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

**Goal**

TRANSFER TO UNIVERSITY

**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 3 days**

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

 **Explain the steps**

1. A summons is received from the employee requesting his wish to transfer to the university (the beneficiary of the service).

2. Presentation to the Transport and Commissioning Committee for the issuance of the decision (beneficiary of the service).

3. Reserve a job for the employee to be transferred to (the beneficiary of the service).

4. Addressing his employer to request his transfer to work at the university and the possibility of dispensing with his services (the beneficiary of the service).

5. letter from his employer agreeing to transfer him (the beneficiary of the service).

6. Issuing a transfer decision (beneficiary of the service).

7. The employee is handed a copy of the decision (the beneficiary of the service).

8. Bring the employee's eviction from his former employer to enable him to start working at the university (the beneficiary of the service).