

Labor and Social Security Services



PKF International



214
Global
Company



513+
Offices



23.000+
Professional



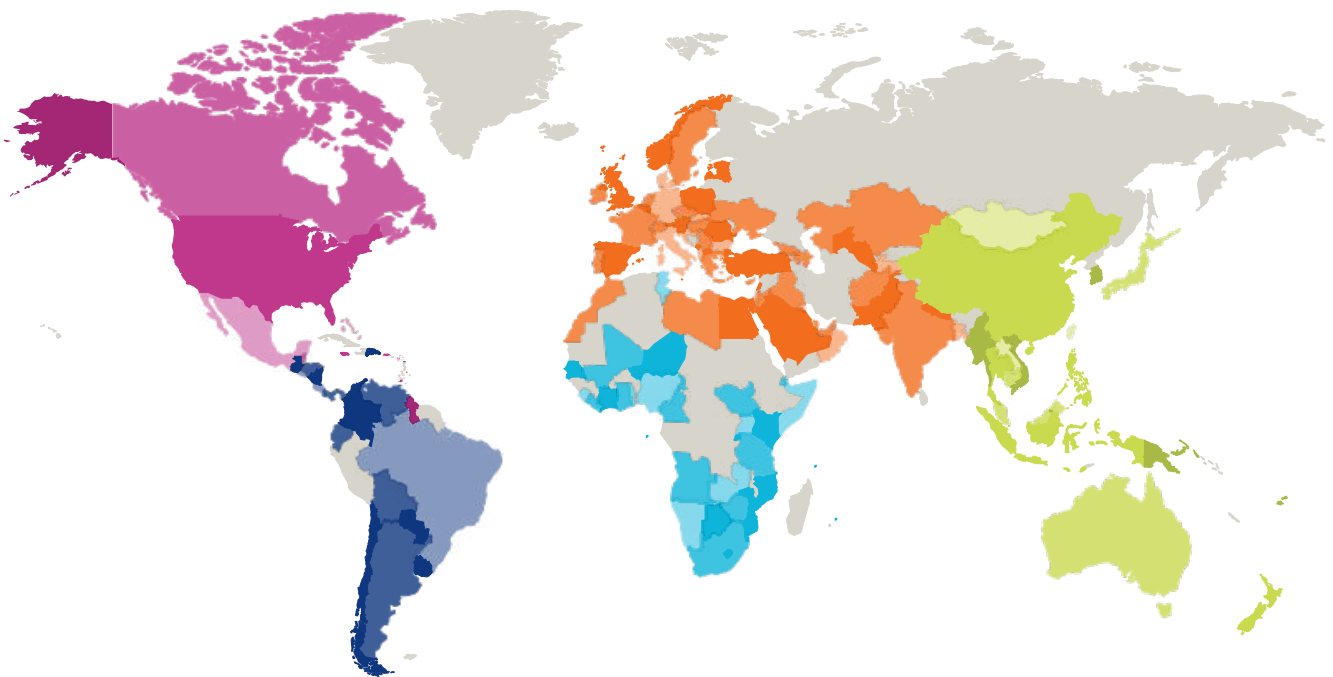
150
Countries



15th
among the top 10
audit and consulting
companies

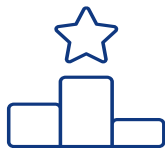


2.1Bn
total revenue of
member
companies

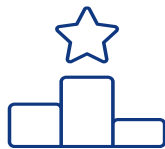


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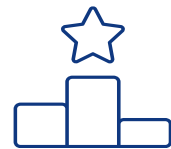
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Passion:
Be the Change



Community:
Belong together



Integrity:
Stay human

Growth beyond boundaries



Labor and Social Security Services

Overview

General Overview While regulations made in working life in recent years offer significant opportunities to companies, the complex structure of labor and social security legislation and the obligations it imposes on all segments cause various risks. Since the heavy burden of increasingly frequent inspections and administrative sanctions leads to irreparable consequences, professional support is of utmost importance.

Businesses must be globally competitive in today's business life. Being able to compete against dynamic market conditions can only be achieved by attaching importance to cost management. Therefore, for cost minimization, it is necessary to benefit from all deserved incentives accurately, effectively, and quickly without ignoring any details.

As PKF Human Resources, with our expert team, we guide businesses in the most accurate understanding and implementation of detailed obligations in labor legislation, and we offer services at international quality and standards with a vision of continuous development.

While doing this, we support you to be one step ahead of your competitors by making maximum use of technology and going beyond classical approaches.





Employment Incentives Consulting Service

Businesses that benefit from employment incentives at the maximum level manage to minimize their costs. However, there are quite a lot of employment incentives within the entire labor legislation, and the implementation of relevant incentives brings additional workforce costs to companies due to their complex structures. For this reason, companies cannot sufficiently evaluate all incentive opportunities and experience problems regarding which incentive is suitable for them and how to benefit from it correctly.

With the software we have developed, maximum benefit will be provided from the incentives listed below:

- 6111 - Incentive for the Employment of Youth, Women, and Vocational Certificate Holders
- 3294 - Incentive Applied in Case of Employment of Social Aid Recipients
- 2828 - Incentive Applied in Case of Employment of Children Benefiting from Social Services
- 5746 - Incentive Regarding Research, Development, and Design Activities
- 16322 - Incentive Applied Pursuant to Decisions on State Aids in Investments
- 14857 - Incentive for Employment of Disabled Insured Persons

“Dependably Independent”



Labor and Social Security Consulting Service

With our experienced team who have served as inspectors/auditors for many years in the Ministry of Labor and Social Security and the Social Security Institution; we provide consulting services regarding all processes of labor law and your social security transactions. In this context, by providing instant support for your problems regarding labor and social security legislation, it is ensured that you make fast and correct decisions.

In this context, the following services will be provided:

- Providing consultancy and opinions to the workplace within the scope of Labor Law, Collective Labor Law, and Social Security Law,
- Providing support for reporting needed by the employer in human resources practices,
- Providing circular services for information purposes within the scope of changing and updated labor legislation,
- Management of processes regarding the determination of the insurance status of company executives.

“Consider It Done”



Unit Price	Price
273,11 €	328,00 €
273,11 €	5,89 €
20,00 €	273,11 €
16,80 €	20,00 €
2,52 €	16,80 €
83,16 €	2,52 €

Invoice No. _____
Date 28.04.2017
Client name Mr. _____
Your name _____

Human Resources Check-Up and Internal Audit Service

Before the inspections to be carried out by the Ministry of Labor and Social Security and SGK (Social Security Institution) and trials within the scope of labor receivables, necessary controls and reporting are carried out to prepare businesses for this process and to act proactively regarding compliance with each legislative obligation; thus, current risks are revealed and major losses are prevented.

Within the scope of Check-Up and internal audit, the following services will be provided:

- Internal audit of all subjects related to labor and social security authorized for inspection by Labor Ministry Labor Inspectors, SGK Inspectors, and SGK Auditors,
- Internal audit of legal notifications for the last 5 years with risk-based sampling,
- Internal audit of sub-employer (subcontractor) activities,
- Audit of pending lawsuit files related to labor and social security,
- Internal audit of the legal compliance of personnel files, contracts, documents, instructions, forms, and procedures,
- Internal audit of the compliance of payrolls with legislation and all exceptions and exemptions that may occur in favor of the employer.



Proxy Process Management Service in CSGB and SGK Inspections

With the experience we gained during our tenure as institution inspection and audit staff; services will be provided for managing the process by proxy, examining records, signing minutes, and concluding the audit in audits and inspections that your workplace will be subject to.

In this way, since the records and documents to be examined will be checked by us beforehand, errors regarding the merits will be prevented. In addition, administrative fines will be prevented by avoiding errors that may occur due to lack of experience and procedural errors.

We can list the services we provide in this context as follows:

- Participating in inspections to be carried out by CSGB and SGK,
- Examining workplace records and documents before the audit and making them ready for audit,
- Evaluating the suggestions in audit reports and managing the processes,
- Management of objection processes to procedural and substantive deficiencies in audit reports.

“Open Minds, Open Doors”

Payroll & Union Services

Payroll Service Payroll calculations and the necessity of mastering the relevant legislation are time-consuming and costly processes. We operationally manage the payrolls of local or global-scale companies in accordance with the legislation valid in Turkey. Our fully digitized payroll processes create an ecosystem compatible with the protection of personal data, providing a high level of interaction with your managers and employees.

Within the scope of our payroll service, we offer the following:

- Creation of payrolls in line with the timekeeping data transmitted to us,
- Arrangement of bank salary payment files,
- Creating Private Pension (BES) entry data and collection files and uploading them to the system,
- Performing hiring and termination transactions,
- Creation of legal documents regarding termination,
- Performing e-visite (sick leave) approval and follow-up transactions,
- Performing legal notification transactions for work accidents and occupational diseases,
- Reporting regarding the demands of the workplace when needed,
- Creation of wage accrual records containing labor records and journal entries,
- Preparation of the MUH-SGK declaration package and its approval upon the employer's approval.

Union Process and Collective Labor Agreement Consulting Service

During the determination of the authorization of unions and in the subsequent process, the process is followed up before the competent authorities on behalf of the employer. In cases deemed necessary and requested, the collective bargaining stage is concluded by personally participating in the negotiations.

In this context:

- Execution of administrative procedures and lawsuits regarding authorization determination and objection to authorization,
- Participating in mediation meetings and executing the mediation process,
- Conducting meetings with the union,
- Producing solutions in collective bargaining management and creating strategies in favor of our client,
- Participating in collective labor agreement meetings as a negotiator and providing consultancy,
- Execution of strike and lockout processes; consultancy services will be provided at all stages of collective labor disputes within the scope of Law No. 6356.

SGK Minimum Labor Consulting Service

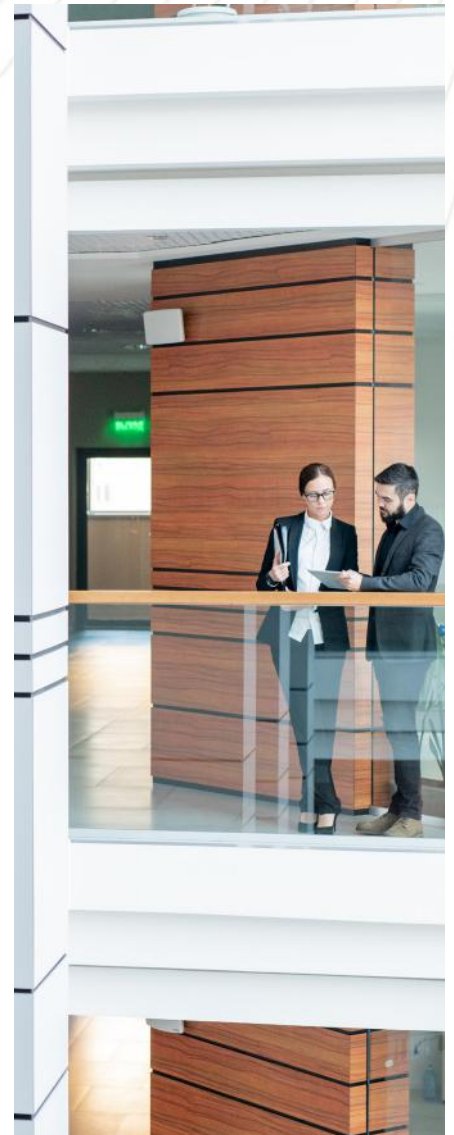
One of the most technical subjects of social security legislation is minimum labor applications. With this method, minimum labor control is carried out according to certain criteria and calculation methods at the completion of the work in tender subject works, projects made according to international agreements, construction subject works, build-operate, build-operate-transfer, and public-private partnership models. However, due to calculation errors, employers may encounter high amounts of premium differences. In addition to the services we offer regarding minimum labor calculations, we also guide our clients in inspections and reconciliation processes on this issue.



Work Permit and International Workforce Consulting Service

The Ministry of Labor and Social Security has strict and quite detailed procedures applied to foreign nationals who want to work in Turkey. Regarding work permit processes, we provide services within the following scope with our expert team:

- Execution of work permit processes,
- Consultancy on sending workers abroad to work and temporary assignments,
- End-to-end execution of processes for bringing foreign employees from abroad and employing them.



ISKUR Employment Programs Consulting Service

It is extremely important to reduce personnel costs to gain a competitive advantage in variable market conditions. As PKF, we provide consulting services for you to benefit optimally from ISKUR employment programs and to develop solutions specific to your company. Since there is an opportunity to see the trainees at work in this process, insured persons can be trained according to business needs, and it can be ensured that they develop their professional knowledge and skills.

Principal ISKUR employment programs are as follows:

- On-the-Job Training Program (IEP)
- Participation in Production Process Program (ÜSKAP)
- Positive Discrimination Project for Women's Employment (KİPAP)

Journeyman and Mastership Certification Service

Within the scope of the Ministry of National Education Vocational and Technical Education services, your workplace and workers will be examined to provide the necessary technical analysis for journeyman and mastership certificates, and services will be provided for workers to take journeyman and mastership exams to be certified. In this context, mastership field/branch analyses will be conducted in a way to provide exemptions for professions where MYK (Vocational Qualifications Authority) vocational certification is mandatory, and by ensuring their certification, your obligations under both occupational health and safety legislation and MYK legislation will be fulfilled.

Recruitment Consulting Service

In today's competitive business world, reaching the right human resource is not only a need but a strategic necessity for sustainable success. As PKF, we offer recruitment services with the ISKUR Private Employment Agency Permit Document numbered 1412 dated 28.09.2022. With our deep knowledge in strategic human resources and recruitment consulting, we provide services with superior quality and competence in finding and positioning the talents that companies need.

- **Executive Recruitment:** We carry out special research processes for candidates with leadership competencies suitable for C-level and executive-level roles.
- **Expert Level Recruitment:** We provide a fast, high-quality, and result-oriented service with the most suitable candidates that will match your corporate culture for your company's Expert' role needs that have left behind 5 years or more of experience.
- **Project-Based Recruitment:** We provide flexible and agile recruitment models for rapid growth periods or temporary projects.

Corporate Training Service

We organize corporate trainings within the following scopes for businesses acting with a vision of continuous development:

- Labor and Social Security Trainings
- Unions and Collective Labor Law Trainings
- Payroll Trainings
- Preparation Training for Labor and SGK Inspection



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