

UP Human Resources e-Learning and Management Company follows three different paths to differentiate itself from others and become your partner;

- Using the latest technology and a new understanding of "customer service", UP thrives on being unique.
- We pay close attention and market and industry changes and work hard to maintain our uniqueness.
- We constantly strive to be market leaders by staying ahead of the competition through innovation.

### **UP e-Learning**

UP e-Learning systems enable companies to take advantage of e-learning with its user-friendly platform and wide variety of courses. Employees and managers who use UP E-learning can enjoy the benefits of a pre-defined course curriculum, with easy-to-follow instructions and technology.

UP Learning Management System (UPLMS) provides courses which can be assigned to company employees and also enables companies to report on employee's curriculum and course success. UP e-learning uses SCORM based platform, which makes it possible for companies to add their own courses to their e-learning portal.

### **Payroll Services**

UP offers the most suitable configuration during your payroll process after ascertaining the best solutions according to your needs. Working with UP provides you the tracking of the legitimate

procedures in the whole working period starting with personnel affairs. UP not only protects you from the possible risks by taking all the responsibilities on itself but also regulates the social security reports of all the office premises belonging to your company. UP helps you eliminate the processes without accretion value in your organization by preparing the reports that your administration needs accurately on time and prepares you for the risks that may occur in employment and severance process owing to the benefits of both employers and employees. UP assists you by examining your payroll and being an advisor during the employment and termination processes. By helping you take advantage of your legal rights, UP enables you to decrease costs. UP maintains a policy of never sacrificing privacy, information regarding salary is privialged and kept strictly confidential at all times. Please [click](#) to see 10 important reasons to outsource payroll.

### **HR Management**

In the Human Resources management area, UP provides customized solutions to use human resources more efficiently, enabling organizations to reach their goals. Placing the right people in the right positions by finding individuals with the appropriate core competencies, fundamental abilites; and matching them with suitable positions while establishing well-equipped systems to enable employee self improvement requires both experience and technology. UP's industry experience coupled with its use of high tech solutions gives us the ability to successfully tackle complex tasks such as staffing.

UP will be your guide in employee appreciation, extinguishing demotivating factors and evaluating performance on a scientific basis. Through counseling, UP will insure that high standards are set during the process of selecting and placing employees, performance evaluation, career planning, time management and the training of your Human Resource Department.

### **Personnel Rent**

Because of the annual personnel budget and the needs of additional expert employment of the clients, we provide both part-time and full-time labor so as to eliminate the possible employment risks and seniority burdens. Within only one invoice of a service, we enable you not to deal with social insurance and the other legal obligations. The outsource facility of this service helps you focus on your own labor process by providing top level flexibility. The advantage of replacing the

employee in case of an insufficiency with the same conditions, ensures a quick completion of the process.

### **Data Entry Services**

UP, provides part-time or seasonal personnel for data entry for your periodically increasing data entry needs, with the help of its expertized IT team, provides data base consultancy where desired.

The services in this area are;

Running CRM (Client Relations Management) applications,

Data entries and analyses

Updating registered client information order,

Personal information of the employees and other data base entries

Following the developing dynamics and the new needs

### **International Services**

In our time which the trade lane is changing, our company gives professional services to create

local entities for foreign investors in Turkey. The key solutions that UP presents to avoid barriers in international trade and investments occur by statutory legislations and local applications, meet the needs smoothly with the help of its network. The services in this field also include consulting for providing qualified work, determining the number and the budget of employees that are required, and virtual offices in addition to other human resource needs of the foreign investor.

### **HR Consultancy**

UP firstly aims to shape the organization scheme by ascertaining the job analysis and definitions after stating the Human Resources policy in its service scope. After appointing the necessary criteria for planning staff strength and choosing the right employee, UP consults in the process of the featured placement, testing and evaluation. It provides the set up of the optimum system by combining the technology and the knowledge with its softwares that proved themselves in the international arena, or the administrations' own softwares in setting up the salary, premium and rewarding.

Please contact us to see our references in the field of time management, career planning, and performance managing systems.

### **Financial Consultancy**

UP Human Resources Learning and Management Services in partnership with BOSS Governance Inc.; gives financial advisory services for both foreign investors who will make investments in Turkey or for native and foreign investors who already have a business in Turkey, by means of Istanbul International Governance and Financial Advisory LLC.

Istanbul International Governance and SMMM LLC., was established by gathering the occupational groups together which work on cost accountancy, stock-control, management accountancy and general accountancy and reporting that are intended for foreign partners in

various industrial establishments.  
Services in this field are;

Creation and management of a liaison office  
Creation of all kinds of companies  
Governance and accountancy services  
International reporting

### **Certified Councillorship**

UP Human Resources Learning and Management Services in partnership with BOSS Governance Inc. presents all the certified councillorship and complete approval needs of foreign investors who will make investments in Turkey or all native and foreign investors who already have businesses in Turkey with well-known and specialized solution partners. BOSS presents key solutions for such needs by co-operating with many native and foreign governance and financial advisory companies in various price and service categories

### **Legal Advisory**

UP Human Resources Learning and Management Services in partnership with BOSS Governance Inc. assists many native and foreign investors in their formation in Turkey and legal problems regarding trading transactions, emerging and transfer and other advocacy and counselling needs by means of well known law offices.

Furthermore, we reveal successful results with specialized staff in-return to work actions regarding human resources, problematic terminations of employment contracts, notice of onels and any other legal problems in the working process.

### **Business Process Outsourcing**

UP has become a company in which the other work processes were outsourced after ensuring satisfaction by its service given to numerous native and foreign companies. Supplying different kinds of work functions exclusively by a third party service supplier (BPO) means a single service definition and reaching key solution services within a single invoice. [Click here](#) to see the benefits of business process outsourcing.

### **Payroll and HR Software**

UP Human Resources Learning and Management Services works closely with Netkey Informatics Systems LLC. , one of the group companies of Boss Governance Inc., is the solution partner of Logo Software. This partnership develops additional features and PROJECT solutions for the payroll and resources software involved in the Logo product family. Further information regarding these software suites can be found at the following links.

Logo Go Payroll

Tiger2 Payroll

Tiger2 Human Resources

For any further information please visit: [Netkey - Logonet](#)

### **Leave Tracking and Self Service**

Keeping the information of leave and obtaining the vacation book which is still a statutory obligation, and keeping the updated leaves and revolving leave balances is an important HR function. As an addition to this complex process, asking for leave on the web and having an approval process and being able to register to the payslip information on-line saves time for the company. Automating the process minimizes the risk of error. Additionally, no matter which HR program is used the employee's being able to obtain his own salary payroll with his own password on the web will assure flexibility and a reduction in printing costs. Boss presents genuine solutions by using PROFESSIONAL programs in this area.

### **Employee Time Tracking**

The synchronization of the Personnel Attendance Controlling System that is already in service or requested to be set-up with the payslip data within the present payroll and HR program, exists in our service scope. We assist you in all process from the establishment of the card and fingerprint entrance system to the outputs of it. Our company is specialized in establishing personnel attendance control systems that produce suitable in accordance with legislation by combining knowledge and experiences in legislation.

### **Performance and Career**

With our specialized staff, we provide consultancy services in detecting salary standards, helping appointing the qualified employees for transfers and distinguishing the successful from unsuccessful. Our aim in evaluating the performance is to obtain performance improvement in every point of the organization by means of communication.

Today, the companies have to allow career developing programs to benefit from human resources on the high level. UP is capable of providing the best solutions in terms of its activities in business processes and enhancing employee satisfaction.

### **Special Solutions**

With the help of the technological knowledge and support of one of the sister companies, Netkey Informatics Systems LLC., UP develops software solutions that are needed in many fields by enterprises. These solutions that are developed accordingly are synchronized with the databases and the data processes background which are used within the enterprise, and are maintained through our support.