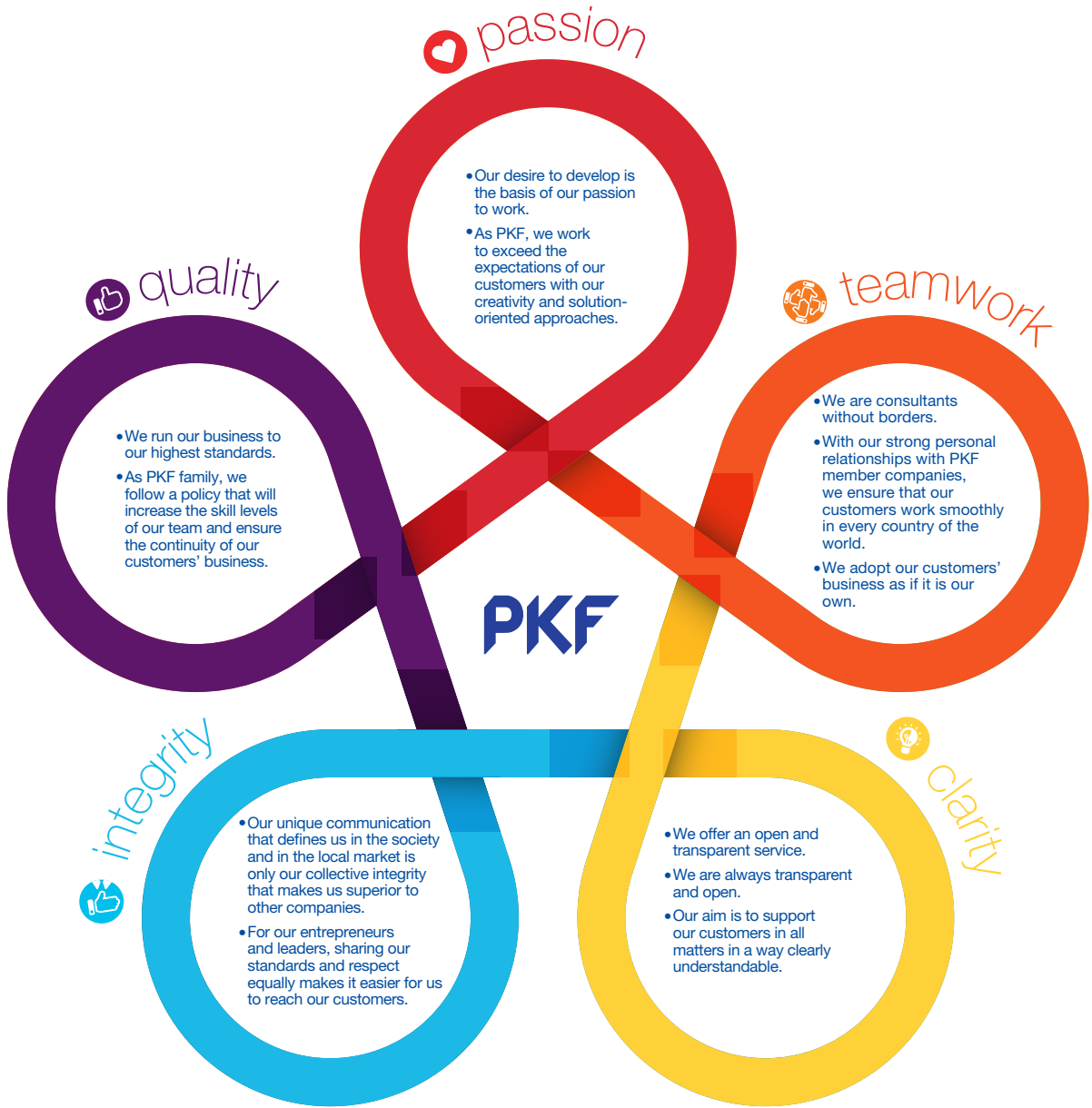


# Labor, Social Security and Incentive Consulting Services

# PKF International



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# Labor, Social Security and Incentive Consulting Services



right people  
right size  
right solutions

## Labor, Social Security and Incentive Consulting Services

### Overview

While the regulations made in the working life in recent years have provided important opportunities for companies, the complex structure of the labor and social security legislation and the obligations it imposes on all segments cause various risks. Professional support is of utmost importance as the heavy burden of inspections and administrative sanctions increasing day by day causes unrecoverable results.

The businesses have to be globally competitive in today's business life. Competition in the dynamic market conditions can only be achieved by giving importance to cost management. Therefore, for cost minimization, all deserved incentives should be used in a correct, effective and fast way without ignoring any details.

As PKF Human Resources, we guide businesses to understand and apply the detailed obligations in the labor legislation in the most accurate way with our expert team, and offer services at international quality and standards with the vision of continuous development. While doing so, we support you to be one step ahead of your competitors by taking advantage of technology at the highest level and going beyond classical approaches..

question?

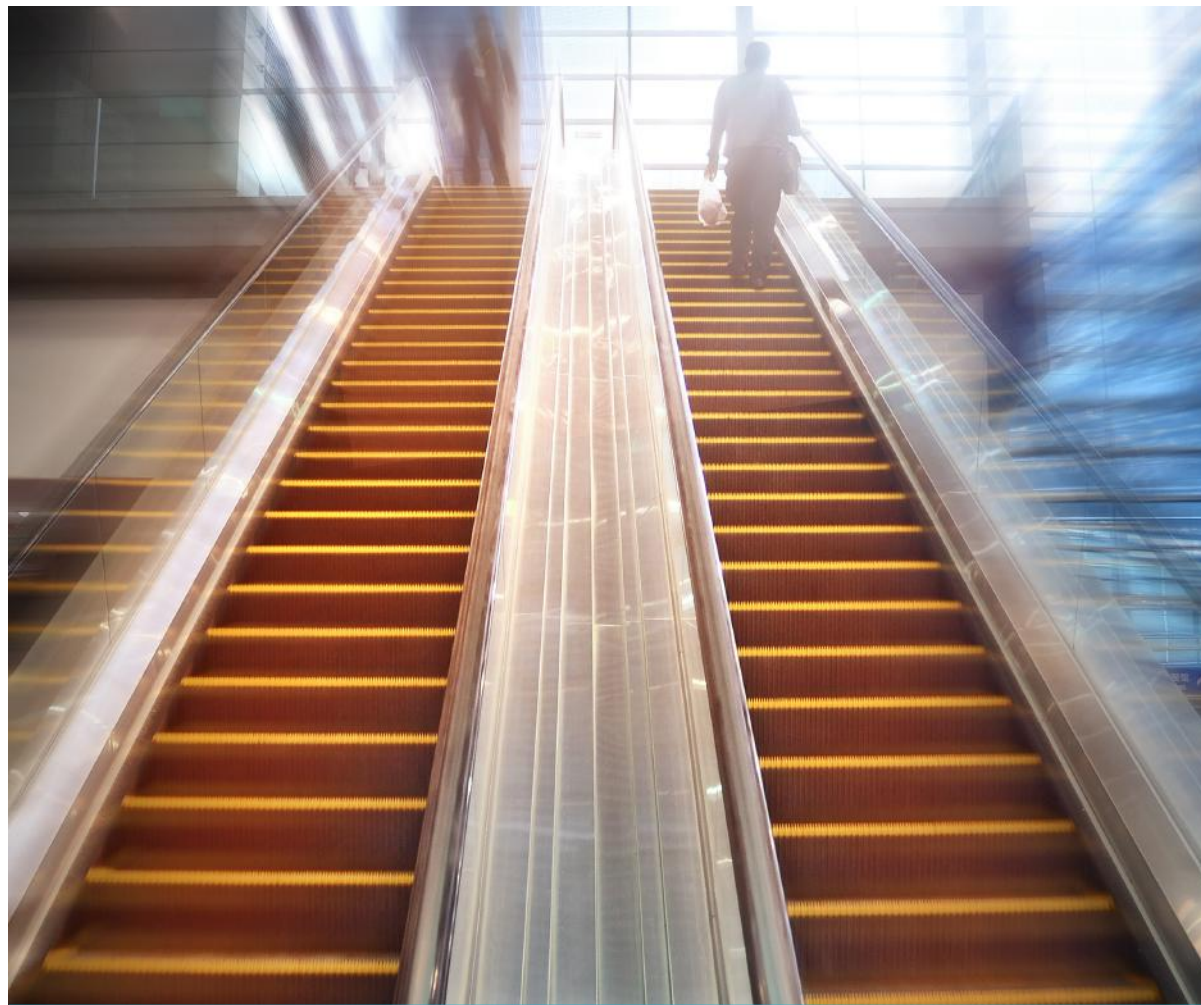
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## Social Security Check-Up Service

Before the inspections such as notice, complaint, minimum workmanship to be made by public institutions, necessary reports are made to ensure that the businesses prepare for this process and act proactively in compliance with each legislative obligation and thus possible losses can be prevented.

For the companies that want to act with the philosophy of “be inspected before inspection and fix process”, we offer the following services;

- Line of business code, NACE code compliance
- Compliance audit of identity notification, employment and exit statements
- Audit of sub-employer activities
- Audit of personal file
- Audit of working times
- Regulatory compliance audit of the permits under the law no 4857
- Audit of benefiting from employment incentive laws no 5510, 6111, 6645, 4857, 7103, 6322, 6486, 5921, 25510, 5746 and 7252



## Social Security Check-Up Service

- Regulatory compliance audit of payrolls
- Regulatory compliance audit to detect errors made in payroll parameters in payrolls
- Regulatory compliance audit of exceptional amounts in payrolls
- Regulatory compliance audit of payroll, withholding and premium service declaration and journal book
- Regulatory compliance audit of work accidents
- Regulatory compliance audit of the tax deductions of disabled employees
- Regulatory compliance audit of workplace
- Reporting the results of the audit made on labor and social security risks and the observed deficiencies to the management





## Labor and Social Security Consulting Service

Labor and social security legislation has a multifaceted and comprehensive structure and is constantly updated in line with changing needs Under the scope of “Social Security Consulting Service”, we instantly support all your legislative problems and provide you make a fast and correct decision.

We can list the services we provide in this scope as follows;

- Audit of workplace notification, employment an dismissal procedures of insured.
- Management of work accident and occupational disease processes
- Defect rates in work accidents and occupational diseases, audit of employers’ legal responsibilities
- Management of the processes of determining premium rates and earnings based on premium
- Management of regulatory compliance processes of the type, nature and law numbers of withholding and service declarations
- Management of legal processes related to accrual, collection, objection and time-out of administrative fines.
- Regulatory compliance management of line of business code

*“Consider It Done”*





## Services Related to Labor and SSI Inspections

In scheduled and unscheduled inspections by the Ministry of Family Labor and Social Services and the Social Security Institution, we provide all the necessary support before and after the inspection for the businesses to successfully complete the inspection process.

We can list the services we provide in this scope as follows;

- Participating in a inspections to be carried out by Labor Inspector Social Security Inspector and Social Security Inspectors
- The management of the processes to make the workplace records and documents ready for inspection by doing check-up before the inspection
- Providing legislative support in labor and social security inspections
- Management of processes for evaluating suggestions in inspection reports
- Managing the processes for written objection to formal and procedural deficiencies
- Management of objection to the administration and legal dispute processes in labor and social security issues

*"Open Minds, Open Doors"*



## Consulting Services On Primary Employer-Sub Employer Relations

In terms of labor and social security legislation, the primary employer has a joint responsibility for the activities of the sub-employer. With our expert personnel, we provide consulting services in order to prevent the risks that may occur, through the audit and follow-up of the sub-employer and reporting on the whole process in order to select the right business partners.

We can list the scope of our consulting services as follows;

- Regulatory compliance audit of the primary
- Management of risks that occur or may occur due to sub-employer
- Management of processes regarding workplace assignment, merger, transfer and change of type
- Analysis and follow-up of the risks, especially those concerning the primary employer, together with customers



## Retirement Consulting Services

With the experience of our expert team who has worked in the Social Security Institution for many years, we carry out retirement transactions both inside and outside Turkey. We provide consulting services to companies in order for the retirement calculations of the insured are correct and the bureaucratic steps are finalized immediately.

We can list our retirement consulting services as follows;

- Management of processes for determining the insurance status of company executives
- Providing strategic advice and management of processes regarding high pensions of company executives
- Management of processes regarding conflict in insurance status



## Employment Incentives Consulting Services

Businesses that benefit from employment incentives at the maximum level manage to minimize their costs. However, the existence of more than 15 employment incentives in all labor legislation and due to their complex structures, the implementation of the relevant incentives bring additional labor costs to companies. For this reason, companies cannot adequately utilize all incentive opportunities and experience problems that are difficult to overcome due to improper utilization.

As PKF Human Resources, with the Incentive 4.0 technology and software we have developed, we ensure that you fully benefit from all incentives suitable for you.

- 6111 Premium incentive for youth and women employment
- 6645 Premium incentive for on-the-job training
- 17103 New Generation premium incentive for manufacturing or information sector
- 27103 Other sectors, new generation premium incentives
- 7252 Normalization support
- 4857 Premium incentive for disabled employment

*"Fluent In Collaboration."*

## Employment Incentives Consulting Services

- 5921 Premium incentive for the recipients of unemployment benefit
- 6 points of regional premium incentive no 46486-56486-6486
- 6322 Ministry of Economy investment incentive
- 25510 Ministry of Economy investment incentive
- 6486 5 point discount incentive applied to insured sent abroad
- 5746 Premium incentive for R&D and design activities
- 2828 Premium incentive for the employment of children benefiting from social services
- Premium incentive for unemployment insurance in workplaces in very dangerous class.
- 3294 Premium incentive for the employment of social assistance recipients.
- 5225 Premium incentive for the development of cultural investments.
- 5510 We ensure that employers fully benefit with zero error in incentive issues related to 5 point early payment treasury support.

*"Dependably Independent"*

## Minimum Workmanship Consulting Service

Minimum workmanship is an important issue that must be overcome and requires expertise for employers who construct private buildings and undertake work according to the subject of the tender. As a result of the minimum workmanship examinations made by the Social Security Institution in different sectors every year, employers may face a large amount of tax base difference and accordingly, premium and administrative fines. With the professional support we provide in terms of minimum workmanship, we help to reduce costs and get fast results without getting caught in bureaucracy.

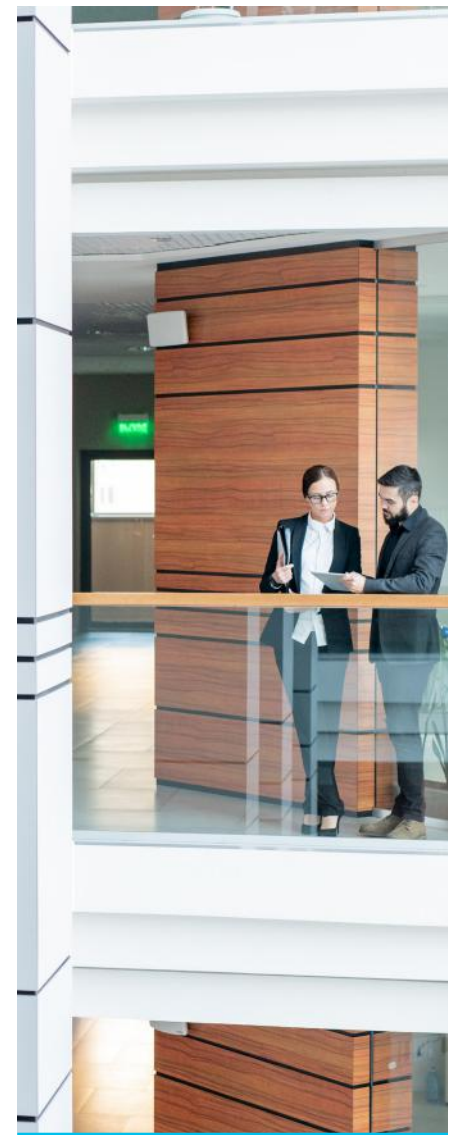
We provide consulting services regarding the minimum workmanship notification, obtaining a certificate of non-affiliation, reconciliation and objection in tender works and construction works.



## Work Permit Consulting Service For Foreigners

We can list the consulting services we offer with our more than 300 experts in 150 countries on issues which have bureaucratic and complex legislation such as pursuant to bilateral social security agreements, employing workers and sending workers abroad, workers' insurance, service combination, premium transfer and full payment transactions as follows;

- Consulting on obtaining residence permits for working purposes, tracking their duration, converting them into work-related residence permits and making timely notifications
- Consulting on issues such as their insurance, joining service, premium transfer and full payment transactions
- Consulting on the social security of foreigners coming from countries where bilateral social security agreements are not signed
- Consulting on foreign service joining transactions
- Professional consulting on Social Security Premium Transfer to companies employing foreign national personnel
- Consulting on employee dispatch and temporary assignments for overseas employment





## Payrolling Consulting Service

Payroll transactions are processes that create serious costs for businesses and prevent using the workforce in the right areas.

We offer payrolling services at national and international standards without the need for a large department within the business;

- Calculation of payrolls in legal parameters
- Tracking and payrolling special deductions
- Payrolling of additional monthly payments
- Follow up of wage regulations
- Payrolling overtime work
- Tracking and payrolling the forms of minimum living allowance
- Payrolling of execution deductions and follow-up of all execution balances
- Making compulsory individual pension system (BES) deductions and sending them to BES company
- Creating payment and bank lists
- Preparation of abstracts
- Preparing payrolls as printouts according to preference
- Determination of intern salary payments
- Approval of SSI reports from the system
- Preparation of SSI e-declaration

## Payrolling Consulting Service

- Preparing the police station identity statements for those who are hired
- Calculation of severance, notice and leave of those who leave of employment
- Preparation of legal documents (employment certificate, notice of acquittance, salary slip) of those who leave of employment
- Calculation of annual leave obligation and severance obligation
- Sending withholding declaration data regarding payroll Preparation of company-specific payroll and working hour reports Preparation of cost reports
- Sharing payroll data with the employer when requested Tracking company staff's personal information in the system Making SSI recruitment and exit notifications
- Follow-up of score cards from branches Creating staff's personal files
- Monitoring working conditions of pregnant and breastfeeding women
- Informing the employer about their working conditions and periods
- Tracking the annual leave log and ensuring that it occurs in the system
- Providing necessary correspondence with the agencies such as enforcement office etc.
- Making and following up personnel contracts

## On-The-Job-Training Program Consulting Service

By using the On-the-Job Training Program before the employment declaration of the insured who are planned to be hired, savings can be achieved in the cost of the insured to the employer. In this process, since you have the opportunity to see the trainees on the job, the insured can be trained according to the needs of the business and they can develop their professional knowledge and skills.

We can list the services we provide in this scope as follows;

- Determining the on-the-job training program, selecting relevant
- Preparation of ISKUR trainee ID cards and signature sheets
- Preparation of ISKUR trainee attendance charts
- Making checks regarding personnel entry and exit in the workplace
- Follow-up and execution of official processes regarding ISKUR trainees
- Taking actions for employment following the end of on-the-job training
- Preparation of reports for on-the-job training



## Short-Time Working Allowance Consulting Service

Employers may face situations such as the reduction or cessation of their activities due to extraordinary situations and cyclical contractions. We provide consultancy services with our expertise throughout the entire process for businesses that prefer to apply for Short-Time Work Allowance to ensure the continuity of their employees' income;

- Preparation of company-specific scenario for on-the-job training
- Filling the application form in line with the prepared scenario
- Preparation of company documents in accordance with the application form and submission to ISKUR
- Getting approval for short time work allowance according to the prepared documents
- Calculation of monthly work tables for the xml file and entering them into the system completely
- Saving ratio and proportion table in the ISKUR system
- Reflecting the calculation tables of ISKUR in accordance with the payrolls
- Preparation of monthly reports and submission to the employer
- Professional execution of official institutions and processes





right people  
right size  
right solutions



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