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| CODE: ASE-P-01-01 | CODE: ASE-P-01-01 | **QUALITY MANAGEMENT SYSTEM** |   **HUMAN RESOURCES DEANSHIP**  |
| Release date15/1/1442 H | Release date15/1/1442 H | **ACTION DOCUMENT****MAKING A SALARY PATH SETTING** |

1. The decision is received from the competent authority to appoint an employee or transfer his services to the university.

2. Make sure that it is added to the list of university staff in the system.

3. Attach the decision to the salary process.

4. Print marches and attach the required documents.

5. Complete its signature and approval from the director of faculty and staff affairs.

6. Prepare a letter with marches and attachments.

7. Export it to the system and send it to the financial department of the university.

8. Keep a copy of the transaction in your file.

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

Name and signature

**Goal**

Preparing the salary path

**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**

 Add step number (8)

**Attached documents**