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

**Goal**

FILE-SAVING PROCEDURE

**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**

0

**Completion time 1 days**

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

**Explain the steps**

1. Receiving transactions

It can be limited to approximately three types:

* New appointment, transfer of services or assignment.
* Preservation transactions in the employee's file.
* Fold an employee's handcuffs.

**2- New appointment or transfer.**

Make sure that all the data required to open a file is available:-

National identity.

 Qualified.

 The decision to appoint.

 Direct .

 Model 101 b for Saudis.

 Model 101A for non-Saudis.

Create a new file number for him, and enter his functional and personal information into the database.

The full justification for appointment or transfer is placed in the file and all that is associated with it is preserved in the archive.

3- In case the employee is transferred on the other hand or appointed, and previously worked for a government entity, he sends a letter to the former currency with the decision to appoint or transfer with direct, in order to send his file to the university to be a reference when needed.

**       Public speeches.**

-         Request the numbers of employee files with a particular entity.

-         Provide a destination with images from the file.

-         Provide a file provider to complete procedures.

**4-**Folding the **registration of an employee.**

Make sure that all the data required is available to fold its registration, and send the file if it is transferred: -

The basis of the decision to fold the restriction.

 Evacuation of his limb by the university.

 The transfer decision issued by the party to which he was transferred.

 Directly the employee at the headquarters of a move.

 Create a copy of the file with the same previous number that includes the justifications for the transfer and fold the restriction and then send a letter to a currency destination with a decision to fold its registration and its entire file.

5- Transactions for preservation in the employee's file - receiving the transaction through the employee specialized in administrative communications paper or electronic - work to terminate a procedure in the system of transactions - extract a file number for the employee to save the transaction.

**Terms of action**

**1- There are transactions that need to be kept in the employee file**