



Document Type	Procedure	Cooperative Hours and Overtime Procedures	 <p>جامعة الأمير سغام بن عبدالعزيز PRINCE SATTAM BIN ABDULAZIZ UNIVERSITY</p>
Approval General Manager - General Administration for Human Resources		Owner Manager - Allowance Department	The Allowance Department

Cooperative Hours and Overtime Procedures




Procedures

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Signature	Numbering and Publishing	Saving	Preparation (Shared)	Preparation (Primary)	Job Title	Name
	√	√		√	Academic Human Resources Operations Manager	Muhammed Humod AL-Qahtani
		√	√		Employee Affairs Researcher	Abduallah Hasan AL-Obaidan

Accreditation		
Signature / Date	Job Title	Name
	General Director - General Administration for Human Resource	Humod Badi AL-Harbi
authentication		
Signature / Date	Job Title	Name
	Quality Department Manager	Muhammed bin Saad AL-Harbi

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1 -Purpose

This procedure aims to specify the processes and methods followed to implement everything related to cooperative hours and overtime procedures for the employees of Prince Sattam bin Abdulaziz University

2 -Scope

This procedure applies to all employees of Prince Sattam bin Abdulaziz University

3 - Procedure References


standard 9001:2015 This procedure meets the requirements of ISO

This procedure aligns with the General Administration Policy for Human Resources

Systems, regulations, and directives of the Ministry of Human Resources and Social Development

Ministry of Education system


University Council decisions

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Content (Inputs and Outputs)


Main Inputs		
Type	Item	#
(Form/Document)	Cooperative Hours Forms:	1
(Schedule/Spreadsheet)	Detailed Schedule	2
(Copy/Electronic Version)	Qualification Image	3
(Copy/Electronic Version)	National ID Image	4
(Copy/Electronic Version)	Bank Account	5
Electronic)	Task Completion	6
(Electronic Form)	Overtime Hours Forms:	7
(Electronic Approval)	College Council Approval	8
(Electronic Approval)	Permanent Committee for Cooperation Approval	9

Main Outputs		
Type	Item	#
Electronic Decision)	Disbursement Decision	1


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Procedure Steps

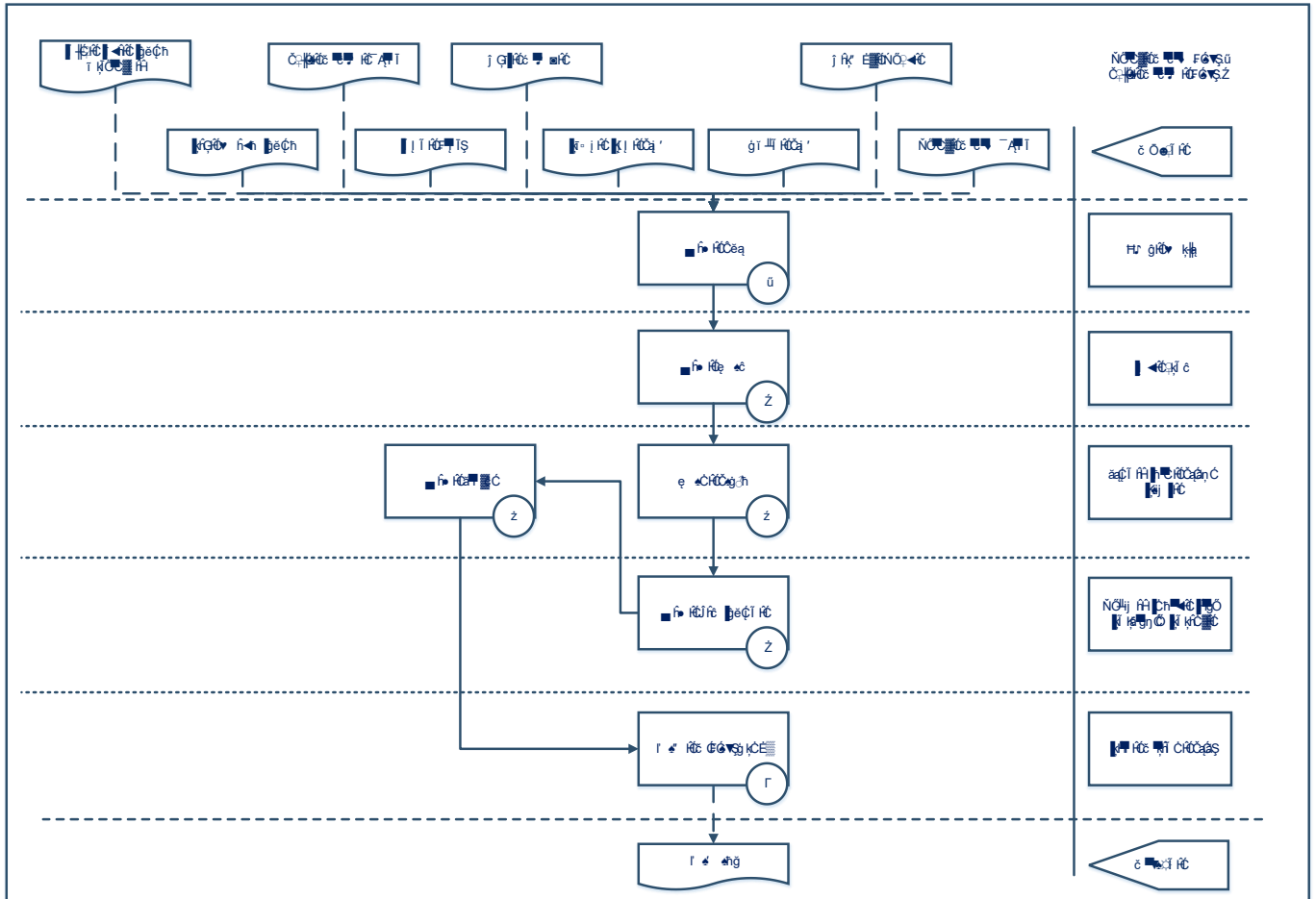
Performance Indicator Working) (day	System	Responsible	Description	Step	#
Cooperative Hours Procedure					
5 minutes	Paper Form	Department Head	The department head submits the request to the dean of the department	Submitting Request	1.0
5 minutes	Electronic Letter	Dean of the Department	The dean of the department forwards the request to the General Administration	Request Presentation	1.1
5 minutes	Paper Note	General Administration for Human Resources	The General Administration prepares the presentation for the Permanent Committee for Collaborators	Presentation note	1.2
10Minutes	Paper	University's Academic Affairs Agency	The University's Academic Affairs Agency approves the request and forwards it to the General Administration for Human Resources	Approval of the Request	1.3
10minutes	Electronic Decision	General Administration for Human Resources	The request is endorsed by the General Administration for Human Resources and forwarded to the Financial Operations Department	Approval of the Request	1.4
5minutes	Electronic	Financial Operations Department	The disbursement procedures are activated by the Financial Operations Department	Activation of Disbursement Procedures	1.5
Overtime Procedure					
5 minutes	Paper Form	Department Head	The department head submits the request to the dean of the department	Submitting Request	2.0
5 minutes	Electronic Letter	Dean of the Department	The dean of the department forwards the request to the General Administration	Request Presentation	2.1
5 minutes	Paper Note	General Administration for Human Resources	The General Administration prepares the presentation for the Permanent Committee for Collaborators	Presentation note	2.2

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10minutes	Paper	University's Academic Affairs Agency	The University's Academic Affairs Agency approves the request and forwards it to the General Administration for Human Resources	Approval of the Request	2.3
10minutes	Electronic Decision	General Administration for Human Resources	The request is endorsed by the General Administration for Human Resources and forwarded to the Financial Operations Department	Approval of the Request	2.4
5 minutes	Electronic	Financial Operations Department	The disbursement procedures are activated by the Financial Operations Department	Activation of Disbursement Procedures	2.5

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Procedure Plan



Procedure Performance Metrics

Performance Metrics	
Success of Cooperative and Overtime Procedures within the specified timeframe	Indicator Name
Duration taken to execute Cooperative and Overtime Procedures	Description
End time of Disbursement Procedures Activation Step - Start time of Request) (Submission	Measurement Method
Prompt completion of Cooperative and Overtime Procedures as per schedule and plan. Accuracy and documentation of Cooperative and Overtime Procedures process.	Target

Ready-made forms

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Cooperation Hours Forms:

Overtime Hours Forms:

1. Definition of Terms:

1) Procedures:

- Documents with clear objectives for implementing decisions and organizing work, as defined by the relevant departments based on the approved system aligned with the management's objectives.

2) ISO 9001:

- Quality Management Systems - Requirements with guidance for use followed in constructing this procedure.

3) Term (AL):

Allowance Department