# <sup>ogo</sup>ticer hr

#### The Right Person, Corporate Management, High Productivity



# <sup>©9°</sup>TIGER HR

Tiger HR, a product of Logo, which has been producing business applications for over 30 years, was developed analyzing the enterprises' organizational structure, authorization mechanisms, human resources management and processes in-detail, and it provides a solution to all needs of human resources departments. By means of its flexible, modern and online structure, Tiger HR in modular structure, which can be enriched in accordance with needs, ensures to manage the human resources efficiently and effectively, and it increases the employee satisfaction and raises the business productivity.

Tiger HR which can satisfy full-scale the business requirements of companies and sector at every scale and help the companies to establish efficient and long-term organizational infrastructure is continuously developed as per changing requirements and legal regulations.



#### Access to Information You Need from any Platform

Web-based structure of Tiger HR allows you to follow-up all your processes through online platforms. By means of this structure which allows for inputting data from every environment and accessing to current information, human resources processes become easier and faster.

# Efficiently Manage Your Processes with Wide Modular Structure and Rich Function Options

You can organize business functions of fast, practical and user-friendly Tiger HR selecting necessary modules for your organization for yourself. Since all the modules are in an integrated structure, you can start to take and use any module you wish whenever you want.

#### Monitor All Information of Employees over a Single Screen

With the Employee Management Module in the scope of main package of Tiger HR which allows you to easily follow-up the employees' information through a single screen:

- You can search in-detail according to any criteria intended,
- You can prevent excessive registration card confusion by means of "Reduction to One" algorithm,
- You can receive any report intended with its strong reporting structure,
- You can provide integration at certain points with Bordro Plus.

#### **Record Your Organizational Information**

With the Organization Management Module allowing you to record necessary information of all employees for the enterprise and report this information:

- You can process into the system any information such as the personnel's working location, department, duty and affiliated supervisor, and by means of this information you can work as integrated with Employee Management Module,
- You can keep the history regarding employment starting/ending, appointment and promotion processes along with archiving of all organizational information in employees' personnel cards,
- You can report the number of workers requested by departments for a specific date in the detail of cost items.



#### **Quickly Access to the Right Labor**

With the Recruitment Module allowing you to standardize all employment processes and manager quickly:

- By means of structure integrated with yenibiris.com, you can access to applications made for your advertisements on this platform and to up-to-date CVs of candidates, and you can create your curriculum vitae pool,
- You can label your candidates' CVs in accordance with the employment criteria and search based on these labels for your following searches,
- You can send to candidates a reminder mail with respect to meeting invitation, meeting details, surveys and meeting date,
- You can digitally process your notes during meeting by means of digital file infrastructure specific to candidates,

In addition to the Recruitment Module, with the Recruitment Portal which you can publish job advertisements, collect any applications and form specifically to your company, you can manage your employment process much effectively. The candidates can create their profiles over the Employment Portal with their linkedin.com accounts and make their applications.

#### **Strengthen Your In-Company Communication**

With the Employee Portal which can operate as integrated with any processes such as payroll follow-up, permission request and training management etc. and ensure the employees to be informed about both current application in the company and up-to-date information in the company;

- You can share the current company directives, changes, organization chart of the company, employee details and in-company announcements with all employees,
- You can create birthday celebration contents with visual support,
- You can inquire for employee and obtain detailed information about every employee with the "Who is who?" application,
- You can perform online payroll follow-up, salary and advance requests of the employees through this platform,
- You can work as integrated with performance, training, survey and leave management modules over a single platform.

#### **Keep the Occupational Health Processes under Control**

With the Occupational Health Module you can follow-up all the health processes about employees:

- You can put into use the reminder function for follow-up of periodical examinations,
- You can follow-up the examination, diagnosis, treatment, medicine and forward reports for non-periodic illnesses and inquire the non-continuance of them by means of the Social Security Institution integration,
- You can implement working restrictions on department basis, and after you determine the departments in which the personnel cannot work, you can follow-up this on person basis,
- You can prepare quick forms for work accidents, and you can monitor the conditions of handicapped and temporary handicapped persons.

### Increase the Business Productivity with the Performance Evaluation Application

With the Performance Management Module which allows for evaluating analytic and objective performance and increases the business productivity and satisfaction of the employees:

- You can evaluate online performance of employees with quick and accurate results based on data,
- You can determine the performance periods and schedule the process, and you can ensure the respective persons to take actions in accordance with the schedule, and you can manage all these processes over the Employee Portal.

#### Easily Follow-up the Employees' Leave Procedures

With the Vacation Management Module which allows the leave procedures to be managed as integrated with the Employee Portal through a single platform:

- While the managers can display the leave plans of the affiliated teams as a whole on a diagram,
- You can follow-up the yearly leave progress payments, leave uses and leave balance follow-up of the employees,
- You can receive reports according to all the leave types and easily analyze them,
- You can enter into system the report (missing day) follow-up, leave planning, leave request, leave actualized and legal notifications cycle as integrated with the approval process by means of the Employee Portal integration.

#### Invest in Labor by Supporting the Employee Development

With the Training Module which will help the employees to support personal and professional developments:

- You can easily determine the training resources, plan the training, create and budget your yearly training plan,
- You can perceptibly measure your training costs and the positive contribution provided for your team by the trainings,
- You can define the attendee profiles and put them into the system as integrated.
- You can analyze the training history of employees, plan new trainings according to requirements, and make notifications to attendees planned for training via e-mail in any format you wish.

#### Increase Your Communication with Employees by means of Surveys You will Conduct

With the Survey Management Module facilitating your future steps and plans receiving feedback from the employees:

- You can create your survey with questions in various types such as single-selection, multiple-selection and free input text,
- You can perform special survey definition for persons or groups you wish, and you can collect the answers through the Employee Portal.

# Perform Uninterrupted Business Follow-up by means of Full Integration with Bordro Plus

With the Bordro Plus operating in full compliance with Tiger HR;

- You can make practical and manage your business functions such as Registry Management, Payroll Transactions, Debt/ Advance Payment Management, Vacation Management, Work Flow Management, Advance Payment Management, Analysis and Reporting.
- You can reduce your workload with the Document Management and Task Scheduler, an auxiliary tool of Bordro Plus, and you can minimize possible faults.





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