



# KEKA | THE EMPLOYEE'S WORK COMPANION

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Employee Learning

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## Sign-up with Keka

An email invitation (Link) will be sent to you by 'NISC NISC EXPORT SERVICES PRIVATE LIMITED <[no-reply@kekamail.com](mailto:no-reply@kekamail.com)>' on your NES email ID. In case you don't have a NES email account, the invitation will be sent to your personal email account that you have provided to us at the time of joining. This email invitation is intended for you to sign-up with 'Keka'.

You need to click on the "**Accept Invitation**" link to get registered on Keka & once you click on it, you'll be routed to Keka.

To login again, enter <https://nes.keka.com> in your browser

You can also download the Keka app from Google Play store and enjoy its features (limited) from anywhere

**From:** NISC EXPORT SERVICES PRIVATE LIMITED <[no-reply@kekamail.com](mailto:no-reply@kekamail.com)>  
**To:** xxxxxxx@nes.co.in  
**Subject:** Invitation to join NISC EXPORT SERVICES PRIVATE LIMITED HR Portal!

Invitation to join NISC EXPORT SERVICES PRIVATE LIMITED HR Portal!

### Invitation

Pradeep Kandhagatla

invited you to join

NISC EXPORT SERVICES PRIVATE LIMITED HR Portal

**Accept  
Invitation**



# Keka Home Page

Once you click on the link, you'll be routed to Keka HRMS Home Page.

**keka** NISC EXPORT SERVICES PRIVATE LIMITED

Search employees or actions (Ex: Apply Leave, Attendance Approvals)

KEKA SETUP DASHBOARD PRODUCT UPDATES SUPPORT INFO

Home Me Inbox My Team My Finances Org Performance

Quick Access

Inbox

1 Tasks waiting for your approval. Please click on take action for more details. [Take Action](#)

Holidays [View All](#)

Eidul Azha (Bakrid)

Thu, 29 June, 2023

On Leave Today

Everyone is working today!  
No one is on leave today.

Organization HRD

Post Announcement Poll Praise

Write your post here

Today 0 Birthdays 0 Work Anniversaries 0 New joinees

Birthdays today

No one is having birthday today

# Checking Leave Balance

To Check the leave balance data, you need to navigate to **Me >> Leave**.

The screenshot displays the Keka HR system interface for NISC EXPORT SERVICES PRIVATE LIMITED. The user is logged in as 'Me' and is viewing the 'Leave' section. The interface includes a sidebar with navigation options like Home, Me, Inbox, My Team, My Finances, Org, Performance, Project, Time Attend, Payroll, and Apps. The main content area shows a search bar, navigation tabs (LEAVE, ATTENDANCE, PERFORMANCE, EXPENSES & TRAVEL), and a 'Summary' sub-section. Under 'Summary', there is a 'Pending leave requests' section with a message: 'Nothing here. Working hard yeah?? Request time off on the right ->'. Below this is the 'My Leave Stats' section, which contains three charts: 'Weekly Pattern' (showing days Mon-Sun), 'Consumed Leave Types' (showing 'No data to display'), and 'Monthly Stats' (showing months Jan-Jun). The 'Leave Balances' section at the bottom features three circular gauges: 'Casual Leave/Sick Leave' with 10 Days Available, 'Comp Offs' with 'No data to display', and 'Earned Leave' with 52 Days Available.

## Applying Leave

From the same page, On your right hand you will be able to find the option to **"Apply Leave"**. You need to select the leave type & the respective dates on which you would like to take leave.

**Leave Request for Javeed Shaik**

FROM DATE: 24, Sep 2021 | TO DATE: 24, Sep 2021 | 1 day

Full Day | First Half | Second Half

Leave request is for 1 day.

Select available leave types

Select Leave Type

Note: Please enter reason for applying leave

Notify: Search Employee

Note: These employees will be notified through email when your leave request is approved.

Cancel | Request leave

**Team Leave Calendar**

September 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Legend: WeekOff (blue dot), Leave (red dot), Holiday (yellow dot)

# Marking Attendance

To mark your attendance, You need to navigate to **Me >> Attendance** & on your righthand side you will see the multiple options to mark your attendance.

**Attendance Stats**

Entity	AVG HRS / DAY	ON TIME ARRIVAL
Me	9h 25m	20%
My Team	6h 45m	32%

**Timings**

Today (10:00 AM - 7:30 PM)  
Duration: 9h 30m | Break: 0 Min

**Actions**

07:18:55 PM  
Fri 16, Jun 2023  
On Duty  
Partial Day

**Logs & Requests**

Attendance Log | Shift Schedule | Attendance Requests

Last 30 Days | 30 DAYS | MAY | APR | MAR | FEB | JAN | DEC

DATE	ATTENDANCE VISUAL	EFFECTIVE HOURS	GROSS HOURS	ARRIVAL	LOG
Jun 16, Fri	[Visual representation of attendance for Friday]	0h 0m +	0h 0m +	✓ On Time	[Info icon]
Jun 15, Thu	[Visual representation of attendance for Thursday]	9h 42m	9h 42m	✓ On Time	[Info icon]



# Updating Mandatory Personal Details

It is mandatory to review your profile and re-confirm with the data updated by the HR team. To view this section, please click on your name on the right-hand side top & click on Profile.

The screenshot displays the Keka HR system interface for user Javeed Shaik. The top navigation bar includes the Keka logo, company name 'Gravity India Pvt Ltd', a search bar, and the user's name 'Javeed Shaik' with initials 'JS'. A sidebar on the left contains navigation icons for Home, Me, Inbox, My Team, My Finances, To Do, and Org. The main content area shows the user's profile with a 'NOT IN YET' status, location 'Bangalore, Malleshwaram', email 'javeed658@gmail.com', and phone '9999999999'. Below this is a table of job details:

JOB TITLE	DEPARTMENT	BUSINESS UNIT	REPORTING TO	EMP NO
Business Development ...	Customer Success	Electronic Unit	Chethan Kumar S	K5009B

Navigation tabs include ABOUT, PROFILE (selected), JOB, DOCUMENTS, and ASSETS. A dropdown menu on the right offers options for Profile, Change Password, and Logout, along with a theme toggle (Light/Dark). The profile details are organized into two sections:

- Primary Details:**
  - FIRST NAME: Javeed
  - MIDDLE NAME: -Not Set-
  - LAST NAME: Shaik
  - DISPLAY NAME: Javeed Shaik
  - GENDER: Male
  - DOB: 23-Apr-1995
  - MARITAL STATUS: -Not Set-
  - BLOOD GROUP: -Not Set-
  - PHYSICALLY HANDICAPPED: No
  - ABC: -Not Set-
- Contact Details:**
  - WORK EMAIL: javeed658@gmail.com
  - PERSONAL EMAIL: -Not Set-
  - MOBILE PHONE: 9999999999
  - WORK PHONE: -Not Set-
  - RESIDENCE PHONE: -Not Set-
  - SKYPE: -Not Set-

## Uploading your photograph & KYC Documents

To access this section, please click on your name on the right-hand side top & click on Profile. To upload your photograph and KYC documents, click on the sections highlighted in the below screenshot.

The screenshot displays the Keka HR system interface for a user named Javeed Shaik. The user's profile information is visible, including their location (Bangalore, Malleshwaram), email (javeed658@gmail.com), and phone number (999999999). The user's job title is Business Development..., and they are currently NOT IN YET. The user's department is Customer Success, and they are reporting to Chethan Kumar S. The user's business unit is Electronic Unit, and their employee ID is K50098. The user's profile is secured, and only selected people can view this information. The user's documents are categorized into folders: Identity Docs, Degrees & Certificates, Previous Experience, Performance Reviews, and Employee Letters. The Identity Docs folder is selected, and the Driver's License document is listed as MANDATORY. A red box highlights the 'DOCUMENTS' tab in the navigation menu, and another red box highlights the 'Identity Docs' section in the main content area.

JOB TITLE	DEPARTMENT	BUSINESS UNIT	REPORTING TO	EMP NO
Business Development ...	Customer Success	Electronic Unit	Chethan Kumar S	K50098

EMPLOYEE DOCUMENT FOLDERS

- Identity Docs
- Degrees & Certificates
- Previous Experience
- Performance Reviews
- Employee Letters

Identity Docs  
An identity document is any document which may be used to verify aspects of a person's personal identity

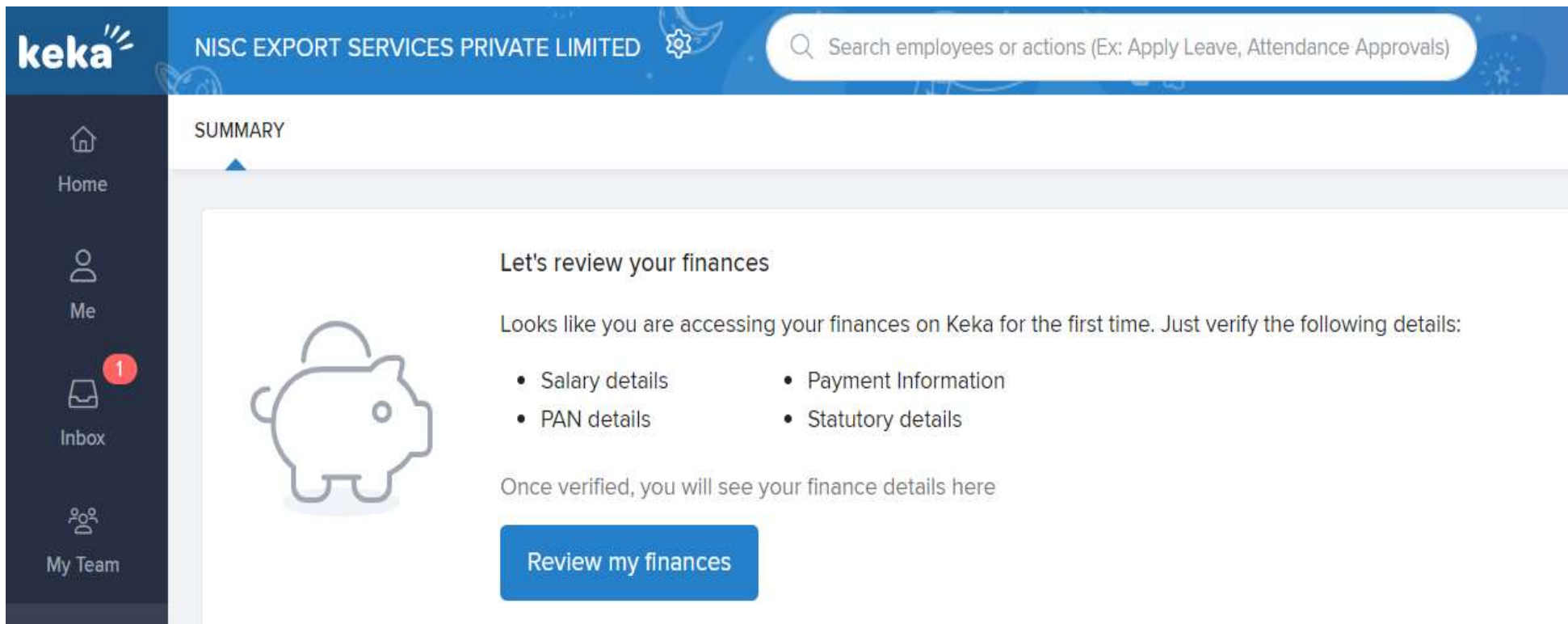
SECURE  
Only selected people can view this information

Driver's License **MANDATORY**

+Add details

## View Finance Details

Any employee who has registered with Keka, navigate to 'My Finance Tab' & click on 'Review my Finances'. Once you have reviewed your particulars, then only you can view your payslips, income tax details etc.



The screenshot displays the Keka HR system interface. At the top, the Keka logo is on the left, followed by the company name "NISC EXPORT SERVICES PRIVATE LIMITED" and a search bar containing the text "Search employees or actions (Ex: Apply Leave, Attendance Approvals)". A dark sidebar on the left contains navigation icons for Home, Me, Inbox (with a red notification badge), and My Team. The main content area is titled "SUMMARY" and features a piggy bank icon. The text reads: "Let's review your finances" and "Looks like you are accessing your finances on Keka for the first time. Just verify the following details:". Below this, a list of items to be verified is shown: Salary details, PAN details, Payment Information, and Statutory details. A final line of text states "Once verified, you will see your finance details here" and a blue button labeled "Review my finances" is positioned at the bottom.

**keka** NISC EXPORT SERVICES PRIVATE LIMITED

Search employees or actions (Ex: Apply Leave, Attendance Approvals)

SUMMARY

Let's review your finances

Looks like you are accessing your finances on Keka for the first time. Just verify the following details:

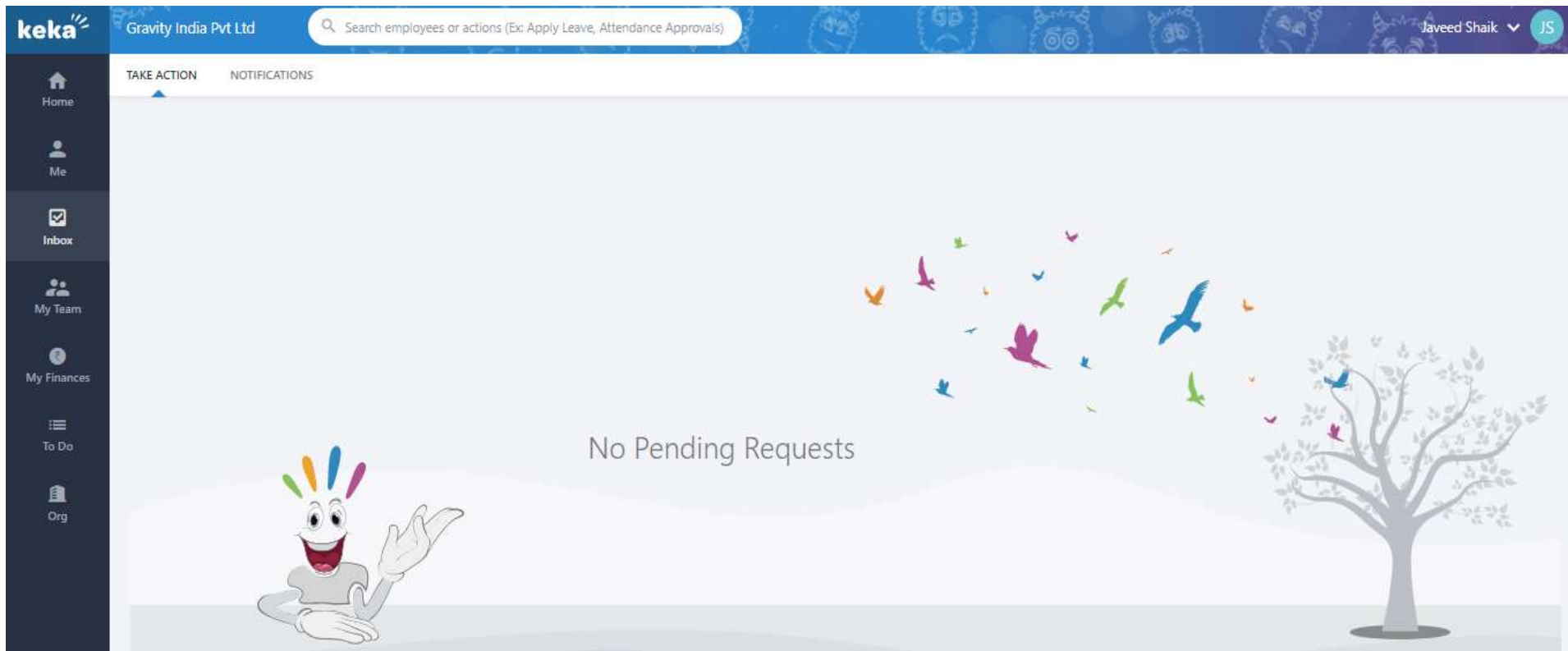
- Salary details
- PAN details
- Payment Information
- Statutory details

Once verified, you will see your finance details here

[Review my finances](#)

# Inbox

Under this tab, you are able to view any task or request which needs your attention to approve it or update the data. Always make sure the screen is empty as shown in the below screenshot.



# My Team View

Under "My Team" tab, you can view your colleagues working under the same Reporting Manager.

The screenshot displays the Keka HR system interface for Gravity India Pvt Ltd. The top navigation bar includes the Keka logo, company name, a search bar for employees or actions, and the user profile for Javeed Shaik (JS). The left sidebar contains navigation options: Home, Me, Inbox, My Team (selected), My Finances, To Do, and Org.

The main content area is titled "SUMMARY" and features several key metrics:

- Who is off today:** No employee is off today.
- Not in yet today:** TD (Tendo...), DK (Deepak...), PT (Priyank...), TM (Theert...), JM (Johnny...), and +2 more.
- Employees On Time today:** 0
- Late Arrivals today:** 0
- Work from Home / On Duty today:** 0
- Remote Clock-ins today:** 0

Below these metrics is the "Team time off calendar" for September 2021. The calendar shows days of the week (We, Th, Fr, Sa, Su, Mo, Tu, We, Th, Fr, Sa, Su, Mo, Tu, We, Th, Fr, Sa, Su, Mo, Tu, We, Th, Fr, Sa, Su, Mo, Tu, We, Th) and dates (1 to 30). A legend indicates that DK (Deepak K) is off on days 1, 2, 3, 4, 5, 12, 13, 14, 15, 16, 17, 18, 19, 20, 25, and 26.



**Thank you!**