

Tokat Gaziosmanpasa University
Pazar Vocational School of Higher Education

Workflow Processes

Process No.	20
Process Name	Additional Course Payments Process
Those responsible for the process	are the School Principal, the School Secretary, Department Head and Trustee
Process Organization Relationship	School Principal, School Secretary, Department Head and Trustee
Purpose of the Process	Timely Payment of Staff Wages.
Limits of the Process	It starts in the first week of each month and ends in the third week.
Process Steps	<ul style="list-style-type: none"> • Course Load Information Form is filled out without error by the relevant faculty members at the beginning of each semester and given to the department head. • The Department Head checks and signs the forms received by comparing them with the weekly course schedule. • At the beginning of each semester, the accrual officer prepares the Additional Course Fee Breakdown Schedule, Course Distribution Schedule and Course Load Sends with the first payment along with the Information Form. • Before starting remuneration studies, Department Heads are asked whether the faculty members have received leave, reports or assignments for each month. • The information checked for compliance with the legislation is entered into the Additional Course Fee Calculation Program. • Additional course fee slip and 'Bank A 'Payment order document' is prepared with the printouts of the list and signed by the development officer and the spending officer. • Payment order document and its attachments Accrual strategy circle with paperwork submission list sent to the presidency • After the documents are examined by the relevant unit of the Strategy Development Department, a notification will be sent to the bank that will make the payment: 'Bank payment information electronically is sent • Bank payment order Additional course information will be sent to the account numbers of the relevant parties at the latest two days after it is received. fees are deposited

