

PERSONNEL and PAYROLL PROCESSING APPLICATIONS

Syllabus

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
PERSONNEL and PAYROLL PROCESSING APPLICATIONS	İK2233060	Spring Semester	3+0	3	4
<b>Prerequisites Courses</b>					
<b>Recommended Elective Courses</b>					
<b>Language of Instruction</b>	Turkish				
<b>Course Level</b>	Short Cycle (Associate's Degree)				
<b>Course Type</b>	Required				
<b>Course Coordinator</b>	Assist.Prof. Mahmut Selami AKIN				
<b>Name of Lecturer(s)</b>	Lect. Koray KARABULUT				
<b>Assistant(s)</b>					
<b>Aim</b>	Personnel operations and payroll applications program's main objective is to teach the wages and contracts, pay policies in payroll applications.				
<b>Course Content</b>	This course contains; Overview to Personnel Management and Labor Relations,What are the application documents of business law and personnel operations.,Payroll and Payroll Types,Personnel and Payroll,The use of the human resources function of personal operations and applications,Basic concepts of labor law,Types Of Employment Contract,Termination of employment contracts,Employer Responsibilities,Payroll Parameters,Payroll information and form of arrangement,What is compensation? Compensation Types,Types of incentives applied according to current legislation,Examples of Personnel and Payroll.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
1. Student will be able to explain the basic concepts of Personnel and Payroll Processing Applications .			9	A, E	
1.1. Explain the concept of Personnel operations.					
1.2. Question the function of Personnel and Payroll Processing Applications in human resources functions.					
1.3. Interpret Personnel and Payroll Processing Applications in human resources management.					
2. Student will be able to design the Personnel operations.			6, 9		
2.1. Learn how to prepare for personal operations and documents.					
2.2. Understand the basic concepts about laws.					
2.3. Manage the process of personnel turnover.					
3. Student will be able to regulate the activities about payroll applications.			13, 6, 9	A, E	
3.1. Learn how to prepare for personal operations and documents.					
3.2. Understand the legal side of payroll.					
3.3. Manage the Payroll Parameters.					
3.4. Learn the compensation calculation.					
4. Student will be able to interpret the business law at human resources practices.			9	A, E	
4.1. Debate business law and the payroll practices of human resources.					
4.2. Explains the importance of business law and Payroll Processing Applications in terms of human resources functions.					
4.3. Describe the importance of business law and Payroll Processing Applications.					
5. Student will be able to evaluate the function of Personnel and Payroll Processing Applications at businesses.			9	A	
5.1. Compare examples of Personnel and Payroll Processing Applications for human resource use.					
5.2. Gives examples for use of Personnel and Payroll Processing Applications.					
5.3. Identify the added value created by means of Personnel and Payroll Processing Applications in human resources.					
<b>Teaching Methods</b>	13: Case Study Method, 6: Experiential Learning, 9: Lecture Method				
<b>Assessment Methods</b>	A: Traditional Written Exam, E: Homework				
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
1	Overview to Personnel Management and Labor Relations				
2	What are the application documents of business law and personnel operations.				
3	Payroll and Payroll Types				
4	Personnel and Payroll				
5	The use of the human resources function of personal operations and applications				
6	Basic concepts of labor law				
7	Types Of Employment Contract				
8	Termination of employment contracts				
9	Employer Responsibilities				
10	Payroll Parameters				
11	Payroll information and form of arrangement				
12	What is compensation? Compensation Types				
13	Types of incentives applied according to current legislation				
14	Examples of Personnel and Payroll				
Evaluation Methods		Weight(%)			
Midterm Exam		40			
General Exam		60			

Resources
It will be given during the course.Çetin, Canan, ve Esra Dinç Özcan. İnsan Kaynakları Yönetimi. İstanbul: Beta Basım, 2014.