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| --- | --- | --- | --- | --- |
| CODE: ASE-P-01-19 | | | **QUALITY MANAGEMENT SYSTEM** | **HUMAN RESOURCES DEANSHIP** |
| *Page*  *1* */1* | *Edition*  *2* | Release date  15/1/1442 H | **ACTION DOCUMENT**  **MAKING THE DEDUCTION OF AMOUNTS SPENT IN EXCESS** |
|  |  |  |  |  |

Explain the steps

1. The decision is received from the competent authority to decide for any employee.

2. Make sure that it is not resolved before through the system.

3. If it has been resolved before, the issuer of the discount request will be addressed to the employee.

4. If not resolved, it is added to the system.

5. Attach the decision to the salary process.

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

Name and signature

Goal

Deduction of amounts spent in increase

*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.

­          Regulations and regulations of the Ministry of Human Resources and Social Development

­          .

*Definitions and shortcuts*

ASE:Expenditure and salary management

P:Procedure

*Amendments*

*Attached documents*

**Flowchart**