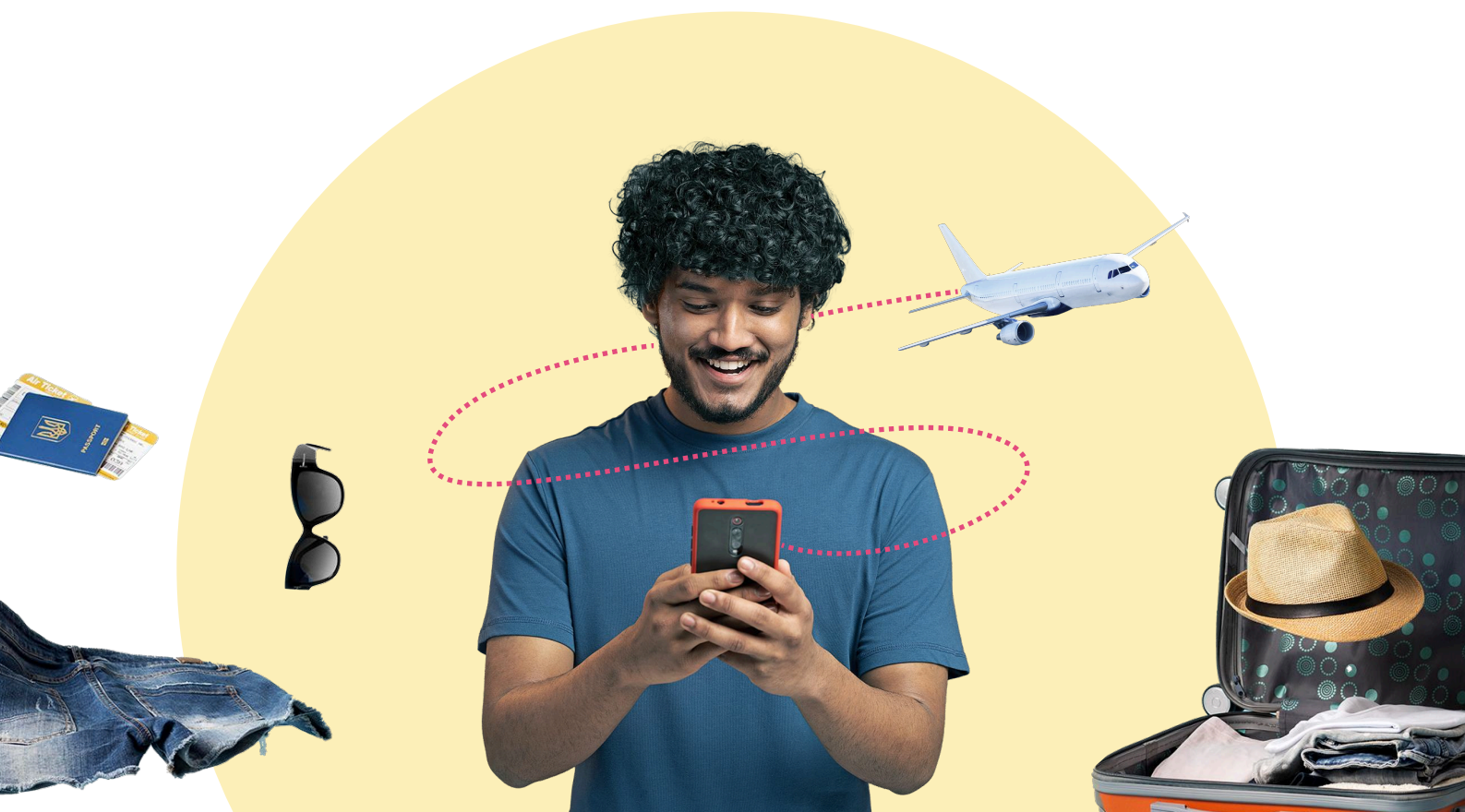


Traveazy's jet-setting growth through **HR automation**



Introduction

Traveazy, a travel-tech company specializing in Umrah (pilgrimage) travel, based out of Dubai secured Series C funding of \$16 million in 2019. Since then, the company begun a rapid expansion, growing in terms of operations and headcount. This brought in a need for digital HR processes and a full-fledged HRMS platform.

 Industry - Hospitality

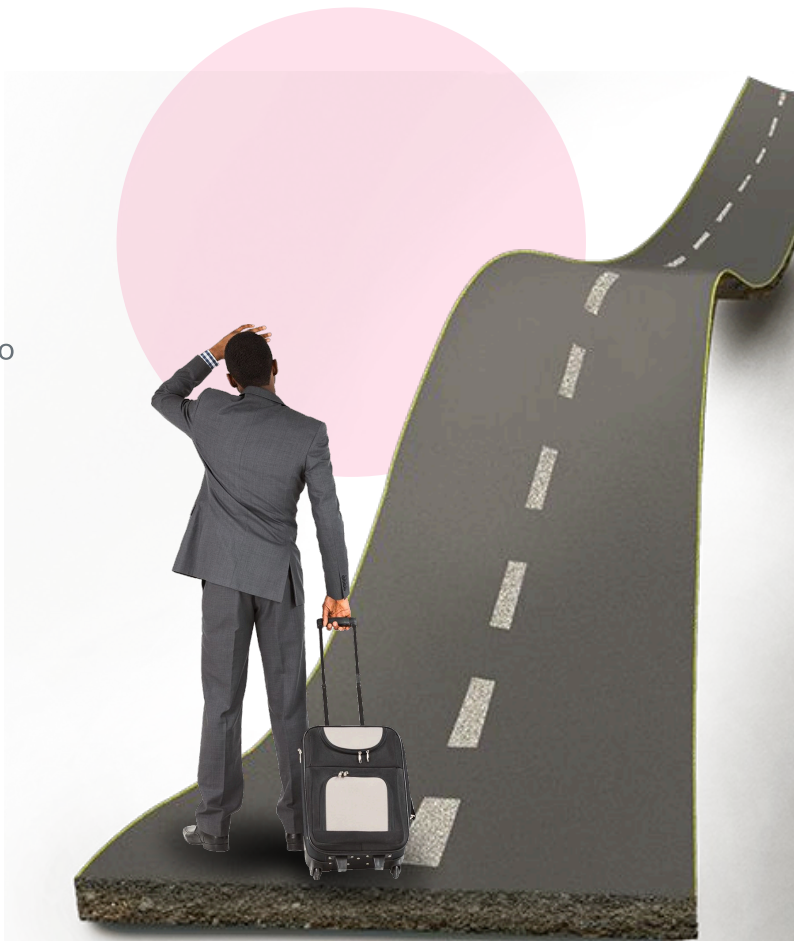
 Employees - 100

Overcoming roadblocks on the path to expansion

Deepa Kesavan, the HR Manager of Traveazy's Dubai office, uncovered challenges in key HR areas and decided to address them head-on. Some major pain points that needed addressing were as follows:

- Managing data manually on Excel sheet led to delays in generating reports
- Growing headcount made attendance tracking and other critical tasks difficult
- Multi-location offices made it nearly impossible to consolidate data

Having witnessed Keka's success at Traveazy's India office since 2018, Deepa was already acquainted with its capabilities. For her, the decisive factors in choosing Keka were its user-friendly interface and competitive pricing. It emerged as the optimal choice, ready to tackle Traveazy's HR hurdles head-on.



Simplifying leave calculations and enhancing attendance tracking

With no automation set up for tracking leave and attendance, the HR department and employees faced daunting hindrances.

- Conflict arose due to manual calculation of leave based on individual work anniversaries
- Reviewing mails, forms for attendance or leave requests diverted time from strategic tasks
- Biometric data had to be manually incorporated with payroll data, causing delays
- Managers had no clarity over employee logins and logouts

Upon successful implementation of Keka, a fully automated leave and attendance management system was established, effectively resolving numerous challenges. After deployment, Keka:

- ✔ Implemented year-round calendar system for impartial leave calculation for all employees
- ✔ Digitalized leave approval system, eliminating leave management complexities
- ✔ Revised attendance policies, assigning managers the responsibility of overseeing their teams' attendance
- ✔ Integrated the biometric system seamlessly for real-time tracking of in/out times on a unified dashboard
- ✔ Shifted focus from calculating total work hours to overall attendance on organizational level

Setup

Timeoff plans

Timeoff types

Report data

Settings

Leave Plans

Congifure time-off policies/plan for various groups of employees

PLANS

Q Search

Interns plan

40 Employees

Standard plan

245 Employees

DEFAULT

Executive plan

16 Employees

Add more plans

You can add additional time-off plans for different groups of employees based on their location, department or management bands

+Add leave plan

Time-off types

Employees

Year-End Processing

Audit Logs

Policy Wording

LEAVE TYPE

QUOTA

END OF YEAR PROCESSING

ACTION

Privileged leave

12 days

1 day per 30 days. Varies with exp.

Pay upto 4 days, carryover upto 4 days

Settings

Unpaid Leave

8 days

0.67 day per 1 mon. Varies with exp.

No pay. No carryover.

Setup

Paid/Sick Leave

Not setup

Not setup

Setup

STATUTORY/INCIDENTAL

QUOTA

Bereavement

12 days per incident.

Settings

Maternity

180 days per incident. 1 incidents max per year.

Settings

Jury duty

2 days per incident. 2 incidents per year.

Setup

Representative screen and data



Deepa Kesavan
HR Manager

Our company has undergone a cultural shift, witnessing employees take self-accountability for their leave and attendance. This transformation has allowed us to evolve from a micro-management culture to a more flexible and empowered work environment

Seamless candidate experience for faster hiring

Manual processes in talent acquisition and hiring were causing delays in filling critical positions.

- It was difficult to gather information about the hiring pipeline through individual reports
- HRs were unable to determine which candidate was in what hiring/onboarding stage
- It was not easy to gather feedback for technical and senior roles that required extensive rounds of interviews
- The hiring process was also delayed due to reliance on paper forms for feedback
- Regular communication with candidates was carried out manually, with no automation

With Keka Hire, the entire hiring and onboarding process underwent automation, introducing:

- ✓ Unified dashboard for recruiters with candidate details, enhancing visibility in hiring
- ✓ Enhanced communication and coordination among panel members through dedicated channels and feedback sections
- ✓ Eliminated paperwork, saving valuable time and resources with increased data security
- ✓ Improved candidate experience with automatic sharing of information through the portal

Upcoming Interviews

AUG 20 TUE

10:30 AM

Audio / video interview

30 mins interview

Submit scorecard

Darius Cummings

Sergio Pliego

Sergio Pliego

Sergio Pliego

Sergio Pliego

[Reschedule](#)
[Cancel Interview](#)

Feedback / Assessments

+Add Feedback

Phone / Video Interview

Aug 18 2020 Monday • Senior Software Engineer - Technical Round

👍 1

👏 1

👍 1

PANEL MEMBER	OVERALL DECISION	SCORECARD AVERAGE①	FEEDBACK
Jelane Uwaezuoke	👍 Hire	4.0 / 5	Candidate performed quite well. Had no problem answering any questions. We can hire them.
Pok Ae-Ra	👏 Must hire		
Xian Zhou	👎 No hire		

Scorecard ☆ 4.5 / 5

Leadership	4.5 / 5	4.5 / 5	4.5 / 5	4.5 / 5
Communication skills	4.5 / 5	4.5 / 5	4.5 / 5	4.5 / 5
Problem solving	4.5 / 5	4.5 / 5	4.5 / 5	4.5 / 5

Representative screen and data

keka.com/ae

Enhancing transparency in expense management

Previously, the process of managing expenses at Traveazy was affected by postponements. Some of the setbacks were:

- ▶ Lack of employee-level visibility resulted in a prolonged approval process
- ▶ Manual tracking of unclaimed and claimed expenses without defined categories required extensive form-filling from an admin's perspective

To address the issues, the company's Dubai office adopted Keka, resulting in:

- ✓ Streamlined expense submission, allowing employees to upload all expenses simultaneously
- ✓ Dedicated dashboard where employees could track the status of their expense claims
- ✓ Enhanced admin capabilities with a categorized view of all claims, enabling better decision-making
- ✓ Empowered employees by allowing submission of expense claims via the mobile-app

New Travel Request

Travel Purpose

Client Visit

Choose a booking type

Travel Ticket

From

Hyderabad

To

Bangalore

This is a Return Trip

Date of onward journey

25/09/2020

Date of return journey

26/09/2020

Add Attachment

+ Add Another Booking

Request

Representative screen and data

EXPENSES	NEWEST	Team outing to Shimla															
Search by employee name		This claim contains all the expenses for this outing.															
Beulah Grace Expense Claim for INR 7,000 Team outing to Shimla	12 days ago	TYPE Expense Claim CLAIM NUMBER 98455 CLAIMED AMOUNT INR 7,000															
Expenses that require your action																	
<table> <tr> <th>EXPENSE</th><th>CATEGORY</th><th>AMOUNT</th></tr> <tr> <td>Lunch on Monday 05 Sep 2022</td><td>Food</td><td>INR 6000</td></tr> <tr> <td>Cab to Office 05 Sep 2022</td><td>Travel</td><td>INR 1000</td></tr> <tr> <td>Flight (Hyd to Shimla) 05 Sep 2022</td><td>Travel</td><td>INR 25,000</td></tr> <tr> <td>Stay in shimla 05 Sep 2022</td><td>Accommodation</td><td>INR 25,000</td></tr> </table>			EXPENSE	CATEGORY	AMOUNT	Lunch on Monday 05 Sep 2022	Food	INR 6000	Cab to Office 05 Sep 2022	Travel	INR 1000	Flight (Hyd to Shimla) 05 Sep 2022	Travel	INR 25,000	Stay in shimla 05 Sep 2022	Accommodation	INR 25,000
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Add a comment or reason here Reject Approve																	



Deepa Kesavan
HR Manager

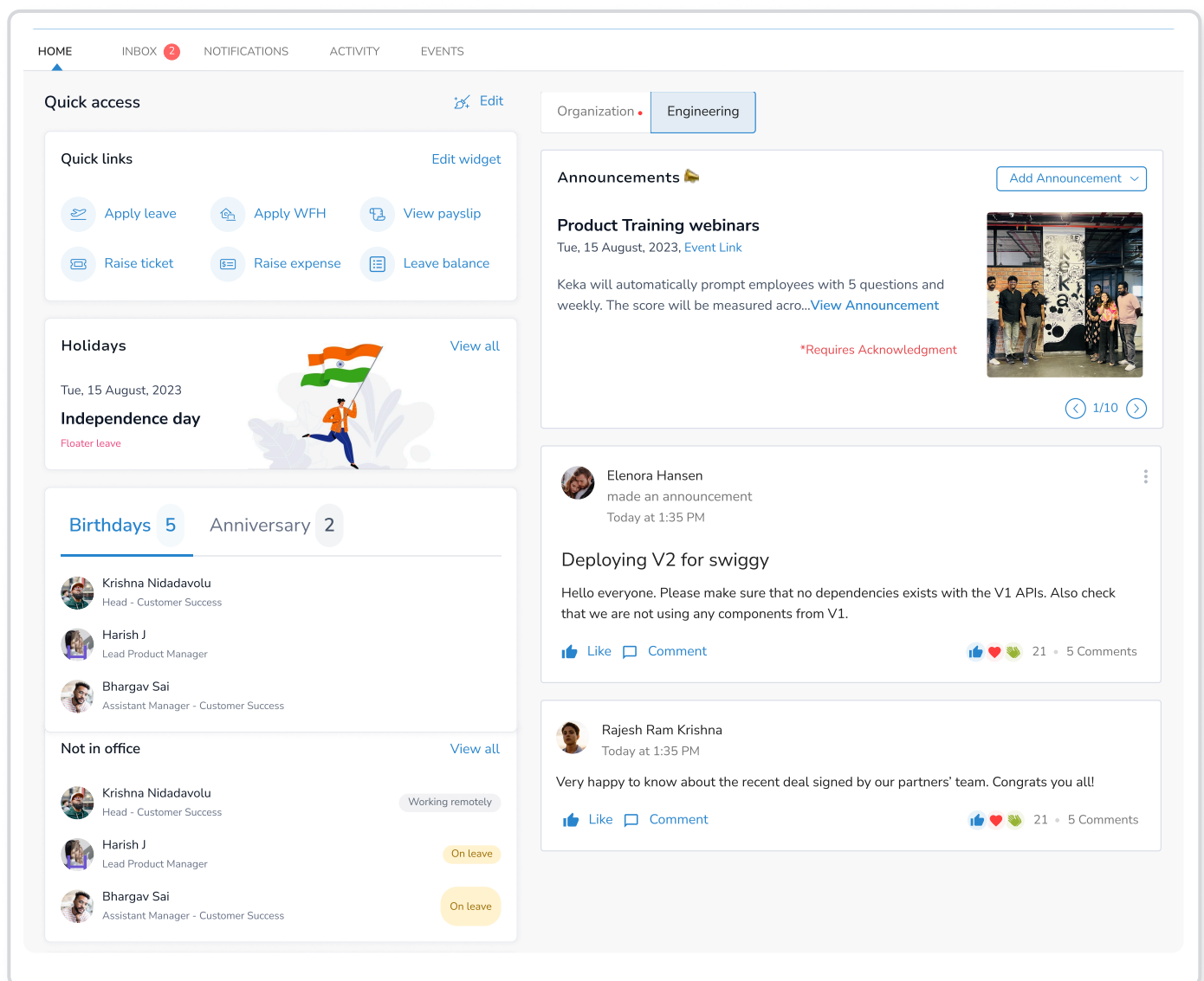
This module (expense management) has proven very helpful for us. It provides our employees with clear visibility into the status of their expenses – from the current stage of approval to settlement details. This enhanced transparency allows for better and efficient expense management process

Keeping a geographically distributed workforce connected and engaged

Keka has helped Traveazy maintain an environment of engaged employees:

- ✓ Social Wall for employees to engage with posts on events and celebrations across multi-site offices
- ✓ HRs could use in-built pulse surveys, general surveys, and polls to measure morale

The company was able to introduce several changes and initiate digital transformation in HR processes. Having successfully deployed Keka in its regional offices in India, Traveazy intends to roll it out across all of their offices for all HR operations.



Representative screen and data



Deepa Kesavan
HR Manager

We are using Keka since 2018 and the it has helped us simplify and automate a lot of mundane processes. During every month-end, we used to spend a lot of time manually checking leave and data to avoid payroll errors. This is where Keka has helped us most through integration.

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!
+971 506862302

