

# A professional solution for agile human resources processes



logo **J-HR**

# A new-generation approach to human resources management: Logo j-HR

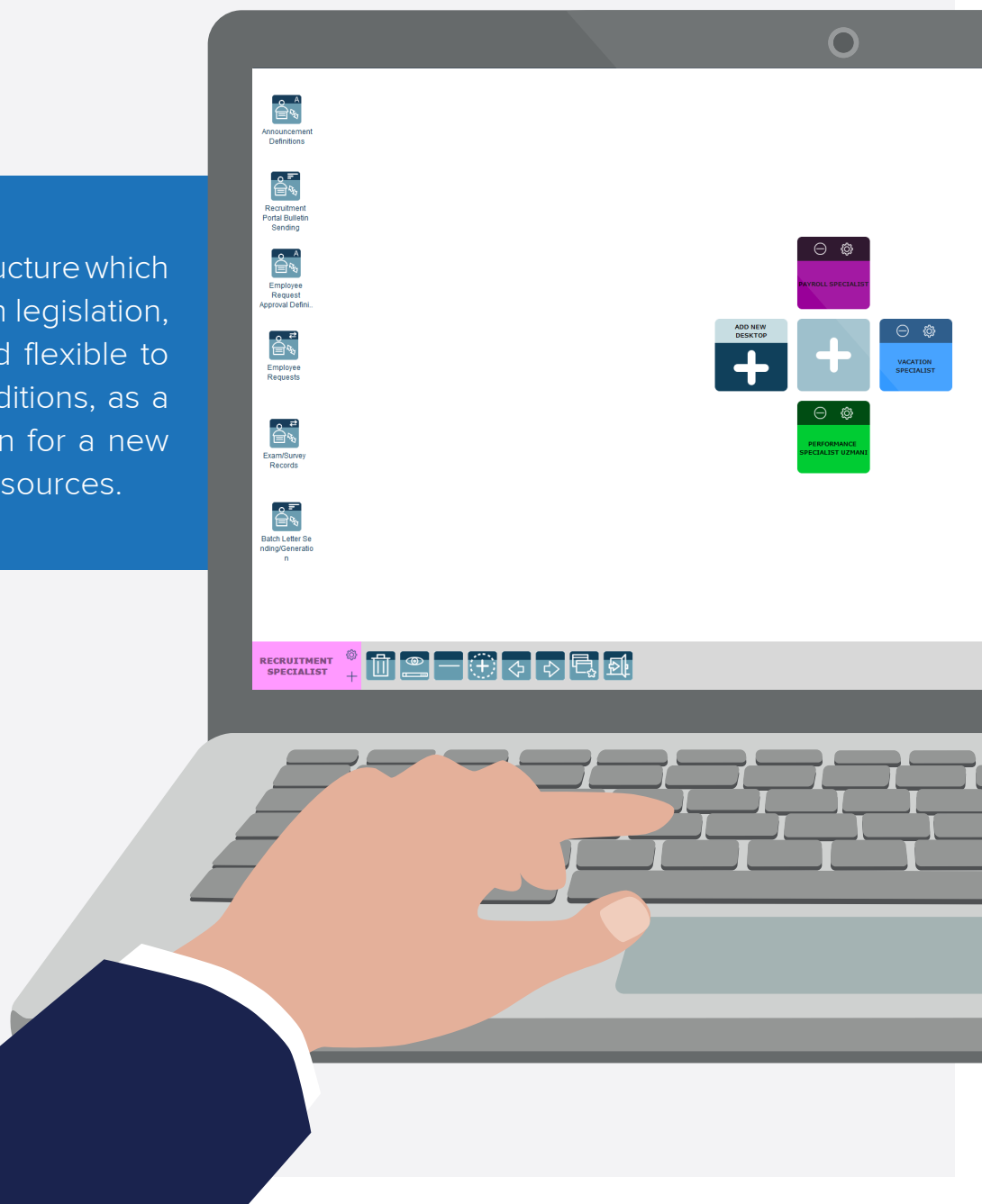
Thanks to its web-based structure, Logo's new generation HR management solution Logo j-HR is the choice for HR managers who need to access HR processes at any time, from any place. Allowing users to work independent of time and place, Logo j-HR offers HR teams and managers the flexibility and speed they need. With the features such as special approval mechanisms, integration with Logo-branded or independent solutions and full compliance with legislation, Logo j-HR becomes the new-generation HR management tool!



# Bring a new dimension to your business processes with Logo j-HR

The correct management of human resources has direct effects on a company's overall performance and financial outcomes. Therefore it is crucial that all processes in the management of human resources, the most valuable asset of every company, be within an effective, reliable, expedited and flexible structure. Making HR management independent from time and place with its web-based structure, Logo j-HR allows you to effectively manage many processes, especially in HR such as Salary Management, Personnel Management, Recommendation Systems, Training Management and payroll actions. In addition, employee and manager portals in Logo j-HR shorten work processes while increasing productivity. Logo j-HR also works in complete integration with Logo j-Platform ERP and eLogo OHS solutions. This integration allows transferring of data in Logo j-HR directly into ERP and OHS solutions.

Logoj-HR comes in a structure which is in full compliance with legislation, open to integration and flexible to adapt to changing conditions, as a new-generation solution for a new generation of human resources.



# Control every corner of your business

The secret to correctly and effectively managing human resources is to know and manage the structure of your organization well. Fully aware of this requirement, Logo j-HR enables human resources throughout the company to be defined and managed end-to-end with its comprehensive Organization Management.

The organizational charts of the company can easily be shaped with use of the drag-and-drop feature. This chart can be structured vertically or horizontally as required. All changes made during these works can be undone when required.

On the other hand, the history of all changes made using the drag-and-drop feature can be tracked on personnel cards. This allows for the continuous control and accuracy of the organizational chart.

Positions can be transferred between sub-departmental organizational charts. So, when there are position changes or additional duties, you won't need to recreate the organizational chart. In the same way, a personnel record can be assigned to multiple positions on the chart.

Changes which occur in the organization can also be effortlessly managed through this module. For example, sub-positions and new assignments based on departments can be added using the organizational chart. So the chart always stays up-to-date. Employees in equivalent positions can be positioned at certain levels using the organizational chart. It is very easy to open empty positions and display or hide them on this chart, when required.



## Use Logo j-HR Organization Management for end-to-end HR definition and management

Logo j-HR Organization Management offers a very user-friendly structure for the display of your organizational chart. You can zoom in and out on the image on the chart. When you place the cursor on any position on the chart, details regarding that position will be displayed. You don't need to go to another page to display the information related to that position.

When you need information about a certain position or person, you can also search for this on the organizational chart. Information about an employee's manager, executive manager and substitute can be displayed using the organizational chart.

This chart, created according to specified criteria, can be transferred to Visio. You can also export it in PDF or SVG formats. In short, with Logo j-HR Organization Management it is now possible to control every corner of the company using a single organizational chart.





## Manage your time in the most effective way

For businesses, time is just as important as human resources. It is possible to manage all HR data from annual leave and reports, to overtime hours and activity records from a single point, using Logo j-HR Time Management.

Leave records and follow-up are among the most time-consuming processes for HR departments. Logo j-HR Time Management allows you to create leave records for employees at every level, as per different types of leave. These records can be created per day, hour or minute, and the selected time interval is then converted into hours before it is transferred to a scorecard. Also, leave and business activities for employees can be performed from a single point.

Thanks to the integration of Time Management with the Employee Portal, employees can also monitor their leave status on an up-to-date basis on the portal. Therefore, HR departments can devote the time they spend on responding to leave enquiries on other value-added jobs.

Overtime management is another time-consuming job for HR departments. With Logo j-HR Time Management, you can monitor overtime through the module and select the working time type of use. All overtime hours can be monitored in detail under titles of “Entitled”, “Used” and “Remaining” and type of provisions (fee or leave) in return for these can be selected on the system.

If the employee is on sick leave, report deductions can be applied to their salary regarding the days off, in line with the current legislation.

*Logo j-HR time management for HR teams to allow more time to focus on value-added tasks*





## Recruitment processes are now much easier

Recruitment is among the most critical processes of HR operations. With the goal to perform this process in the most efficient manner, the Logo j-HR Recruitment Portal and Recruitment Management provide solutions that facilitate the recruitment of internal and external personnel.

In the process that begins with the requests from department heads for vacancies or projects through the Recruitment Portal or Employee Portal, internal or external ads are defined following the approval of the request.

For applications made referring to internal announcements, the Position Candidate Analysis feature can be used to query whether the applicant is suitable for the position in question.

For external announcements, CVs of the applicants are recorded through the module to create a pool of candidates. After the HR team evaluates the records in this pool, the offer and final decision stages can be managed through the Recruitment Module.

Interview records, offers, exam survey information and project-based information can be tracked through the cards created for the applications. The suitability of the candidate for the potential role can also be evaluated through these cards.

The recruitment process can be analyzed and reported by generating reports for Application Cards, List of Personnel Requests and Response Letters in the system.

*Manage critical recruitment processes in the most efficient way possible!*





## Career management for employee welfare

A company's success depends on the competence, as well as the welfare of its employees. One of the most fundamental factors increasing employees' welfare is the opportunity of self-development. The Career Management within Logo j-HR supports the career planning and management of employees, helping to create a brighter future for your business.

Career management starts with determination of competences. With status assessments within the context of corporate analysis, employees' current position and their suitability for other positions can be displayed. All of these procedures, performed through the Individual Career Planning application, can be followed up in a single window and on an employee basis.

Job families specific to intracompany operational processes and competency charts pertaining to each job family can be defined in Logo j-HR Career Management. Career routes and target positions for every position can be determined in line with these competency charts and requirements. This module can also be used to monitor the training sessions required to attain these goals, along with any improvement planning process.

On the other hand, the uninterrupted performance of work, independent of personnel is crucially important for the future of a company. In this sense, one of the most critical methods is to have backup personnel for critical positions to allow for position changes without interruption. Thanks to the Backup Plan application in Logo j-HR Career Management, you can prepare the most suitable employee for the relevant position.

All reports required for job families, backup plans, career plans, career recommendations and career routes can be taken from the module, in this way the career management processes of the business can also be analyzed.

Thanks to the integration between Career Management and Employee Portal, all employees other than HR employees can follow their up-to-date career information.

## The most effective method for measurement and evaluation

One of the most effective tools to measure the efficiency of HR policies and methods applied in a business is performance evaluations. These evaluations are also important in terms of supporting self-development and motivation.

The Logo j-HR Performance Management offers capabilities that would provide the most efficient performance for employees, as well as businesses.

First of all, the most appropriate performance period for the company's processes and operations is identified and a separate performance record is created in the system for each period. In these records, objectives can easily be defined based on time period, role, department, unit and employee, or based on the company in general. The defined objectives can be assigned to relevant persons or to the company as a whole through the system. You can also add sub-objectives in order to personalize or detail the objectives.

After the definition of objectives, the award/warning criteria to be applied in the case of achievement or failure to achieve these objectives can also be defined in the system. Therefore all performance processes are performed transparently.

At the end of the identified performance period; the target-competence performance, duties and responsibilities of employees can be evaluated by the managers of respective departments and the results can be viewed. Additionally, the HR team can have an overall performance output for the whole company personnel. At the end of these evaluations, pre-defined award/warning applications can be reflected personally or collectively.

The HR department can obtain Performance Periods, Objectives and Records, Award and Warning Definitions, Performance Assessment Summaries and Performance Analysis Reports in order to analyze every performance assessment.



*Achieve the most efficient performance for employees and business!*



## Time-saving and transparency with the Employee Portal

One of a business's HR team's most time-consuming tasks is to answer employee questions on issues such as leave, reports, overtime, training, and advances. In addition, sharing employee information such as birthdays, contact information and company news with all employees means extra time and effort for the HR team.

The Logo j-HR Employee Portal brings together the HR Self Service and Intranet platforms in order to facilitate these processes.

HR Self Service enables employees to acquire the information they need from the portal. This also strengthens the transparency between the company and the employee. Logging into the Logo j-HR Employee Portal with their personal passwords, personnel can easily follow up their current status in areas such as leave, overtime, and training. In addition, requests such as leave, training, and advances can be made directly through the portal and the approval status can be followed.

Employees can also view their employee information, payslips, career pages and performance evaluation results through the portal. For positions involving travel and customer expenses, allowance records can also be created through the system.

Department managers can send their permanent personnel needs or temporary assignment requests to the HR department through the Employee Portal. Managers can also create team performance records through the Portal.

The Intranet platform offered by Logo j-HR Employee Portal also helps to increase employee loyalty throughout the company and strengthen communication among employees. The Intranet, where all news and announcements about the company can be entered, is also a corporate communication platform. The "Kim Kimdir" (Who is Who) application contains communication information of company employees along with company-specific information such as Newly Recruited Personnel, Personnel on Leave and Special Occasions. Employees can also enter their recommendations and complaints in the system through the portal, which is helpful for the company's development and employee satisfaction.



## Achieve maximum efficiency in employee training

Supporting the career and personal development of employees has an important role both for the future of your business and for employee happiness. One of the main steps for this support is training. Training processes, which require a lot of time and effort on the part of HR departments, can be automated with the Training Management Module of Logo j-HR, providing significant savings.

Firstly, training planned for company employees is defined on the module. These definitions may include training details, requirements, pre-conditions and assessment criteria. At this stage, unit costs for each training can be entered to calculate total training costs.

Then, training requests are generated and training records are created based on these definitions. Training costs can be monitored using these records. Moreover, since the information pertaining to each training is stored in the module, the history and sufficiency of training sessions can easily be evaluated.

The entire training process can be reported end-to-end, by generating reports for Training Requests, Requirements, Evaluation and Training Exam Surveys.

## Monitoring of debts-receivables and salaries of employees

Along with the payroll processes for the employees, Logo j-HR is also the most productive assistant of HR departments in orderly and reliable management of debt-receivable relations between a company and their employees.

All records in relation to debt-receivable transactions can be created and followed up through the module. Thanks to the integration with the Employee Portal, the records of receivables such as allowances and expenses can be entered into the system by the employee. This reduces the workload of the HR Department.

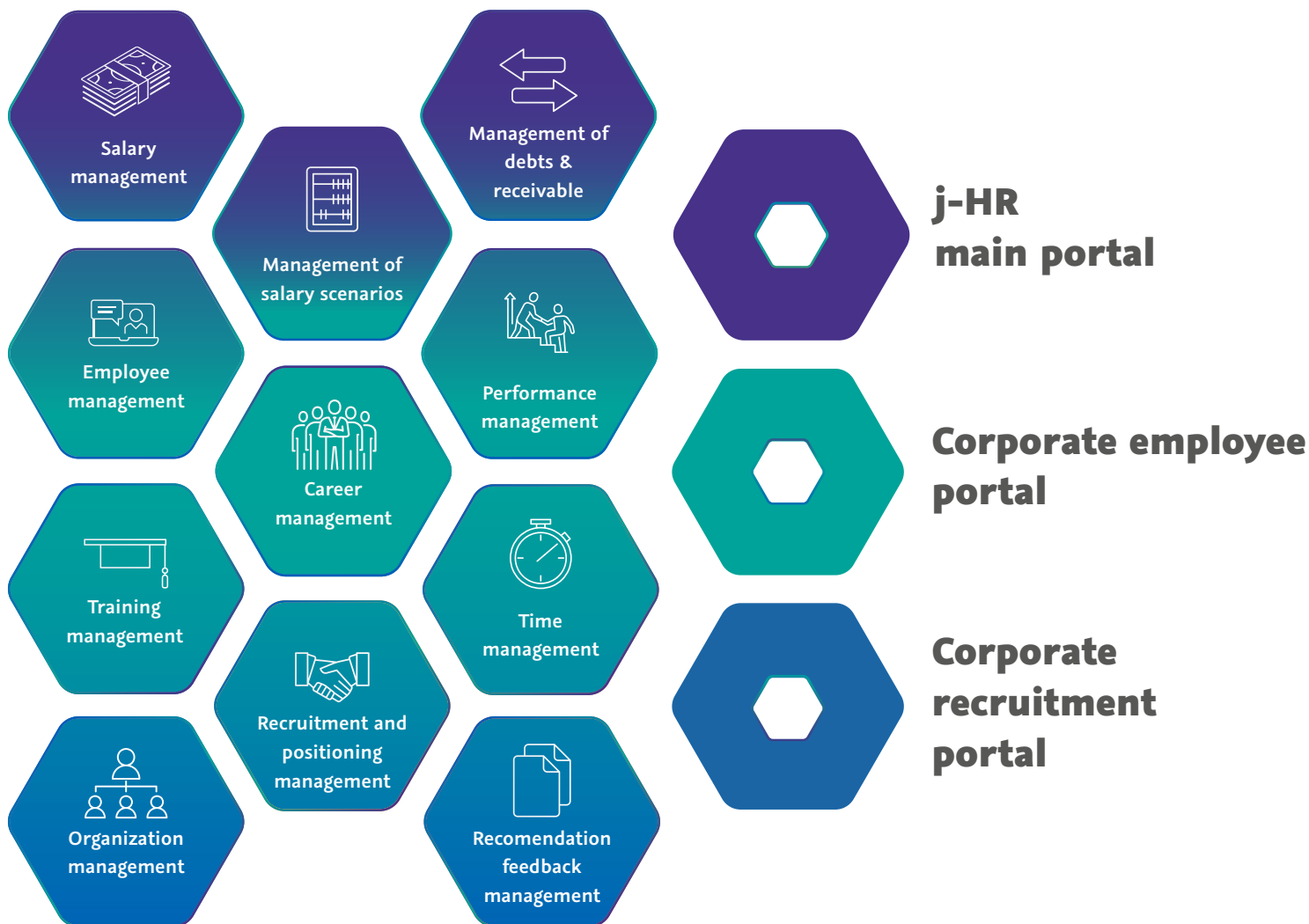
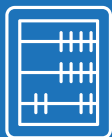
The type and nature of the transaction, through which the payments will be made for each created transaction record, is identified in the system.

Compensation applications can also be managed using this module. With the payrolls recognized in the system, accounting receipts can be created. In addition, all transactions related to the creation of company-specific parameters, management of additional payments and deductions, debt-receivable transfers, transfer of leave, and transfer of working hours can be performed through the module.

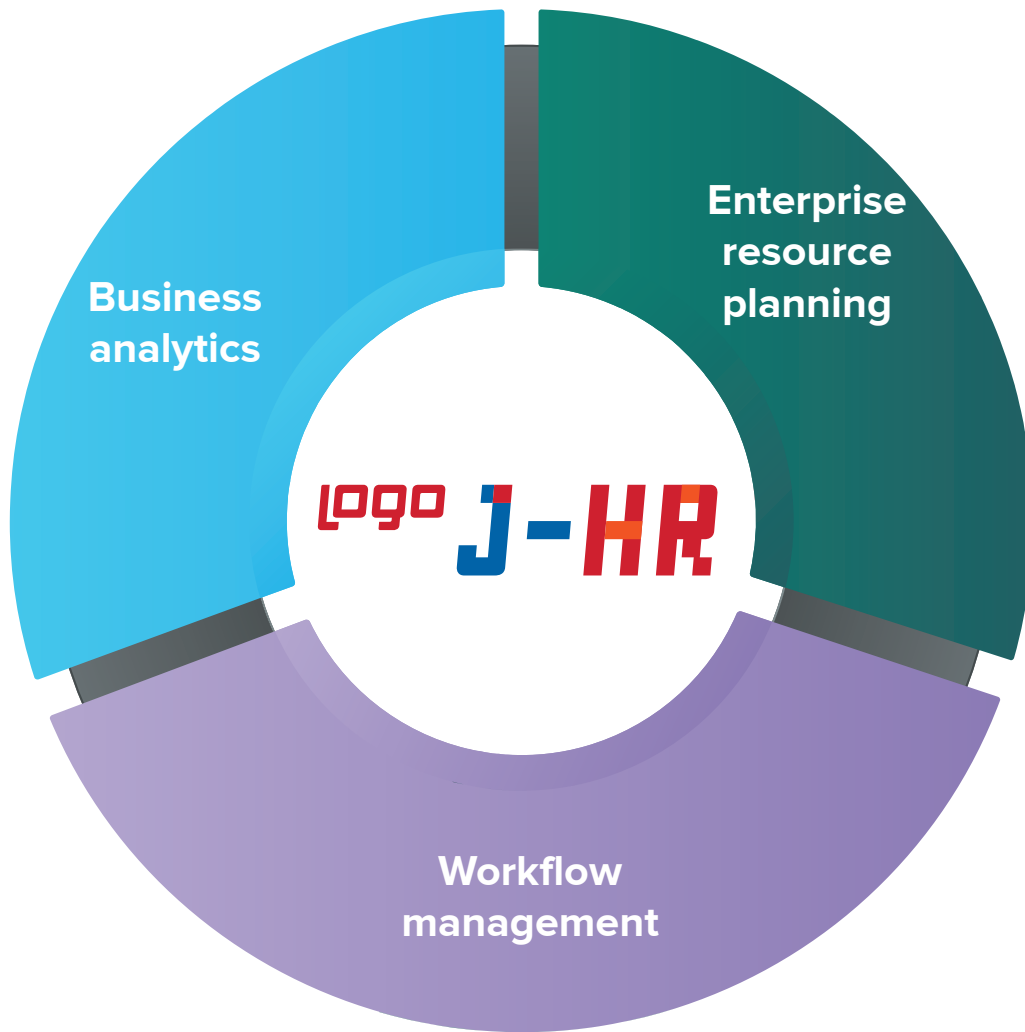
On the other hand, employee monthly mandatory declarations sent to the SSI and the Pension Fund can also be regularly shared with official institutions in the format they require.

## Integration with occupational health and safety processes

Thanks to the flexible structure of Logo j-HR, employee operations within the system can directly be integrated with eLogo OHS (Occupational Health and Safety) solution. In this way, businesses can automatically transfer all employee data in Logo j-HR to eLogo OHS instead of entering data into the OHS system one by one. This enables both workload and time savings, and end-to-end management of all OHS processes for full compliance with the legislation, including communication with the Ministry of Labor and Social Security.



# Our integrated solutions with Logo j-HR



**Enterprise resource planning (ERP):** Enterprise resource planning (ERP) applications allowing businesses to manage all their data and business processes centrally and end-to-end, increase operational efficiency significantly. Logo ERP Solutions consists of an extensive portfolio, and provide traceability, effective control, and data reliability in all operations from accounting and finance management to foreign trade, procurement processes and production. In this way, operational processes are automated in every business, and time and cost savings are achieved with a reduced workload. Logo ERP Solutions provide businesses of all sizes with more efficient business processes, greater savings, with higher levels of employee and customer satisfaction.

**Business analytics:** Businesses are in need of transforming huge amounts of data that does not make sense on its own into significant information and therefore, value. Logo's Business Analytics Solutions process data from tens of different sources quickly and meticulously, and provide real-time information and reports to decision-making mechanisms. With the budget management solution, budget processes are managed faster, more flexibly and securely. Logo Business Analytics Solutions help you to stand out against the competition.

**Workflow management:** Creating, monitoring and finalizing business processes efficiently have a direct impact on business profits. Logo Flow, the Workflow Management Solution of Logo, accelerates business processes and provides more effective management. Logo Flow is preferred by SMEs and corporate businesses which seek to organize their business processes in a simpler and more systematic structure and aim to transfer their internal/external information accurately, securely and quickly.

For further  
information  
about j-HR



# The most valuable IT brand of Turkey



Ecosystem  
of 5000+  
people

800+  
Business  
partners

90.000+  
Active  
customers

1.200+  
Employees

Logo is coding the future together with its customers, business partners, employees, investors and all stakeholders as a company contributing to the sustainable success of its customers with its products and services that appeal to all companies from micro size to enterprise level. It creates value for its customers with passion and agility.

Turkey's largest public software company and most valuable information technology brand\* Logo, operates in software sector as one of the leading companies since its establishment in 1984. Logo offers application software to enterprises ranging in size from micro companies to large scale corporations. The company, by increasing innovation and creativity in its products and services, lays the foundation for sustainable success by accompanying more than 200,000 companies so far on their journey of growth, with more than 1,200 employees and 800 business partners in 4 different countries at 7 different locations.

In addition to Enterprise Resource Planning, Logo's offerings comprise many complementary solutions such as Customer Relationship Management, Human Resources Management, Workflow Management, Warehouse Management Systems, Business Analytics Solutions and Retail Solutions. Having taken the lead in the ERP sector in terms of number of customers for many

years, Logo has a large and dynamic ecosystem that extends from partners to Logo users, from academicians to students and industry professionals. Along with the power stemming from this ecosystem, and believing in the dreams of its customers, sharing the same goals and working diligently to fulfil them, Logo carries out its business with the vision of coding Turkey's future together.

Since its foundation, Logo has been the innovative leader of its sector with the innovations it brought with its products, services, and business processes; more importantly with the added value it created in the digital transformation. Logo has invested in different businesses and technologies, and in recent years has made great leaps and revenue growth due to organic and inorganic growth. Logo has always adopted a fair and transparent management, and currently has a 66% free-float rate. The company became the first public software company in Turkey in 2000.

Logo completed a significant portion of its 35-yearlong history as the market leader in the industry, and after a series of strategic investments aiming at transferring the know-how and experience gained in the Turkish market to abroad, it continues on the path towards becoming a regional player. Logo has been pursuing its firm growth with 41% revenue CAGR (compound annual growth rate) in the last 10 years.

\*Brand Finance, Turkey's most valuable and strongest brands report, June 2019



## Logo solutions:



Offers high performance



Offer an affordable total cost of ownership



Provides an open platform



Quickly installed



Upgradeable functions in line sector-specific needs



Creates a synergy with common solutions and platforms

Find the closest business partner...



**logo**

