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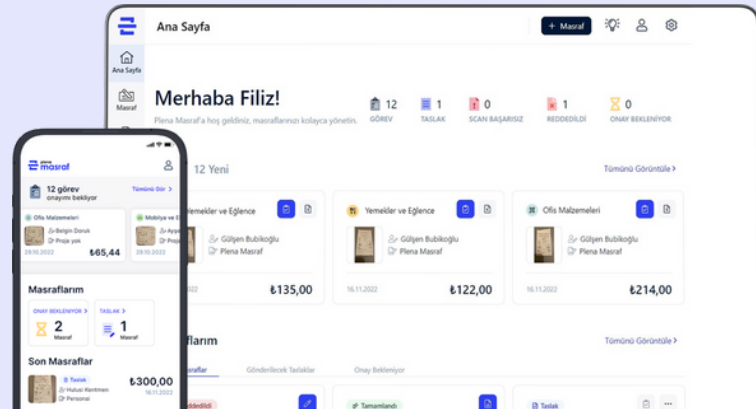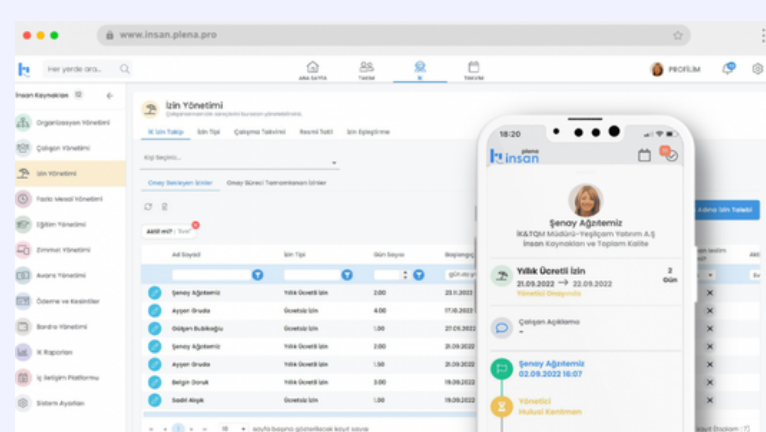# Smart Solutions for Digital HR Transformation

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All the tools you need to optimize your business processes and boost efficiency – all in one platform with Plena Pro. No installation cost or effort required, and it runs with monthly payments.
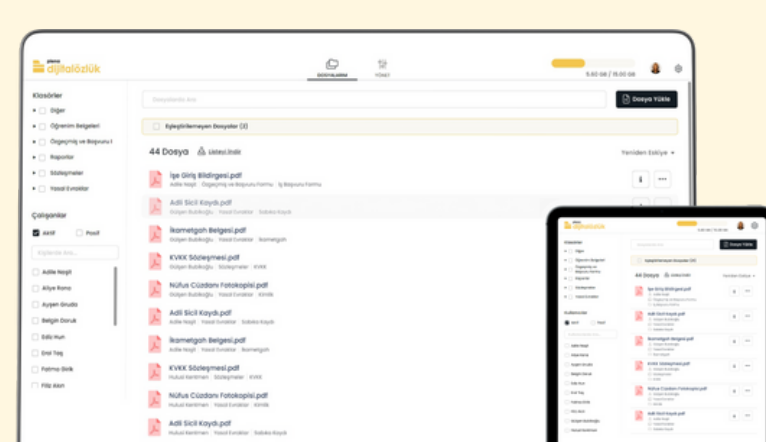
plena
human

Human Resources Management

plena
expense

Expense Management

plena
digifile

Digital Personnel Management
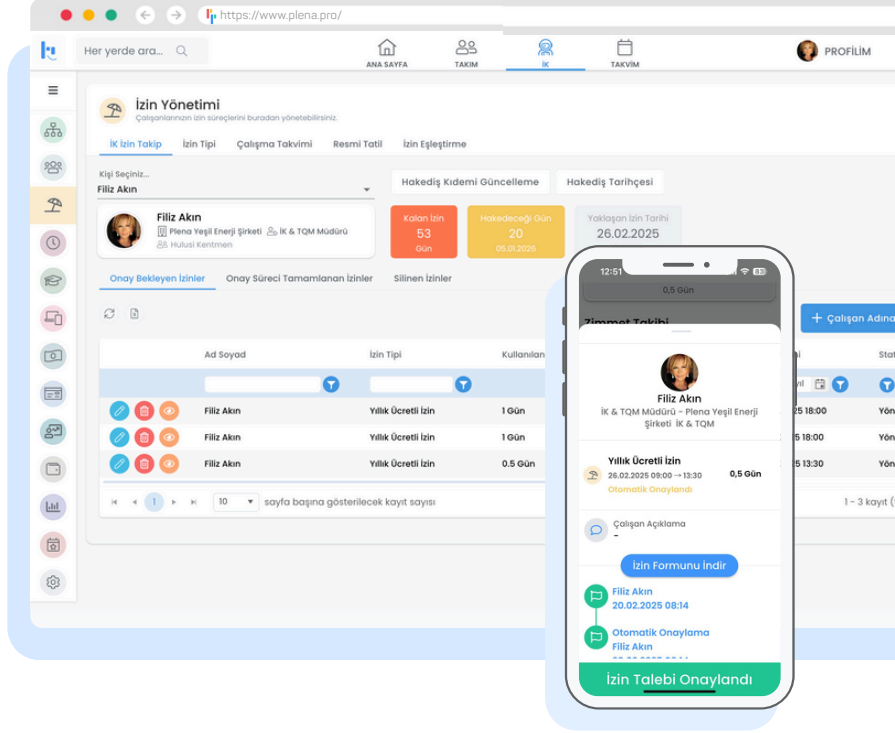

plena
recruitment

Recruitment Management

plena human

Plena İnsan enables you to manage HR processes more efficiently and flexibly, while offering a clean design and ease of use that maximizes the user experience.

Key Features

✓ Cloud-based HR process management

✓ Real-time access via web and mobile

✓ User-friendly, minimalistic design

✓ No hardware cost or IT support needed

✓ 15-day free trial

Manage all your HR processes from a single point with Plena İnsan. Streamline operations, reduce manual effort, and save time while boosting productivity.

Personnel Management

Design your core HR workflows flexibly and manage them effortlessly with Plena İnsan. Thanks to employee participation, your team can actively be part of the process, enhancing overall efficiency.

Organizational Management
Flexible structure design

Employee Management
Record employee data

Leave Management
Customize policies and track requests

Overtime Management
Request tracking and approvals

Advance Payments
Request tracking and management

Training Management
Organize training plans

Asset Assignment
Track and manage equipment assignments

Payments & Deductions
Track items like private pensions, garnishments

Internal Communication
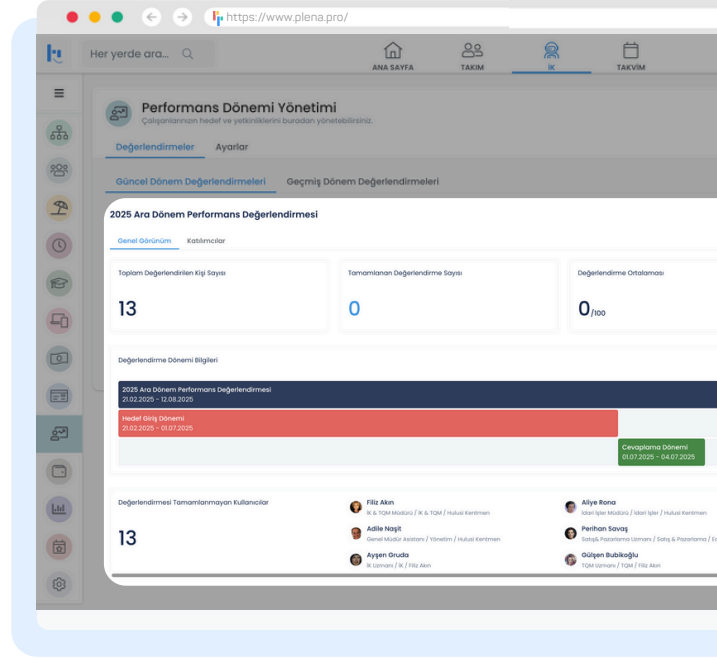Announcements, events, surveys, etc.

HR Reports
Analyze data through dashboards and reporting
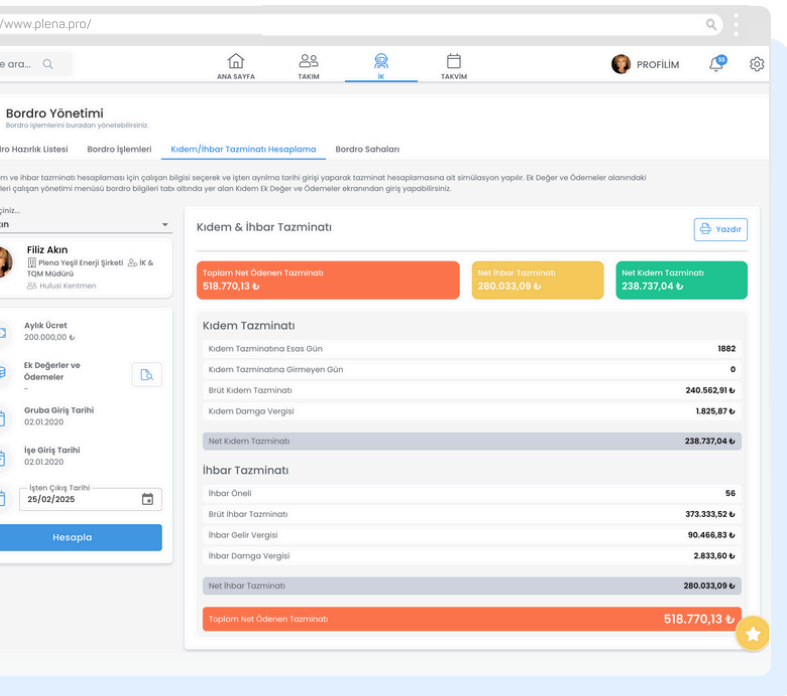
Performance Management

Create your performance evaluation process with flexible definitions.
Design forms based on competencies and goals, and monitor employee development effectively.

✔ **Define competency templates and rating scales**

✔ **Create performance periods and sub-periods**

✔ **Customize evaluations by department, role, or audience**

✔ **Design goal- and competency-based forms, Set up 90º, 180º, 270º, 360º evaluation models**

✔ **Monitor with dashboards and reports**

Payroll Management

Manage payroll quickly and easily.
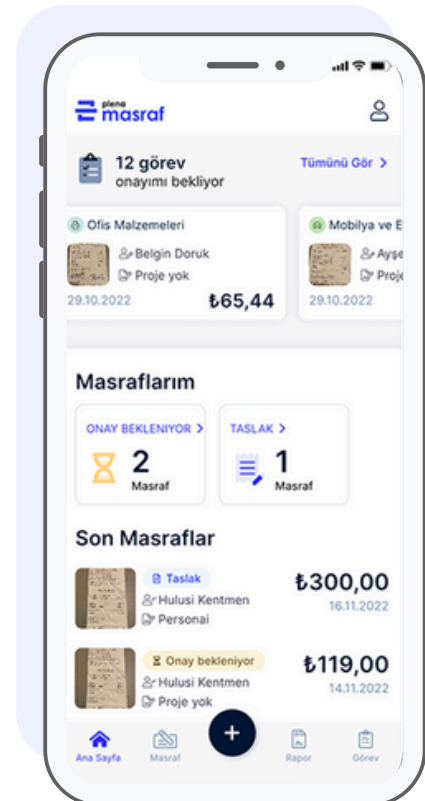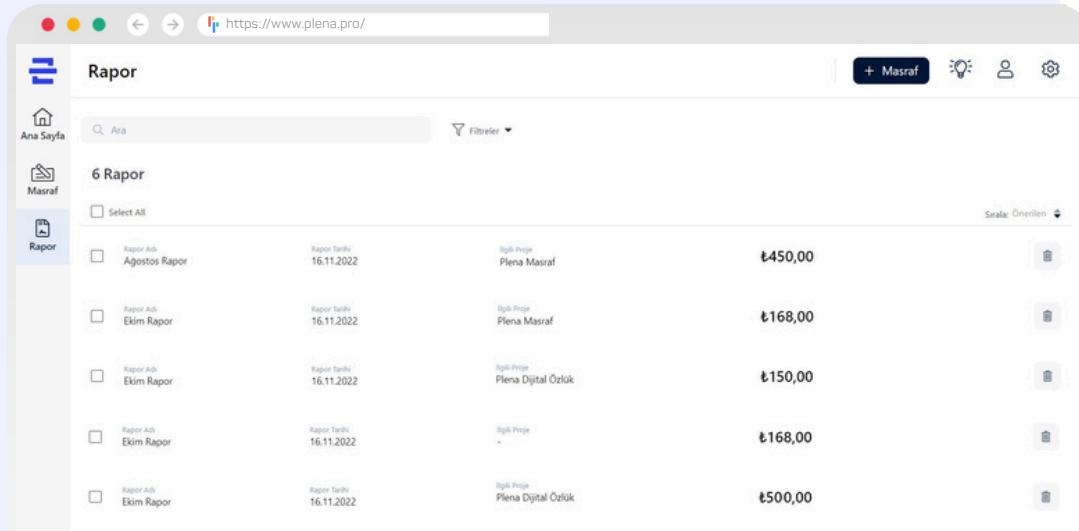Prepare compliant payroll data in real-time and share with employees via self-service.

✔ **Define custom payroll payment fields**

✔ **Create and update monthly payroll prep lists**

✔ **Support various SGK types, codes, and incentives**

✔ **Run bulk or individual payroll calculations**

✔ **Generate payroll summaries and SGK reports**

✔ **Share with employees via self-service**

✔ **Simulate severance and notice pay calculations**

plena expense

Use AI to streamline and enhance your expense management processes. Deliver the best user experience with a clean, simple interface.
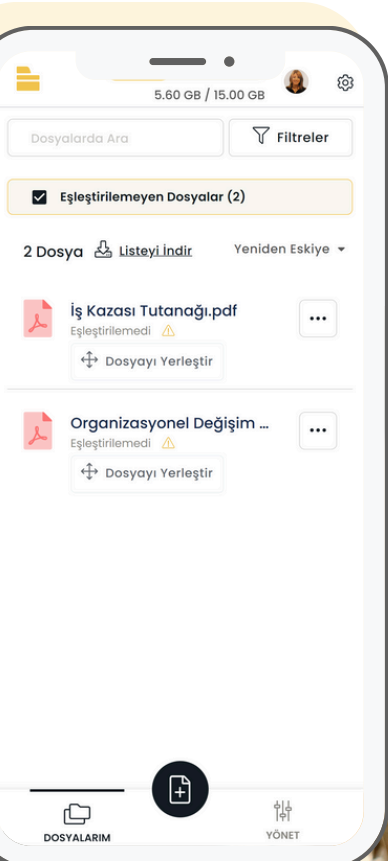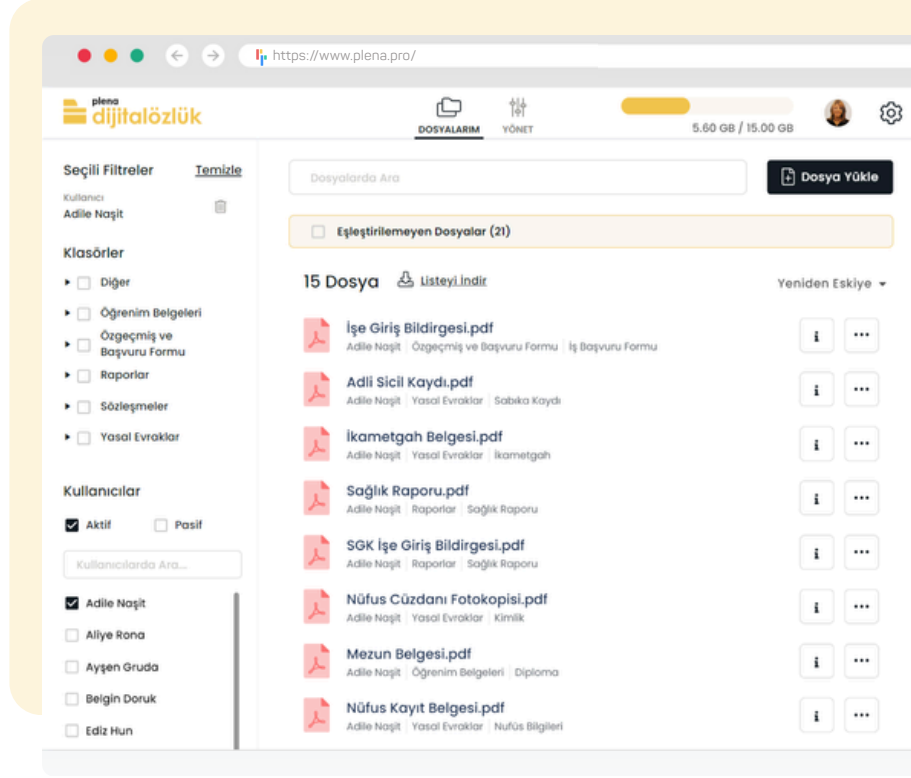
✓ Cloud-based expense management
✓ Real-time access via web and mobile
✓ High-accuracy AI-powered system
✓ No hardware cost or IT setup required
✓ 15-day free trial

- Manage processes with flexible definitions
- Define hierarchies and project-based structures
- Submit expense requests via web or mobile
- Upload receipts/invoices via mobile
- Auto-extract data using smart OCR
- Customize approval flows with limit checks
- Manage requests quickly and efficiently
- Track via email and notifications
- Generate detailed reports
- View real-time expense data from dashboard
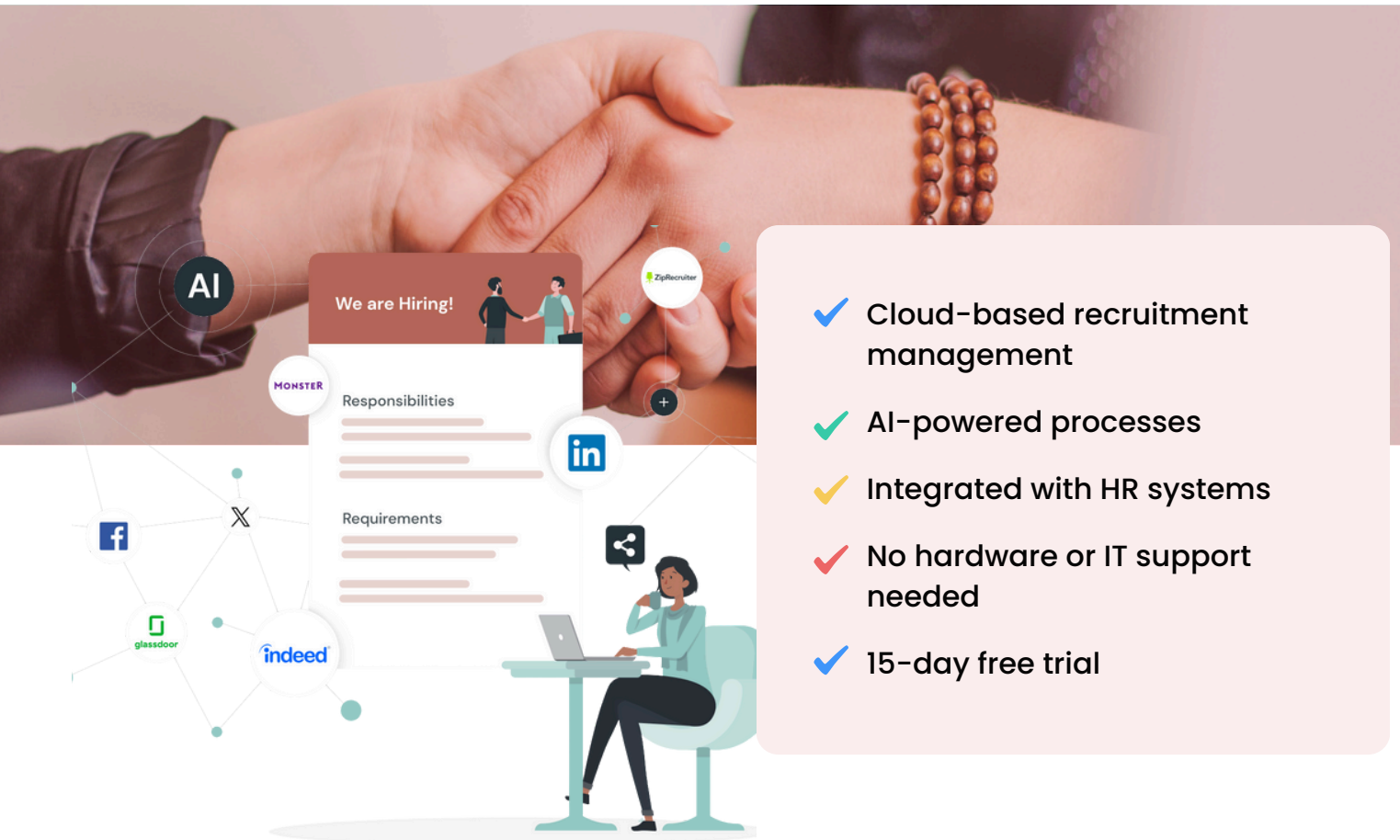- Integrate with accounting systems

plena digifile

Digitize your employees' personnel files and manage them all from a single platform. Take the first step in your HR digital transformation journey.

✓ Cloud-based secure document management

✓ Smart OCR technology

✓ User-friendly interface

✓ Integrates with HR systems

✓ No hardware or IT support needed

✓ 15-day free trial

— Manage all personnel files centrally

— Use ready-made digital file structures

— Auto-generate digital files per employee

— Read visual documents with OCR

— Detect ID cards, passports, certificates, etc.

— Auto-sort files into correct folders

— Use advanced search to find any file

— Export records by folder/file structure

plena recruitment

Optimize your recruitment process with AI-powered systems. Quickly access top talent, ensure fair candidate assessments, and enhance the employer brand. Manage the entire process from one centralized platform.

- ✔ Cloud-based recruitment management
- ✔ AI-powered processes
- ✔ Integrated with HR systems
- ✔ No hardware or IT support needed
- ✔ 15-day free trial

- Reach ideal candidates with AI-designed job posts
- Create a branded career page
- Manage candidate pools and access top talent
- Customize filters to tailor the recruitment workflow
- Evaluate resumes objectively using scoring
- Enhance employer brand via better candidate experience
- Design custom hiring flows per team
- Send bulk emails for timely communication

![plena.pro logo]

Scalable Cloud & Infrastructure Options for Your Business Needs

Flexibility, security, and scalability in one.

Cloud
Secure and fast infrastructure for access from anywhere. Optimizes operations and boosts efficiency.

Private Cloud
Your data is fully under your control. Compliant and confidential. Full control with a private cloud structure.

On-Premise
Host your data on your own servers for maximum security and customization.

System & Security

Account Security
Two-factor authentication, user and device management

Data Breach Protection
Vulnerability testing, dark web monitoring, enterprise-level threat detection and response

Legal Compliance
Data processing and storage aligned with laws like KVKK and international standards

Servers
Your data is securely hosted in Turkcell Gebze Data Center with regular backups

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