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| **Edited by** | **I'm counting on.** |
| **Ali Sawy al, Qahtani** | **Fahd Abdullah Al,Haqbani** |

**Goal**

CONDUCTING A DISBURSEMENT INSTEAD OF THE NATURE OF WORK

**Beneficiary**

functionary

**Reference**

 Regulations and regulations of the Ministry of Education - University Council Law - Regulations and Regulations of the Ministry of Human Resources and Social Development

Regulations and regulations of the Ministry of Health (employees of the Ministry of Health Sector at the University) - regulations and regulations of the Ministry of Finance.

**Definitions and shortcuts**

APA:Personnel Management

P:Procedure

**Attached documents**

**APA-F-01-01**

**Completion time 3 days**

**The degree of confidentiality of the procedure is normal.**

 **Explain the steps**

1. A letter from the authority stating that the employee is engaged in the work of the job installed on it (the beneficiary of the service).

2. Filling out the form of requesting the disbursement of the APA-F-01-01 business nature allowance and approving it by the direct manager and the authority holder in the entity (the beneficiary of the service).

3. Issuing a decision to dismiss the nature of the work for the employee (the beneficiary of the service).

4. Provide the payroll and expenses department with a copy of the exchange decision (beneficiary of the service).

**Terms of action**

1- The employee's practice of the job installed on it.