## Tokat Gaziosmanpasa University Pazar Vocational School of Higher Education

## **Workflow Processes**

Process No.	20	
Process Name	Additional Course Payments Process	START THE ADDITIONAL COURSE PAYMENTS PROCESS
Those responsible for the p	process are the School Principal, the School Secretary,	
	Department Head and Trustee	<u> </u>
<b>Process Organization</b>	School Principal, School Secretary, Department Head and	The Course Load Information Form is filled out without error by the relevant
Relationship	Trustee	faculty members at the beginning of each semester and given to the department head.
Purpose of the Process	Timely Payment of Staff Wages.	ileau.
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Limits of the Process	It starts in the first week of each month and ends in the	The Head of Department checks and signs the forms received by comparing them
	third week.	with the weekly course schedule.
Process Steps	Course Load Information Form is filled out	
	without error by the relevant faculty	
	members at the beginning of each semester and	The accrual officer prepares the Additional Course Fee Breakdown
	given to the	Schedule and Course Distribution Schedule at the beginning of
	department head. • The Department Head checks and	each semester and sends it along with the Course Load Information
	signs the forms received by comparing them with	Form along with the first payment.
	the weekly course schedule.	
	At the beginning of each semester, the accrual officer	
	prepares the Additional Course Fee Breakdown	Whether faculty members receive leave, reports or assignments
	Schedule, Course Distribution Schedule and Course Load	for each month before starting remuneration studies.
	Sends with the first payment along with the	
	Information Form.	Requested from their Presidency
	Before starting remuneration studies, Department Heads	<b>+</b>
	are asked whether the faculty members have	The information checked for compliance with the legislation is
	received leave, reports or assignments for each	entered into the Additional Course Fee Calculation Program.
	month. • The information checked for	entered into the Additional Codise Fee Calculation Program.
	compliance with the legislation is entered into the Additional  Course Fee Calculation Program.	
	Course i ee Calculation i rogram.	
	Additional course fee slip and 'Bank	Printouts of the additional course fee slip and 'Bank List' and a 'Payment order
	A 'Payment order document' is prepared with the printouts	document' are prepared and signed by the development officer and the spending
	of the list and signed by the development officer	officer.
	and the spending officer.	<u> </u>
	Payment order document and its attachments Accrual	The animal order decreased and its attachments are contact, the attachment
	strategy circle with paperwork submission list	The payment order document and its attachments are sent to the strategy department with the accrual document delivery list.
	sent to the presidency	with the accidal document delivery list.
	After the documents are examined by the relevant unit of the	
	Strategy Development Department, a notification will be	After examining the documents in the relevant unit of the
	sent to the bank that will make the payment: 'Bank	Strategy Development Department
	payment information electronically	Bank payment information is sent electronically to the bank that
	is sent	will make the payment.
	Bank payment order	will make the payment.
	Additional course information will be sent to the account	<b>\</b>
	numbers of the relevant parties at the latest two days after it is received.	Additional course fees will be deposited to the account numbers of
	fees are deposited	
		the relevant participants at the latest two days after the bank
		payment order is received.
		END OF PROCESS
		LIND OF PROCESS