

İndirilme Tarihi

10.09.2026 08:00:28

GIK219 - PERSONNEL WORKS AND PAYROLLING - Gülşehir Sosyal Bilimler Meslek Yüksekokulu - Yönetim ve Organizasyon Bölümü
General Info

Objectives of the Course

Learning payroll and personnel affairs

Course Contents

Purpose, Function, Duties and Responsibilities in Personnel Affairs; employment contract types, employment procedures and personnel file; Legal Procedures to be Taken in Business Relationships and Official Documents that the Parties May Request; Regulation of Leave and Holidays; Mandatory Training and Personnel Disciplinary Process; Human Resources Information Systems; Dismissal Procedures and Calculation of Compensations; Definition of Wage and Wage Systems; Wage Regulations in the Labor Law; Minimum Wage and Its Calculation; Payroll and Payrolling; Basic Payroll Calculations; Payroll and Electronic Payroll Systems; SSI Applications and Other Applications will be discussed.

Recommended or Required Reading

lecture notes and presentations

Planned Learning Activities and Teaching Methods

Lecturing

Recommended Optional Programme Components

Conducting research on the topic before the lesson

Instructor's Assistants

There is no assistant teaching staff

Presentation Of Course

Face to face

Dersi Veren Öğretim Elemanları

Inst. Dr. Evren Arı

Program Outcomes

1. Explains how to organize the personnel file within the legal framework
2. Prepares employment entry and exit documents
3. Makes notifications in accordance with SSI and tax legislation.
4. Applies the payroll calculation process
5. Defines personnel data security within the scope of KVKK
6. Uses payroll software at a basic level

Order	PreparationInfo	Laboratory	TeachingMethods	Theoretical
1	https://avesis.istanbul.edu.tr/yayin/f9cdc479-1621-4ce8-b5c5-58c0a9935197/ozluk-isleri-tanim-amac-ve-islevler sf1-11			Definition and importance of personnel affairs
2	https://acikders.ankara.edu.tr/pluginfile.php/93660/mod_resource/content/0/HAFTA%2028%20Makale.pdf sf:112-120			Labor Law and Social Security Legislation
3	https://kolayik.com/blog/personel-ise-giris-evraki-nedir-icerisinde-neler-olmali			Employment Documents and Process
4	https://www.ocalhukuk.com/is-sozlesmesi-ve-turleri/			Types of Employment Contracts
5	https://dergipark.org.tr/download/article-file/949691 sf:271-282			Leave Types and Holiday Rights
6	https://www.kvkk.gov.tr/yayinlar/veri_guvenligi_rehberi sf12-25			KVKK and Personnel Data Security
7	https://www.bordrouzmanlikegitimi.com/bordrolama-islemleri-hesaplama/			Payroll Calculation Basics
8				midterm examination
9	https://kolayik.com/blog/ucret-nedir-ucret-cesitleri-nelerdir			Fee Types and Additional Payments
10	https://dergipark.org.tr/pub/mdergi/issue/27377/288084 sf:118-140			Legal Deductions; Taxes and Social Security Premiums
11	https://dergipark.org.tr/pub/taad/article/1683944 sf.116-130			Social Security Institution Declarations and Statements
12	https://www.iskur.gov.tr/is-arayan/issizlik-sigortasi/ https://dergipark.org.tr/pub/isgakademik/issue/60198/829490			Unemployment Insurance and Work Accidents
13	https://www.cottgroup.com/tr/blog/calisma-hayati/item/asgari-ucret-nedir-asgari-ucret-ne-kadar-2025 https://www.pwc.com.tr/2025-yili-asgari-ucret			Minimum Wage and Its Calculation
14	https://dergipark.org.tr/pub/vanyuyuibfd/issue/40188/498819 sf:84-95			payroll audit and internal control
15				General Evaluation and Case Analysis

Workload

Activities	Number	PLEASE SELECT TWO DISTINCT LANGUAGES
Vize	1	1,00
Ders Öncesi Bireysel Çalışma	10	4,00
Final	1	1,00
Derse Katılım	14	3,00
Ara Sınav Hazırlık	1	3,00
Final Sınavı Hazırlık	1	3,00
Teorik Ders Anlatım	0	0,00
Teorik Ders Anlatım	0	0,00
Teorik Ders Anlatım	0	0,00
Teorik Ders Anlatım	0	0,00
Teorik Ders Anlatım	0	0,00
Teorik Ders Anlatım	0	0,00
Teorik Ders Anlatım	0	0,00
Vize	0	0,00
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Teorik Ders Anlatım	0	0,00
Teorik Ders Anlatım	0	0,00
Teorik Ders Anlatım	0	0,00
Teorik Ders Anlatım	0	0,00

Assesments

Activities	Weight (%)
Final	60,00
Vize	40,00

	P.O. 1	P.O. 2	P.O. 3	P.O. 4	P.O. 5	P.O. 6	P.O. 7	P.O. 8	P.O. 9	P.O. 10	P.O. 11
L.O. 1		1	1								
L.O. 2			1	1							
L.O. 3		1	1								
L.O. 4			1	1							
L.O. 5			1	1							
L.O. 6				1	1						

Table :

- P.O. 1 :** Business, Economics, Law, Sociology, Mathematics, Statistics, Management, human resource management will have a basic knowledge about the theoretical and practical.
- P.O. 2 :** Human Resources Management uses the basic and current technical information.
- P.O. 3 :** Develop solutions to the problems encountered using the techniques of Human Resource Management, it respects the recommendations of the problem by creating a team to share responsibility and undertake necessary for this purpose.
- P.O. 4 :** Access to information related to Human Resource Management, yararlanlar?n? work selecting, understanding, interpretation, and learns to use the skills and lifelong learning by improving apply.
- P.O. 5 :** Human Resource Management-related data collection, processing, and publicizing the results of stages of the social, scientific, cultural and ethical values, act accordingly.
- P.O. 6 :** The universality of social rights, social justice, quality and cultural values, is conscious of environmental protection and worker health and safety.
- P.O. 7 :** Communicate effectively in oral and written Turkish.
- P.O. 8 :** The European Language Portfolio A2 Level General English in the field of Human Resource Management using the track information.
- P.O. 9 :** Basic level of European Computer User License along with computer software uses information and communication technologies specific to the Human Resources Administration.
- P.O. 10 :** Knows Atatürk's principles and interests, and have them
- P.O. 11 :** Economics, business administration, marketing concepts and techniques of accounting knows.
- L.O. 1 :** Explains how to organize the personnel file within the legal framework
- L.O. 2 :** Prepares employment entry and exit documents
- L.O. 3 :** Makes notifications in accordance with SSI and tax legislation.
- L.O. 4 :** Applies the payroll calculation process
- L.O. 5 :** Defines personnel data security within the scope of KVKK
- L.O. 6 :** Uses payroll software at a basic level