|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CODE: ASE-P-01-02 | | CODE: ASE-P-01-02 | **QUALITY MANAGEMENT SYSTEM** | **HUMAN RESOURCES DEANSHIP** |
| *Page*  *1 / 1* | *Edition*  *2* | Release date  15/1/1442 H | **ACTION DOCUMENT**  **MAKING THE DISBURSEMENT OF FINANCIAL DUES TO UNIVERSITY EMPLOYEES** |
|  |  |  |  |  |

Explain the steps

1. Receiving a statement of payment orders that have been placed in the university account at the Monetary Institution.

2. Enter payment order marches and then payment orders into a cash platform

|  |  |
| --- | --- |
| **Edited by** | **Adopted from** |
| **Abdulaziz Al-Jaaidi** | **Saleh Al , Massoud** |

Name and signature

Goal

**MAKING THE DISBURSEMENT OF FINANCIAL DUES TO UNIVERSITY EMPLOYEES**

*Application area*

 University staff

*Reference*

­           The system and regulations of the Council of Higher Education and universities.

­          Regulations and instructions of the University Council and the Scientific Council.

­          System and regulations of the Ministry of Human Resources and Social Development.

*Definitions and shortcuts*

ASE:Expenditure and salary management

P:Procedure

*Amendments*

 Add Step 3

*Attached documents*