



EMPLOYER GUIDE TO JOB FORMALIZATION



BENEFITS OF JOB FORMALIZATION

Formalizing employment offers numerous advantages for businesses and employees, ensuring compliance with national regulations while improving overall productivity. Key benefits include:

- **Legal Compliance:** Avoid fines and penalties for informal employment.
- **Access to Social Security:** Employees gain social security benefits, healthcare and retirement plans.
- **Workforce Stability:** Reduced turnover with improved job security and employee satisfaction.
- **Business Growth:** Access to financial incentives, government support programs and credit facilities.
- **Market Competitiveness:** Strengthened reputation and ability to participate in larger business opportunities.

STEPS TO FORMALIZE EMPLOYMENT

- 1. Register Your Business:** Ensure your enterprise is legally registered with the Chamber of Commerce and Social Security Institution (SGK).
- 2. Sign a Legal Employment Contract:** Ensure all employees have a formal contract outlining rights and responsibilities. ^{a b}
- 3. Declare Employment to SGK:** Submit without delay required employee information to the SGK system for social security coverage.
- 4. Ensure Compliance:** Maintain adherence to labor laws, workplace safety standards and payroll tax obligations.

a For foreigners (including Syrians under Temporary Protection and Persons Under International Protection), check work permit as well as quota requirements and eligibility, and apply for a work permit as needed. Complete the work permit application via e-İzin (visit: <https://www.calismaizni.gov.tr/> or <https://ecalismaizni.csgeb.gov.tr/eizin>).

b Syrians under Temporary Protection, provided that they acquired work permit exemption forms from Migration Appointment System as informed by the Ministry of Interior, do not need to apply for work permits.

HOW THE INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM) SUPPORTS EMPLOYERS?

Through the **Provision of Jobs and Socio-Economic Inclusion to Support the Transition to Formal Employment in the Türkiye project**, IOM provides direct support to businesses in their transition to formal employment:

- **Financial Grants:** Businesses can receive up to USD 10,000 in conditional funding to support formal employment, equipment purchases and business expansion.
- **Work Permit Application Assistance:** Guidance and technical support is provided to employers who wish to hire a foreigner under Temporary Protection and/or International Protection status.
- **Capacity Building and Compliance Training:** Workshops on labor law compliance, financial management and sustainable business practices.
- **Job Matching Services:** Connecting businesses with skilled workers, through the Turkish Employment Agency (İŞKUR) and private employment agencies authorized by İŞKUR, to meet labour market needs.

GET STARTED

Interested businesses can apply for IOM support via the official grant platform: <http://turkiye.edf.iom.int>. Watch out for open calls for application!