



**REDUCE COSTS AND ACHIEVE YOUR GOALS
WITH EFFECTIVE MANPOWER**

PAYROLL PLUS

LOGO
BUSINESS SOLUTIONS

PAYROLL PLUS

One of the most significant factors giving the competitive edge to all corporations is human resources. Well-trained experts adopted the corporate mission and objectives play a deterministic role in increasing the success rate.

PAYROLL PLUS aims at reducing labor costs and helping corporations to reach their targets and achieve their missions by means of an effective human factor. It also offers a flexible structure responding to the sophisticated and organizational requirements, and it makes a clear difference thanks to its superior product features.

PAYROLL PLUS increases motivation of employees by ensuring that they are working at the right position. It also creates basic steps and rules to put corporate objectives into practice by having all departments work coherently with each other.

PAYROLL PLUS is designed in a modular structure, and its most significant module is Employment Management. It can be also enriched by other modules as Navigator, Wage Simulation and Payroll Plus WEB when required by corporation at any time.

PAYROLL PLUS is easy to learn, and it is easy to customize in addition to its flexible structure and sophisticated product features. It helps you to gain utmost benefit from IT investments.

FEATURES

EMPLOYMENT MANAGEMENT

Effective Personnel Information Tracking...



Employment Management module is the basis of Payroll Plus application. It records employee transactions in detail including employment and termination of employment and more operations. Employment Management reduces office workload of human resources, and it gives direction in strategic decisions and tactics by creating analyses. One of the most attractive features of BordroPlus is a flexible structure. Corporations define many fields and parameters according to their own organizational structure. This feature of flexibility gives an opportunity to track information flow between employees in line with the requirements of users.

- ✓ It tracks employee details such as health, education, training, foreign language, fixed assets in custody etc...
- ✓ It tracks employment and termination transactions easily,

- ✓ It gives the opportunity to track education background, competency and in-house trainings of employees,
- ✓ Corporations can track information flow between employees in line with organization requirements of the company thanks to the user-defined fields and reflect upon reporting or payroll if required. Visual information such as photograph or signature can be added to employee cards.
- ✓ Documentation tracking feature provides access to the required files over the relevant employee card.
- ✓ Batch Wage Adjustment helps saving time and functions as a reminder.
- ✓ Thanks to the date track feature, all employee and legal changes and assignments are accessed in full and retrospective reports are prepared properly.
- ✓ Company-division-department and unit changes can be made by “Batch Assignment” transaction according to certain filters in a shorter time.
- ✓ Comprehensive ex-employee tracking tracks employees re-employed over the same employee card and employee number and by this means it prevents entering the same information all over again.
- ✓ Personnel passport information can be added to employee and application cards.
- ✓ It saves time by sending employee card information to the relevant persons by e-mail.

Payroll

Exact Solution for Payroll Transactions...



Payroll module determines wage policies for the personnel and creates payroll cards. Payroll module, thanks to its comprehensive structure and advanced product features, saves users from dealing with complicated and legal procedures requiring legislation knowledge and routine operations. Payroll module not only offers an exact solution for legal transactions of insured personnel, but it also meets the requirements of corporations engaging foreign personnel for various positions in mine, maritime, press etc business lines. Application performs all payroll transactions of employees subject to Social Security Institution and prepares the relevant legal reports. It also offers solution for employees related to retirement fund and Bağkur. Payroll module works in different foreign currencies and guarantees to add new arrangements required by legislation shortly. In addition to the product features increasing the efficiency of Human Resources, Payroll module helps companies to make employee payments properly along with saving labor force and time.

- ✓ A payroll solution fully compatible with legislation for employees subject to Social Security Institution, Retirement Fund and the law numbered 657.

- ✓ Payroll and wage information are processed fast and flexibility and transferred to the application by a single transaction thanks to tabling tools and methods.
- ✓ Wage, debt/advance and reporting transactions are performed in foreign currency.
- ✓ Calculation periods are created according to the payment dates (1st, 15th etc of the month)
- ✓ Monthly Premium and Service Document, Employment and Termination Document, E-Declarations can be prepared and transferred to SSI via the application.
- ✓ Payrolls can be calculated by closing periods on division basis.
- ✓ It tracks payroll transactions of all companies of the same group over a single location in batch.
- ✓ Payroll defaults saves time and increase efficiency in payroll calculations.
- ✓ You can perform batch calculations for employees whose payment, payroll and rights are the same fully or partially instead of calculating one by one by using formula in payroll calculations.
- ✓ Employees' daily working hours can be entered by Time Clock Records option, transferred from Excel and reflected to payroll card in total.
- ✓ Total working hours are transferred to the payroll cards of employees selected by Filters option and payroll cards generated previously by Time Cloak Data Transfer option.
- ✓ It tracks and reports official transactions.
- ✓ Accruals total, overhead pool distribution report, seniority/notification load and similar reports will facilitate and speed up work flow.
- ✓ Employees' Wage payrolls are sent via e-mail.
- ✓ Seniority and notification indemnities are calculated and difference slip is prepared when required during employment termination transactions.
- ✓ It makes calculations in case that minimum wage is below SSI lower base, and it reflects these calculations to the payroll.
- ✓ Thanks to the electronic bank system making payment orders to banks provides practicability and saves time.
- ✓ It saves time by posting and debt transactions to General Ledger thanks to GO Plus, Tiger Plus, Tiger Enterprise integration.
- ✓ It is customizable with user-defined fields.
- ✓ Printing deadline dates and expiry notifications of all official declarations are provided by Reminder, and the relevant transactions are accessed over this menu.

DEBT/ADVANCE MANAGEMENT



Debt/Advance Management tracks work advances, salary advances and expenses, makes installment plans for debts and determines payment plans. You can make different debt definitions and manage approval mechanism for debt demand transactions in a practical manner. Several back payment plans are defined, tracked and reported. General features of Debt/Advance module are as below:

- ✓ Debt types can be defined as work advances, salary advances, debit in installments etc.
- ✓ Debt demands can be added to the systems by personnel who demands loan.
- ✓ Debt demand approval, cancellation or pending processes are traceable.
- ✓ Closing operations are performed by back payment plans of debt definitions.
- ✓ Debt generation and closing operations can be performed in batch if required.

VACATION MANAGEMENT

Monitoring and planning employee vacations in a proper manner...

Vacation Management module is designed to solve critical problems of managers and employees concerning human resources and payrolls and design time/continuity system. Companies can track and calculate working hours, work calendars, vacation/health and vacation progresses of employees. Users can analyze transactions such as legal vacation progresses (by date, time and employee information) annual vacation duration, vacation planning (vacation information of each employee by date/duration info, vacation carry over, how many years can vacations be carried forward etc) by Legal Vacation Record Book in this module.

WORK FLOW MANAGEMENT

Work Flow Management module provides information and process flow between users within the frame of specified rules, and planned works – and all related components – are automated fully or partially.

Work Flow Management removes manual approval and control steps of operational or administrative processes and ensures managing and tracking tasks in electronic environment. Users of the same of different types can send information, make a work request, track and manage request results. For instance, after an employee enters an advance demand to the system, this request is transferred to the manager and evaluated for approval.

PAYROLL PLUS WEB

Quick and secure information access by Payroll Plus WEB...

It is important that Human Resources application is comprehensible and complying with usage habits to be adopted by the employees. Thanks to PAYROLL PLUS WEB you'll be able to perform the following transactions via internet both in and out of the office.

- ✓ Updating and viewing personnel and identity information of employees,
- ✓ Entering the number of days worked, additional allowances, social allowances for personnel,
- ✓ Tracking competency, vacation and payroll information,
- ✓ Entering data for payroll calculation,
- ✓ Tracking vacation information in detail,
- ✓ Approving debt and advance demands over internet

ANALYSIS and REPORTING

Transform your valuable corporate data into shared information for good and timely decisions...

Information is the most important power in today's business world. However it may turn into an inextricable heap of information if it is not analyzed and reported correctly. Thanks to the technological improvements, companies provide information flow over various resources, yet effective reporting still stands as an importance obstacle to overcome for most corporations since information does not play any role in decision-making unless it is processed properly.

Comprehensive reporting technology of Payroll Plus ensures effective management regarding business definitions and processes. You can perform risk analysis by determining the risk of employee or human resources processes. So you'll be able to make advanced and clearer strategic business decisions concerning risks and opportunities, reduce operational surprises to minimum, and increase your corporate efficiency by more effective applications. For instance, let's assume that you will give awards to your employees who completed their 5th year in your company. You can print a report of employees working in your company for 5 years and determine for how many awards an order should be replaced, or you can access to all personnel information to report the ratio of undergraduate employees in your company.

You can use **Report Design Tool** to easily create standard forms to record your transactions and standard reports helping decision-making process by analyzing the results of these transactions. Customized reports are also designed in a short time without needing any consultancy during installation of the product thanks to the technology developed for HR. Easy-design tool can be used to make various visual changes in your reports, use drawings and graphics such as the company logo, add new fields to the existing fields in the system thanks to the extended formula usage, and send your reports to another user via e-mail.

You can arrange data requiring analysis and effective in decision-making process in a flexible manner by **Pivot Table** feature. Information displayed in lines and columns can be arranged in line with the requirements of the reporter. This design can be saved when required.

Users can access to all kinds of information in product database by query sentences and print results in report format thanks to **Report Generator** feature. Thereby you can design flexible reports and generate different reports meeting all the requirements. Thanks to the practical and extensive Table Reports of Human Resources, you can also evaluate information entered to the system in a comprehensive manner by query sentences without needing any use of SQL.

Report filters used frequently in the application can be saved with report designs and listed in a single window by **My Reports** feature. So you'll be able to access to your favorite reports and display reports

without entering filter definitions again.

Decision Support System

You can filter the most complicated data by analyzing your data in a multidimensional method and acquire the most important information in terms of strategic significance thanks to Navigator. These comprehensive solutions help all employees to make right decisions to reach corporation objectives by providing them all strategic information needed in this process. It also reduces costs and brings all company departments to the same page. Your company will get agile and you'll be able to turn information into profit.

Reduce your workload by assistant tools of Payroll Plus...

PAYROLL PLUS offers several tools that will save time for your daily professional works and minimize errors by reducing your monitor and control load. Document Management sends the required files via e-mail and track in electronic environment by "document-record relation" feature. Therefore you will minimize all works, time and expenses spent for printing, copying, filing and archiving documents and gain efficiency. You will use information in the most effective way.

Task Scheduler starts running scheduled tasks automatically when the time comes. It warns the user when a task is started and completed. After the task is completed, all task results are sent to the relevant person(s) via e-mail or SMS. Task Scheduler working in integration with reminder, e-mail, SMS and messaging functions allows messaging in the office as well. All these features will save your time by automating your routine operational transactions on daily basis giving you time to focus on more strategic issues. For instance, you can save a lot of time by using Task Scheduler in payroll calculations. You won't have to spend your hours sitting at your computer after defining critical payroll calculations – such as payroll card generation or debt transfer – and schedule them to start at a specific time.