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| **Edited by** | **Adopted from** |
| **Abdullah Al, Heif** | **Tired intruder** |

Name and signature

**Goal**

Supply of human resources transactions

**Application area**

 Human Resources Deanship

**Reference**

Higher Education Council system and universities regulations

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

University Council decisions

**Definitions and shortcuts**

 AR:Human Resources Deanship Relations Department

P:Procedure

**Amendments**

**Attached documents**

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 **Explain the steps**

1. The competent employee in the incoming section of the transactions is received electronically.

2. Supply transactions in the system.

3. Transfer transactions to the relevant deanship authorities in the system with a receipt note printed if necessary.

4. Send the transaction to the relevant authority in the deanship.