



جامعة الأمير سطام بن عبدالعزيز
PRINCE SATTAM BIN ABDULAZIZ UNIVERSITY

The Organizational Handbook of General Administration of Human Resources

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IN THE NAME OF ALLAH, THE MOST
GRACIOUS, THE MOST MERCIFUL

INTRODUCTION:

The General Directorate of Human Resource at the University was established by virtue of the Royal Decree No. 7808 / MB, dated 12/11/1431 AH (*), as it represents an important and vital role at the university which touches two important components: faculty members and employees. These two components strive to fulfill their responsibilities on all axes so that the university could become distinguished in teaching, research and community services. As a vital deanship at PSAU, The General Administration of Human Resources is working hard to upgrade the efficiency of performance and skill of faculty and employees in all aspects of attracting distinguished faculty members and employees, facilitating administrative, financial and service procedures, providing professional training, postgraduate scholarships, internal and external conferences and seminars.

This guide in your hands, hoping for success and guidance from Allah Almighty .

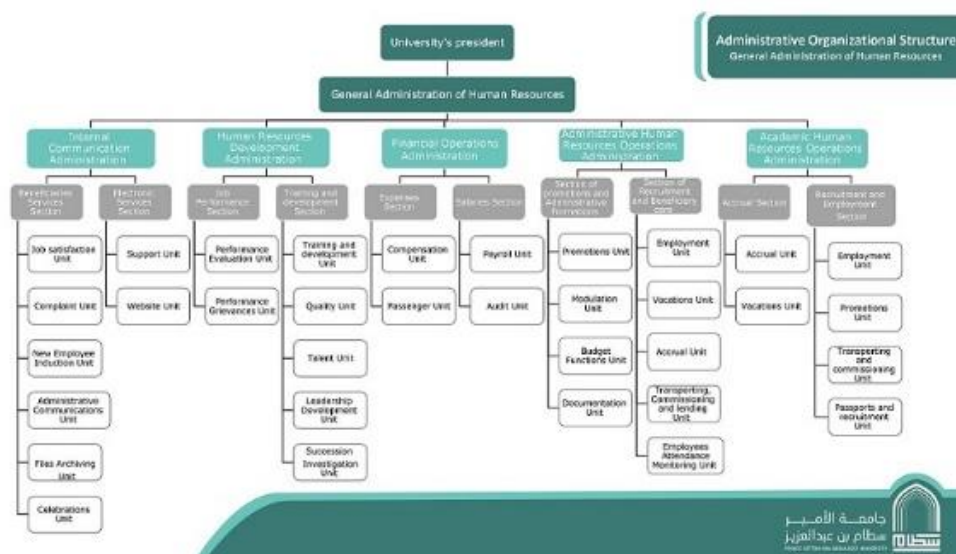
General Director's Message:

We are working in General Directorate of Human Resources at (PSAU) to achieve university's third strategic goal, which is recruiting distinguished human resources, their development and preservation. In order to achieve such goal, HR Directorate seeks, alongside of its basic tasks derived from the rules and regulations of attracting, training, and engaging opinions and preventing employee leakage, to manage human capital based on modern concepts and best practices in human resources management field which ensuring optimal use of human resources. Moreover, working on enhance principles & professional ethics and establishing high professional standards.

General Director of Human Resources

Hmood bin Badi Alharbi

Organizational Chart:



General Directorate of Human Resources in Brief:

General Directorate of Human Resources In Brief:

General Directorate of Human Resources is responsible for implementing provisions of regulations & systems for all human resources procedures of the university's staff, in terms of planning, recruitment, selection, employment, benefits, vacations and other procedures, in addition to implementing the regulatory procedures for all its various activities.

Vision:

Excellence and leadership in managing all Human Resources activities domestically & globally.

Mission:

Providing high quality management services by applying the best global practices & modern techniques of human resources field.

Strategic Objectives:

1. Building a stimulating management system.
2. Facilitating administrative and service procedures of human resources the university.
3. Develop skills and raise the efficiency of administrative performance of human resources in university.
4. Setting & yearly update a strategic plan for the university's manpower.
5. Aware the university's human resources about the rules and regulations.

Basic Organizational Tasks:

1. Managing and implementing annual plans of the management after their approval.
2. Setting development plans of work systems and policies and approving them.
3. Recruitment and employing qualified workforce.
4. Activating internal communication mechanisms.
5. Implementing and updating the procedural guide of human resources management and submitting it for approval.
6. Organizing and documenting human resources records by using modern technologies and ensuring that they fulfilled with all required data.
7. Automating all processes, work procedures and required programs for human resources management.
8. Participate in preparing the university's annual budget projects regarding human resources.
9. Following up vacant and occupied jobs series and assessing the needs of all diverse categories for approval.
10. Setting an annual plan for training & developing human resources and identifying training needs.
11. Apply procedural processes of human resources, accurately implement them & updated if needed.
12. Implement unified human resources system application (MAWARD), updating and developing information in coordination with the relevant departments.
13. Prepare and submit periodical reports of Human Resources Directorate achievements, proposals and developmental solutions for them.
14. Participation in work committees in relevant.
15. Follow up preparation of performance charters for all university staff.

16. Study & evaluate work environment analysis and implement its recommendations after their approval.
17. Develop and update job description cards for all jobs at the university.
18. Set performance evaluation processes of the staff according to the approved evaluation models, take appropriate measures and document them in employee records.
19. Review, audit and approve staffs' monthly payrolls.
20. Set a career path plan and implement it after its approval.
21. Implement the basic performance indicators system, which includes measurement and setting reports of results and recommendations.
22. Follow up implementation of labor regulations, provisions and all employees' affairs (recruitment, promotions, vacations, assignments, travel tickets, penalties, dismissals, settlement of dues...etc.)
23. Carrying out any assigned work to the directorate within its responsibilities'.

Departments related to the Human Resources Directorate:

1. THE GENERAL DIRECTOR'S OFFICE

IN BRIEF: The General Director's Office, which organizes and follows up administrative processes related to the General Director, is considered the link between the Director-General and departments related to the directorate.

TASKS:

- General supervision and organize the General Director's administrative processes.
- Follow up administrative procedures implementation with other departments related to the general directorate.
- Organize secretarial tasks.

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2. INTERNAL COMMUNICATION DEPARTMENT:

IN BRIEF: It is one of vital departments and includes sections and divisions that provide service to all university's staff

TASKS:

- Receive Transactions from Internal and external parties
- Issue employee ID cards for university's staff.
- Provide all requirements, including office supplies and publications related to the general directorate.
- Develop electronic services and automation.
- Manage the general directorate's website and coordination.
- Manage the directorate's events.
- Organize university staff's files.
- Communicate with all beneficiaries of General Directorate Human Resources' services and following up their needs.

SECTION:

- Electronic Services Section.
 - Beneficiary Services Section.
-

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3. ACADEMIC HUMAN RESOURCES OPERATIONS DEPARTMENT:

IN BRIEF: It shall serve the university's faculty members and their equivalent and to facilitate their job duties.

TASKS:

- Complete contracting, transfer, and termination procedures.
- Setting administrative decisions such as (vacations, Mandating, secondment, and extension for those who have reached retirement age).
- Issuing allowances and rewards decisions for faculty members and their equivalent.
- Issuing statements and identification and experience certificates.
- Issuing ticket orders for faculty members and their equivalent.
- Renew non-Saudi faculty members' contracts.
- Issue and renew non-Saudi faculty members' Iqama.
- Issue letters and forms related to passport and recruitment matters.
- Complete all transfer sponsorship procedures after receiving the approval of competent authority from the concerned department.

SECTION:

- Recruitment and Employment Section
- Benefits Section

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4. FINANCIAL OPERATIONS DEPARTMENT

IN BRIEF: Salaries and Expenses Section shall set and pay salaries and entitlements of university's Staff with their various positions and categories at the beginning of each calendar month, approve them, then submit them to the financial department.

TASKS:

- Set, review and audit monthly Payroll sheet of university's staff.
- Set all various financial entitlement sheet of university's staff.
- Calculate scholarship students' financial differences from stopping scholarships to starting work.
- Set all required reports.
- Approve and review deductions decisions in favor of Social Development Bank, Real Estate Development Bank or decisions issued against employees.
- Transfer all financial entitlement of university's staff, including payroll and general financial entitlement, to their accounts through Etimad Platform.
- Follow up and implement all ticket orders procedures.

CTIONS:

- Payroll Section
- Expenditure Section

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5. HUMAN RESOURCES DEVELOPMENT MANAGEMENT

IN BRIEF: Human Resources Development Management shall develop the human element at the university through scholarship and training programs which will contribute in university advancement.

TASKS:

- Training
- Ticket orders .
- Financial claims .
- Conferences, seminars, workshops and visits .
- Financial guarantees .
- Follow up quality management system, improve administrative processes, and develop general directorate of HR structure .
- Set the strategic plan, follow up its implementation. Also. Shall follow up the annual reports of general directorate of HR and the university .
- Launch job performance cycle .
- Reviewing performance charters of university's staff to be approved or rejected .
- Setting up a performance charters database for university's staff .
- Announcing semi-annual review period of performance evaluation .
- Setting up a database for final job performance evaluation of university's staff .
- Receiving, studying and examining job performance evaluation grievances .

SECTIONS:

- Job Performance Section
- Training & Development Section

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6. ADMINISTRATIVE HUMAN RESOURCES OPERATIONS DEPARTMENT

IN BRIEF: Administrative Human Resources Operations Department shall plan, organize, compensate, integrate and develop staffs in order to be contributed in organizational, individual and societal goals.

TASKS:

- Promotions, recruitment, transfer, assignment and secondment.
- Vacations and Deductions.
- Retirement, insurance, termination of service, and suspend an official.
- Financial Entitlements, compensation and rewards.
- Procedures on jobs (transferring - raising - lowering – registering and documenting job incidents)
- Follow up attendance and departure records of employees, whether using previously attendance sheets or fingerprint device currently.
- Responding to Oversight and Anti-Corruption Authority letters regarding their oversight tours of university Departments.
- Conducting inspection tours of university departments, following up attendance, and ensuring the integrity of attendance -departure lists from notes.
- Initial investigation of negligent employees and requesting excuses before referring them to the related committee to look into their violations.
- Operating, programming and maintenance fingerprint devices and ensuring its working properly.
- Meeting with the follow-up unit's employees almost daily and following up on their work and observations.

SECTIONS:

- Recruitment and Beneficiary Care Section
- Promotions and Administrative Formations Section

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**With Many Thanks and
Appreciation**

Human Resource Management