

LOGO J-GUAR 3 HR

*An Integrated Solution for your
Human Resource Processes*



Logo J-GUAR 3 HR

Logo continues to develop products offering faster solutions for the needs of professionals depending on its experience in the local and global markets for more than three decades. j-guar 3 HR, a solution triggered by the need to improve the efficiency of work processes in order not to stay behind the competition which is boosted by digitalization and technological developments, improves efficiency of human resource management in the challenging competitive environment, allowing you to manage all processes related to human resources in a way to create added value for your business.



In a competitive environment where humans are the focal point, human resources become more important as an organizational unit with a strategic value that increases every passing day. Accordingly, demands such as fast and efficient management of human resources or instant access to existing data by the professionals within the organization, bring together the need to access business applications over the web in line with the technological developments. With its web-based structure, comprehensive product features and flexible architecture, j-guar 3 HR not only reduces your workload but also offers you the optimization that you need in your processes. Various analyses provided by j-guar 3 HR shows you the way while taking strategic decisions. You can export unlimited numbers of reports from the system to Excel and conduct analyses. Moreover, additional applications that will satisfy the changing demands of the company in time can be easily integrated into j-guar 3 HR and number of users and employees can be increased as you like.

- Centralized management
- Flexible architecture and ease of use
- Rich integration tools and technologies
- Minimum time requirement for training and support
- Fast implementation
- Faster response and adaptation to change
- Cost efficient and effective use of hardware
- A platform suitable for subsequent additions and developments

Create Your Own Desktop Including Only the Actions You Use

j-guar 3 HR, developed with new-generation technologies based on intuitive and easier use, enables you to quickly and easily access all the information you wish with its eye-friendly, aesthetic and customizable desktop design. With j-guar 3 HR, in addition to default desktops offered depending on the user role, you can define shortcuts for the most-frequently used actions, and group and collect them on customized desktops. You can also modify the shortcut commands created with j-guar 3 HR that allows users to customize the shortcut keys to increase speed.



Move the User Experience to a Totally Different Dimension with Customizable and Aesthetic Interfaces

You can add new fields to the forms within J-guar 3 HR, and you can easily search in the lists with such fields. These features of j-guar 3 HR enable to customize, on a user basis, the forms developed with simple and fast visual adaptation without the need to know the programming language.

Work Comfortably on Your Notebook with Tablet Feature and Virtual Keyboard Support

With the virtual keyboard feature, you can easily perform your actions on your notebook with a touch-screen.

Access the Information You Need from any Platform

All companies including those with a distributed structure can easily use j-guar 3 HR thank to its web-based structure. With a Java-enabled web browser, you can access j-guar 3 HR application easily over the Internet or Intranet without having to install any other software.

Reduce IT Costs with J-guar 3 HR that can Run on your Current Systems

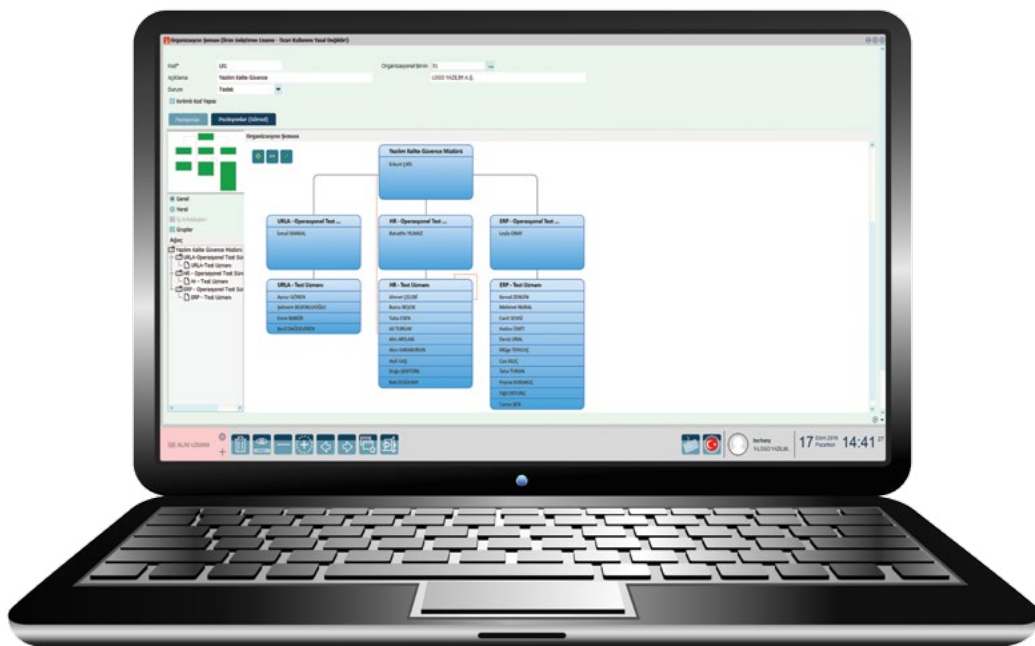
No special hardware or operating system is needed to use j-guar 3 HR built on Java platform. After installing j-guar 3 HR on your current hardware and operating system, you can start to use it without a problem.

As j-guar 3 HR does not have a fixed database server and is capable of operating compatibly with all databases, you can immediately start to use the product without having to make any change in your current database.

Record Your Organizational Information

With the Personnel Management Module that allows you to record in chronological order all personnel affairs and qualification data of your current and former employees, you can;

- Monitor payable and receivable movements and allowance records of your personnel in connection with the Debit/Credit Management module,
- Access performance, training, career and application information through the personnel cards,
- Add files to the personnel card in any format such as Word, Excel, PDF, HTML, etc. with the documentation tracking feature,
- Store visual data such as photographs or signatures in the personnel card and easily create formal reports and forms,
- Monitor documents and papers which are compulsory during recruitment and resignation/dismissal,
- Track the vacations that have been deserved, used or carried forward through the personnel card in connection with the vacation management module.



Strengthen Your In-House Communication

With the Employee Portal which enables employees to be informed about the current applications in the company and updates within the company and can operate in integration with any process such as payroll follow-up, leave request and training management etc., you can;

- Publish all announcements, celebration messages, current job ads through an open common platform which is available to all your company employees,
- Send the entered leave, training and loan-advance requests to the relevant manager automatically through the e-mail system, and allow the manager to see the requests pending approval when he/she connects to the system.
- Share changes such as requests and approvals performed by the manager with the relevant persons automatically via e-mail,
- Allow everybody to view and track his/her own payroll envelope online,
- Perform allowance planning and cost entries online,
- Share the information about the personnel who are at the office and who are on leave in this field which is accessible by all personnel,
- Manage your performance evaluation processes through the system.

Quickly Access to the Right Workforce

With the Recruitment Module that allows you to standardize and manage the entire recruitment processes quickly, you can;

- Thanks to integration with yenibiris.com, access applications that have been sent in response to your advertisements on this platform and current CVs of the candidates and create your curriculum vitae pool,
- Design advertisements for your recruitment needs and budget and track your expenditures relating to recruitments,
- Collect all the staff needs received from the relevant units within the company and create your needs list in employee selection and placement projects thanks to the application pool creation tool,
- Monitor applicant data with the same details kept in the personnel card and schedule job interviews and record the interview results,
- Design the reply letters to be sent to the candidates and send them in batches,
- Compare the skills of the candidates against the knowledge and skills required by the position through a suitability analysis.

In addition to the Recruitment Module, you can manage your recruitment process much effectively with the Recruitment Portal that you can shape specifically for your company where you can publish job advertisements and collect applications. The candidates can create their profiles over the Recruitment Portal with their LinkedIn, Facebook and Google accounts and submit their applications.

Easily Manage Your Payroll Processes

With the Compensation Management Module which helps you make your payments regularly without grappling with a comprehensive payroll management structure, complicated legal procedures that require knowledge on legislation and routine operations and where you can flexibly define working hours, social assistance, additional payments and additional with holdings according to the structure of your business, you can;

- Automatically perform batch operations and data transfers, and send automatic payment orders to banks swiftly,
- Keep all data changes made over the system along with the dates of change,
- Create formal payroll reports (SGK e-declaration, recruitment, resignation, identity statement, etc.), easily access historical reports and transfer SGK e-declaration, recruitment and resignation declarations without having to log into SGK website,
- Easily grant data entry authorization to your remote users thanks to its capability to operate over the web,
- Easily define payroll transactions of public employees,
- Implement the updates immediately thanks to its parametric structure without having to change to the new version, when new incentive practices are introduced or any change occurs in current practices.

In addition to the Compensation Management Module, you can also use the Compensation Scenarios Management Module and create scenarios for compensation and payroll costs and shape your budget activities according to clear projections. Therefore, you can determine different payment items for the subsequent payment period and determine your costs for the rates of increase, and obtain necessary data for the budget substructure.

Always Use the Most Recent Version

As j-guar 3 HR is installed on application servers, you can continue using your product without having to perform any update on your user computer when a new version or update is introduced. In addition, you won't need to wait for the new version for critical updates. Thanks to downloadable developments, application servers will be updated without any interruption in works in progress.

Track Debit-Credit Transactions with j-guar 3 HR

With the -Debit-Credit Management Module where you can define and track loans to and receivables of personnel, reflect payables and receivables to tally calculations or match and settle payables and receivables without reflecting them to the tally sheet, you can;

- Divide payables into installments and arrange all payables according to order of priority, and ensure that repayments are made in that time interval,
- Determine an interest rate for loans given to the personnel and also cause the system to calculate the interest amounts in case of non-payment,
- Easily match payables-receivables,
- Track all expenditures incurred by the employees outside the company through the allowance system and account them on a project basis,
- Realize tracking and execution of special applications such as allowance, alimony, etc. automatically by the system.

Increase Productivity of Work with the Performance Evaluation Application

Performance management is a very important issue in corporate and competitive companies. With j-guar 3 HR performance management module, you can create performance criteria according to both targets and competency. With the Performance Management Module you can;

- Add a career recommendation to a performance record after you enter the record,
- Collectively record qualification data that are developed as a result of performance evaluation,
- Define all job descriptions within the organization with the 360 degree feedback system in a comprehensive and complete manner, and conduct an effective performance evaluation,
- Define performance evaluation models in the system based on targets or efficiency or both of them,
- Fulfill the confidentiality requirements of the performance evaluation process through a very detailed authorization,
- Define an unlimited number of rewards or penalties (wage increase, money, training, seminar, leave, vacation, etc.),
- Define targets based on various types and in any number as may be desired,
- Organize training for the needs of your employees who fail to exhibit the desired level of performance.

Invest in Workforce by Supporting the Employee Development

With the Training Management Module which will help you support the personal and professional development of employees, you can;

- Keep records related to participants by organizing in-house and external trainings,
- Determine and plan trainings for employees for their development by comparing the trainings shown in the role description and the trainings received by employees;
- Easily determine primary and substitute participants of the events to be organized and track your costs closely,
- Define and report all resources required for trainings in desired detail along with their costs,
- Keep comments related to the instructor, participants and training in your training records,
- Determine minimum and maximum sufficiency levels for participants and send training information and training results to participants or managers collectively via email,
- Send training records to participants as a meeting invitation through Outlook.

Plan Careers for both Employees and Company Both

With the Career Management Module that works in integration with the Training and Performance Management Module, you can;

- Track the knowledge, ability, experience and competency of your current staff in a structured manner and track and manage the career of your personnel through career maps,
- Group positions and easily track the jobs that call for similar competencies,
- Create various scenarios using current positions of employees, potential positions, current status of the company and substitute plan analyses,
- Place suitable employees in vacant positions, thanks to substitute staff plans.

Easily Track Employees' Vacation Procedures

With the Vacation Management Module which allows leave procedures to be managed in integration with the Employee Portal through a single platform, you can;

- Quickly perform actions such as automatic transfer of leaves that need to be reflected to the payroll like paid and unpaid leaves, over-time work, etc., deducting the period of unpaid leave from the calculation of severance/notice pays in a fully automated and integrated manner,
- Create the leave book automatically and calculate the deserved leaves also with methods specific to the company aside from the formal leave table,
- Enable the internal departments to continue their operations uninterrupted thanks to critical group control,
- Define working hours and annual vacations in the business calendar and track the leaves deserved, used or carried forward not only on a yearly basis but also historically.



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