**CORPORATE ANALYSIS QUESTION SET**

**Personnel Management**

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| Analysis 1 | How many staff does your organization have?  Could you specify the White Collar / Blue Collar distribution? |
| **Answer** |  |
| Analysis 2 | Does your company have companies or branches in different legal entities in your country and abroad? |
| **Answer** |  |
| Analysis 3 | Which companies would you like to take part in the project? |
| **Answer** |  |
| Analysis 4 | How many different legal units and locations does your company have? |
| **Answer** |  |
| Analysis 5 | Describe your current organizational structure. (Legal units, locations, departments) |
| **Answer** |  |
| Analysis 6 | Does your company have personnel move from one workplace to another within a month? (Changes are recommended at the beginning of the month) |
| **Answer** |  |

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| Analysis 7 | Where are your factory/office areas? What are their addresses? (The province will suffice.) |
| **Answer** |  |
| Analysis 8 | Are there different and various ways you group employees? Could you briefly describe it?  (Normal, retired or white collar, blue collar or hourly, monthly etc.) |
| **Answer** |  |

**Organization Management**

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| Analysis 9 | Could you briefly describe your organizational diagram? |
| **Answer** |  |
| Analysis 10 | Do you have an application that visualizes your Organization Chart? |
| **Answer** |  |
| Analysis 11 | Could you specify the reports you want to receive about your personnel or organization?  Could you share sample printouts of the reports you are currently receiving? |
| **Answer** |  |

**Time Management**

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| Analysis 12 | Could you specify the work programs in your company?  Ex: (Monday – Friday, like 09:00 – 18:00.) |
| **Answer** |  |
| Analysis 13 | Do you have flexible working or shift practice? |
| **Answer** |  |
| Analysis 14 | Does your company have a Personnel Attendance Control System? If yes, would you like to transfer the data to SAP? Should data transfer be done for reporting or calculation? |
| **Answer** |  |
| Analysis 15 | If you are planning to transfer the Personnel Attendance Control System data to the SAP system, do you want to follow the personnel entry-exit information instantly (online), or is it sufficient for payroll scoring purposes at the end of the month? |
| **Answer** |  |
| Analysis 16 | What types of absences do you want to keep in the system? |
| **Answer** |  |
| Analysis 17 | Do you want to keep hourly absences in your system? |
| **Answer** |  |
| Analysis 18 | Could you give an information about the annual progress payments of personnel? |
| **Answer** |  |
| Analysis 19 | How many days are deducted from the leave quota when a person takes 1 week off? |
| **Answer** |  |
| Analysis 20 | Could you tell us about your company's practice on Long-Term Illness Leave? |
| **Answer** |  |
| Analysis 21 | Are there any special attendances of an employee you want to keep in the company? (Participation in Education, Business Travel, Fair etc.) |
| **Answer** |  |
| Analysis 22 | Is Normal Work Compensation done for overtime? How many types of overtime are there? (Ex: 40 hours more) |
| **Answer** |  |

**Payroll**

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| Analysis 23 | Which document code do you declare in your company? |
| **Answer** |  |
| Analysis 24 | Which **promotion** laws apply in your company? Which Incentives are used?  (**Turkish Governmental - Law:** 5510 17103 6111 27103 Working / R&D ) |
| **Answer** |  |
| Analysis 25 | Are there any employees in your company within the scope of specific nominal service? [(Governmental - Adaptation of social insurance duration-period](https://tureng.com/tr/turkce-ingilizce/adaptation%20of%20social%20insurance%20duration-period) ) |
| **Answer** |  |
| Analysis 26 | Are there any employees in your company under the R&D law? If so, could you explain? (Specific Payroll Calculation - R&D Centre etc. ) |
| **Answer** |  |
| Analysis 27 | Do you have a part-time employee? About how many people work part-time? (For example: Do you have different practices such as Partial Employment, Workplace Physician?) |
| **Answer** |  |
| Analysis 28 | Does your company have a [union participation](https://tureng.com/tr/turkce-ingilizce/union%20participation)? ( TR Governmental ) |
| **Answer** |  |
| Analysis 29 | Does your company have a certain Pay Scale? Could you briefly describe it? |
| **Answer** |  |
| Analysis 30 | Are wages paid Net or Gross in your company? If both, which one is mainly used?  (**In SAP Generally** **giving** the net wage, calculat**ing** the gross wage) |
| **Answer** |  |
| Analysis 31 | What are the Additional Payments available in your company? If there is a specific method in the calculation of these payments, please specify. |
| **Answer** |  |
| Analysis 32 | Are there any special rights or payments given to certain groups in your company? If so, could you explain? |
| **Answer** |  |
| Analysis 33 | What are the deduction payments in your company? |
| **Answer** |  |
| Analysis 34 | Do you have certain rules regarding special deductions?  (Ex: The amount of special deductions cannot exceed 25% of the net wage of the person.) |
| **Answer** |  |
| Analysis 35 | Could you briefly mention about your Wage Increase Policy? |
| **Answer** |  |
| Analysis 36 | Is Health Insurance paid to the personnel? |
| **Answer** |  |
| Analysis 37 | Does your company have an Overtime Practice? (Ex: 100%, 50% etc. of the hourly wage.) |
| **Answer** |  |
| Analysis 38 | Are staff payments made during the month, excluding salary? Could you list them?  (Ex: Holiday payment, Bonus payment, Child allowance etc.) |
| **Answer** |  |
| Analysis 39 | With which banks do you work? Can employee salaries bank payment go to different banks? (Need about Bank Disc Format) |
| **Answer** |  |
| Analysis 40 | On which day do you pay the salaries? |
| **Answer** |  |
| Analysis 41 | Could you share an example of a payroll envelope?  Would you like to share personnel payroll envelopes with your employees via KEP integration? |
| **Answer** |  |
| Analysis 42 | Will the Payroll G/L accounting integration be in scope? If the FI Module will be used? |
| **Answer** |  |

**Employee Self Portal Services and Personnel Development**

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| Analysis 43 | Do you have a corporate portal that you currently use? Do you have an idea for change or restructuring? |
| **Answer** |  |
| Analysis 44 | How do the personnels currently apply for leave? How is the approval process going? |
| **Answer** |  |
| Analysis 45 | How is the Travel, Expense and Advance request processes of the personnel currently progressing? |
| **Answer** |  |
| Analysis 46 | Is there currently a portal or system where employees can view their payroll envelopes? |
| **Answer** |  |
| Analysis 47 | Do you currently have a Performance Assessment system implemented? If yes, could you briefly tell about the process? |
| **Answer** |  |
| Analysis 48 | Do you have a system where you manage The Learning Management currently implemented? If yes, could you briefly tell about the process? |
| **Answer** |  |
| Analysis 49 | Is there an application management currently implemented? (A process that starts with the applications of the candidates on the company's website) If so, could you briefly tell about the process? |
| **Answer** |  |
| Analysis 50 | Are different printers used in company HR printouts? What types of printers are used? |
| **Answer** |  |
| Analysis 51 | Do you have an existing debit following process in your corporation? Are you considering using a solution for this issue? |
| **Answer** |  |
| Analysis 52 | Do you have an existing work accident follow-up, risk analysis and employee health follow-up process in your corporation? Are you considering using a solution for these issues? |
| **Answer** |  |
| Analysis 53 | Are you using a mobile app? |
| **Answer** |  |
| Analysis 54 | If there is a process that you think is managed in your corporation but not mentioned in the question set, please indicate it. |
| **Answer** |  |

Have you examined our RAPIDSOLutions that will facilitate your Human Resources processes, complete all your needs to a large extent and work integrated with SAP?

It is enough to mark a “X” or “Yes” statement against the solutions you want to choose.

About more information #rapidsolutions please visit here. [Rapıd Çözümler - Rapidsol Yazılım ve Danışmanlık](https://www.rapidsol.com.tr/rapid-cozumler/)

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| Select Your Solution |  |  | Select Your Solution |
| **Fiori Shift Planning Time Management Solution** |  |  | **Fiori Recruitment Solution** |
| **Fiori Time Event Editing Time Management Solution** |  |  | **Fiori Performance Management Solution** |
| **Fiori Overview of The Working Time Solution** |  |  | **Fiori Learning Management Solutions** |
| **Periodic Overtime Comparison Solution** |  |  | **Fiori Trial Period Form Solutions** |
| **Overview of The Reason for Overtime Solution** |  |  | **Fiori Organization Chart Solution** |
| **Leave Request and Approval** |  |  | **Fiori Suggestion and Complaint Solution** |
| **Leave Forms Solution** |  |  | **Fiori Survey Application Solution** |
| **Annual Leave Agreement Solution** |  |  | **Fiori E-Mail Application Solution** |
| **Time Management Summary Reports** |  |  | **Fiori NewsFeed Application Solution** |
| **Fiori Overtime Request and Approvals Time Management Solution** |  |  | **Info type Dual Approval System ve Fiori Information Type Approval Solution** |
| **Fiori R&D Personnel Activity Entry Solutions** |  |  | **Fiori Travel Advance Expense Solution** |
| **Central System User Management** |  |  | **Fiori HR Management Cocpit** |
| **Personnel Web Service Integrations** |  |  | **Information Type General Batch Program V2** |
| **Norm Staff Report** |  |  | **Personnel Cloning Solutions** |
| **Organization Chart with Visio** |  |  | **Mass Upload & Update Programs** |
| **Reemployment Payroll Solutions** |  |  | **Salary Increase Suggestion Program** |
| **Execution and Alimony Following System** |  |  | **Wage Scale Management** |
| **Minimum Incentive Report** |  |  | **Standard Budget Module** |
| **PDF Payslip Mailing Solution with Encryption** |  |  | **Employee Debit and Inventory Solution** |
| **Discipline / Defense Solution** |  |  | **Subcontractor Insurance Following** |
| **Employee Consent Letter Solution** |  |  | **Bank Integrations** |
| **Payroll Summary Reports** |  |  | **Reminder Programs** |
| **Installment Debt Following System** |  |  | **ID Notification** |
| **SGK Entry/Exit to Work Integration (TR)** |  |  | **Payroll Budget Simulation Solutions** |
| **Muhtasar Solution (TR)** |  |  | **Off-Cycle Payroll** |
| **SGK Portal Entrance Integration (TR)** |  |  | **Payroll Difference Calculations** |
| **Dynamic Payroll Summary Reports (TR)** |  |  | **E-Declaration Report (TR)** |
| **Seniority - Permit Burden Reports (TR)** |  |  | **TR HES Code Questioning Solution (TR)** |
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