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| CODE: ASE-P-01-03 | | | **QUALITY MANAGEMENT SYSTEM** | **HUMAN RESOURCES DEANSHIP** |
| *Page*  *1 / 1* | *Edition*  2 | Release date  15/1/1442 H | **ACTION DOCUMENT**  **CREDIT BANK AND REAL ESTATE DEVELOPMENT FUND** |
|  |  |  |  |  |

Explain the steps

1. Ensure through the Social Development Bank system the validity of employee information and data

2. A letter was received from the Social Development Bank in the amount of the loan and requested a discount.

3. Implementing the deduction in the system.

4. Attach the decision to the salary process.

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

Name and signature

Goal

Social Development Bank Receivable Deduction

*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*

*Attached documents*