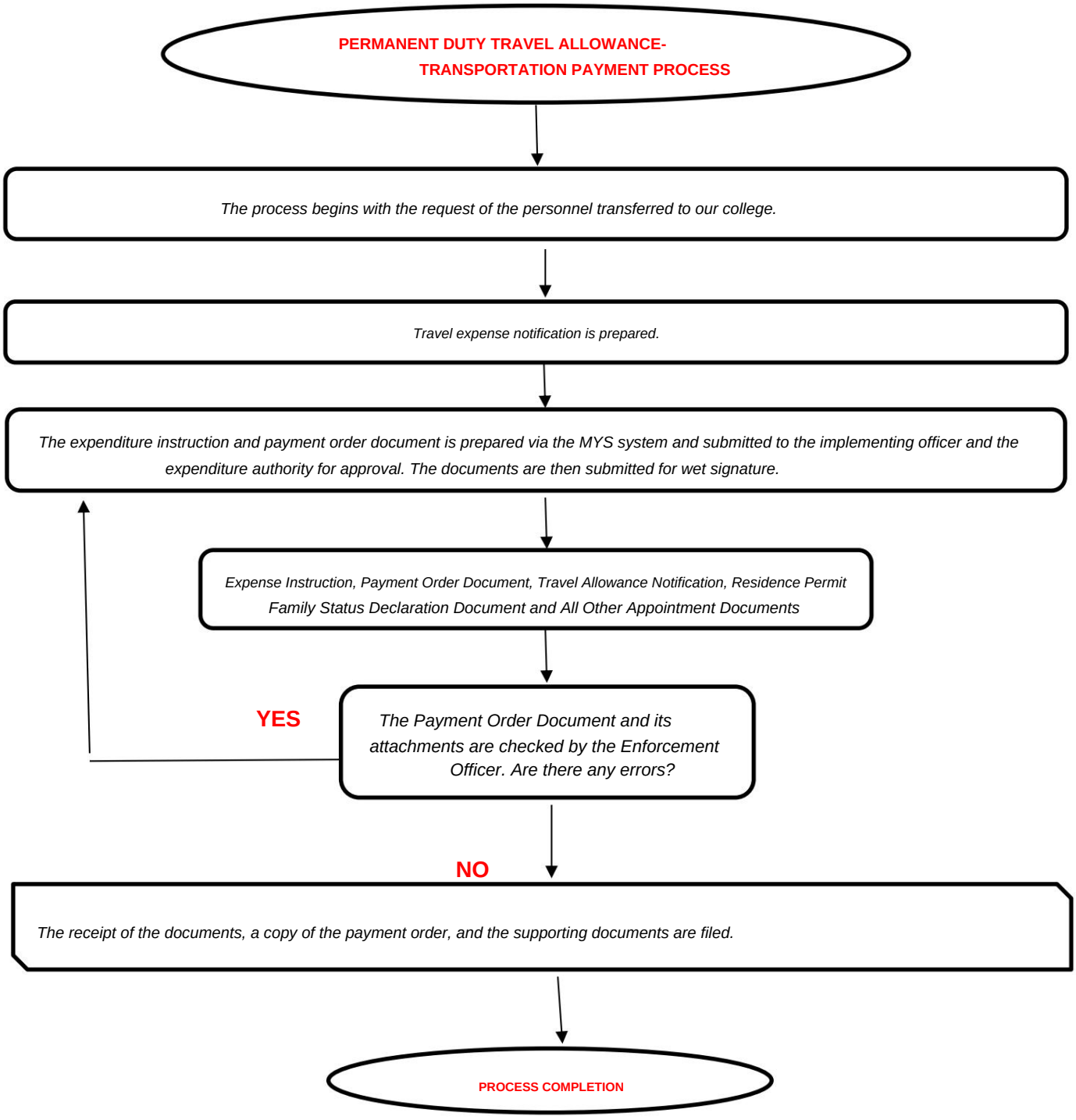
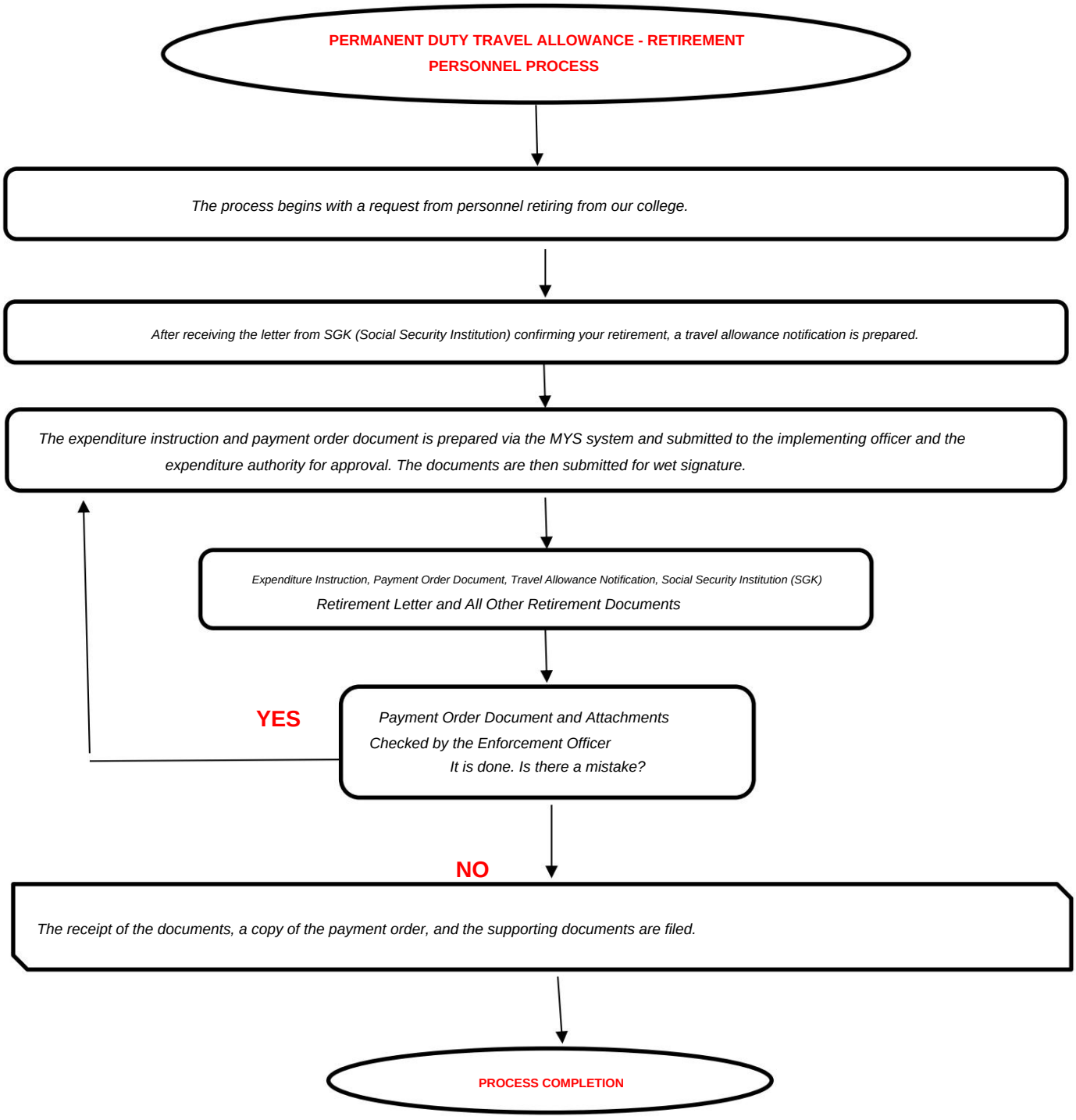
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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 001 **Transaction Name:** Permanent Assignment Travel Allowance Transfer Payment Process



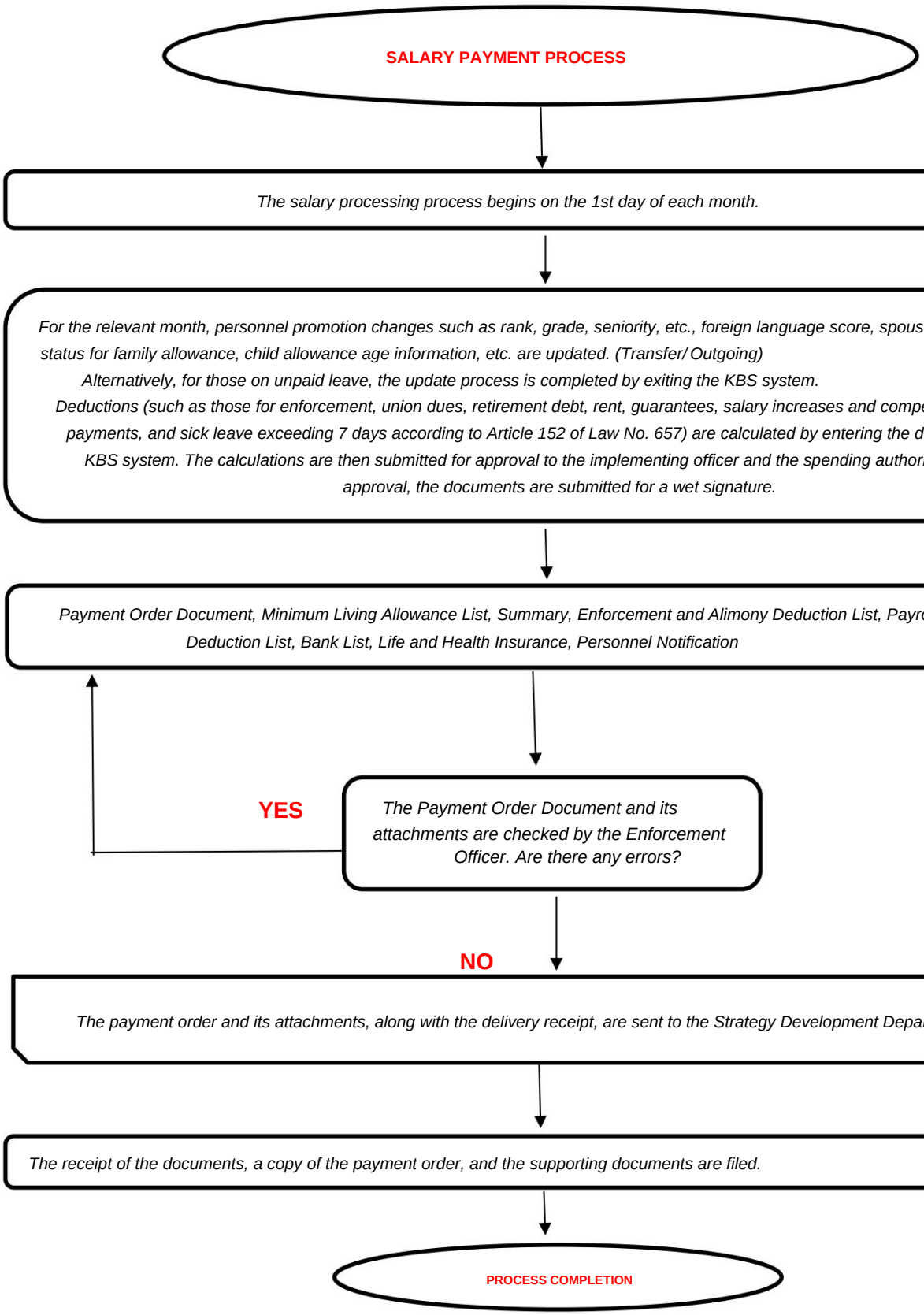
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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 002 **Transaction Name:** Permanent Assignment Travel Allowance Retirement Personnel Process



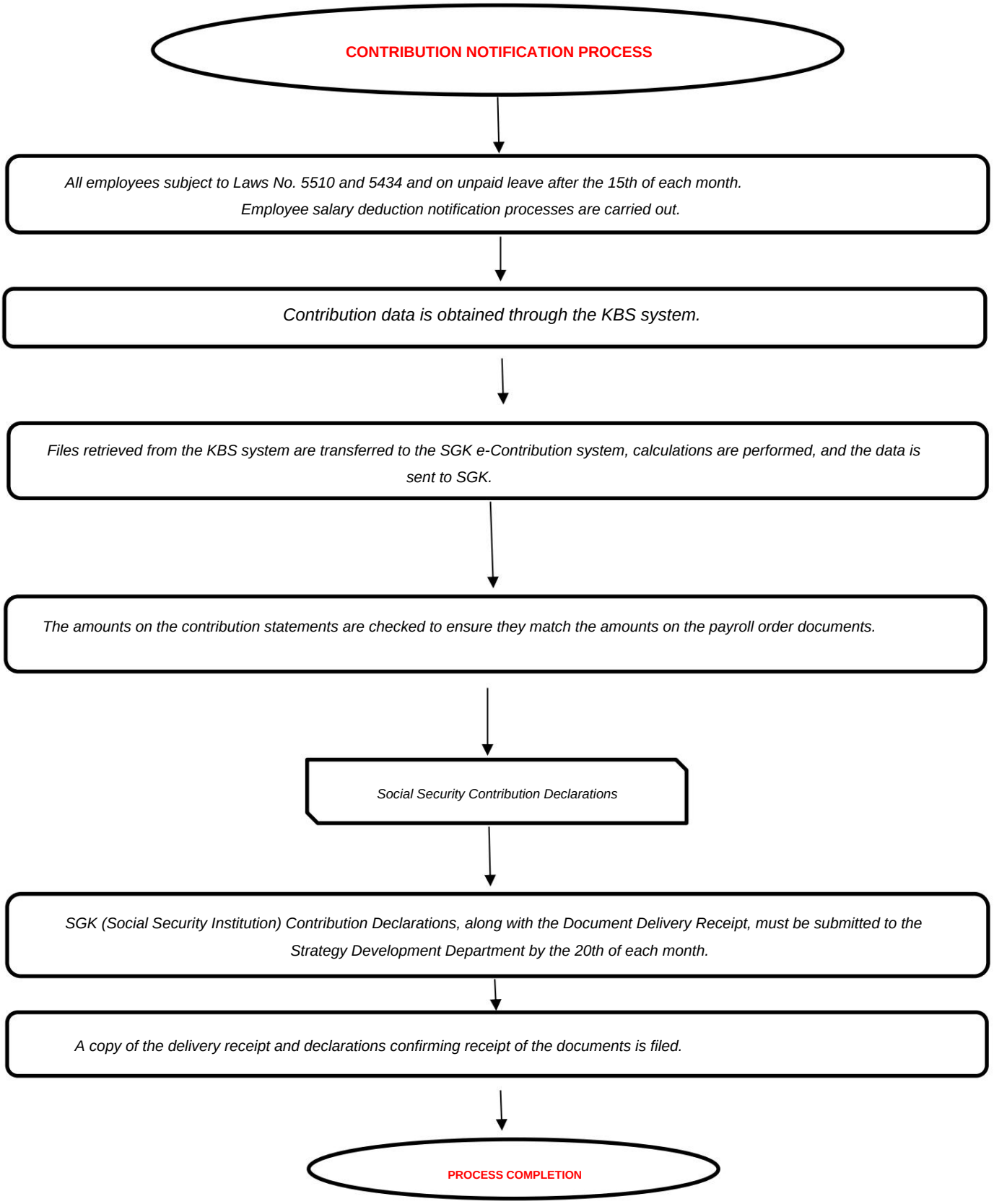
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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 003 **Transaction Name:** Salary Payment Process



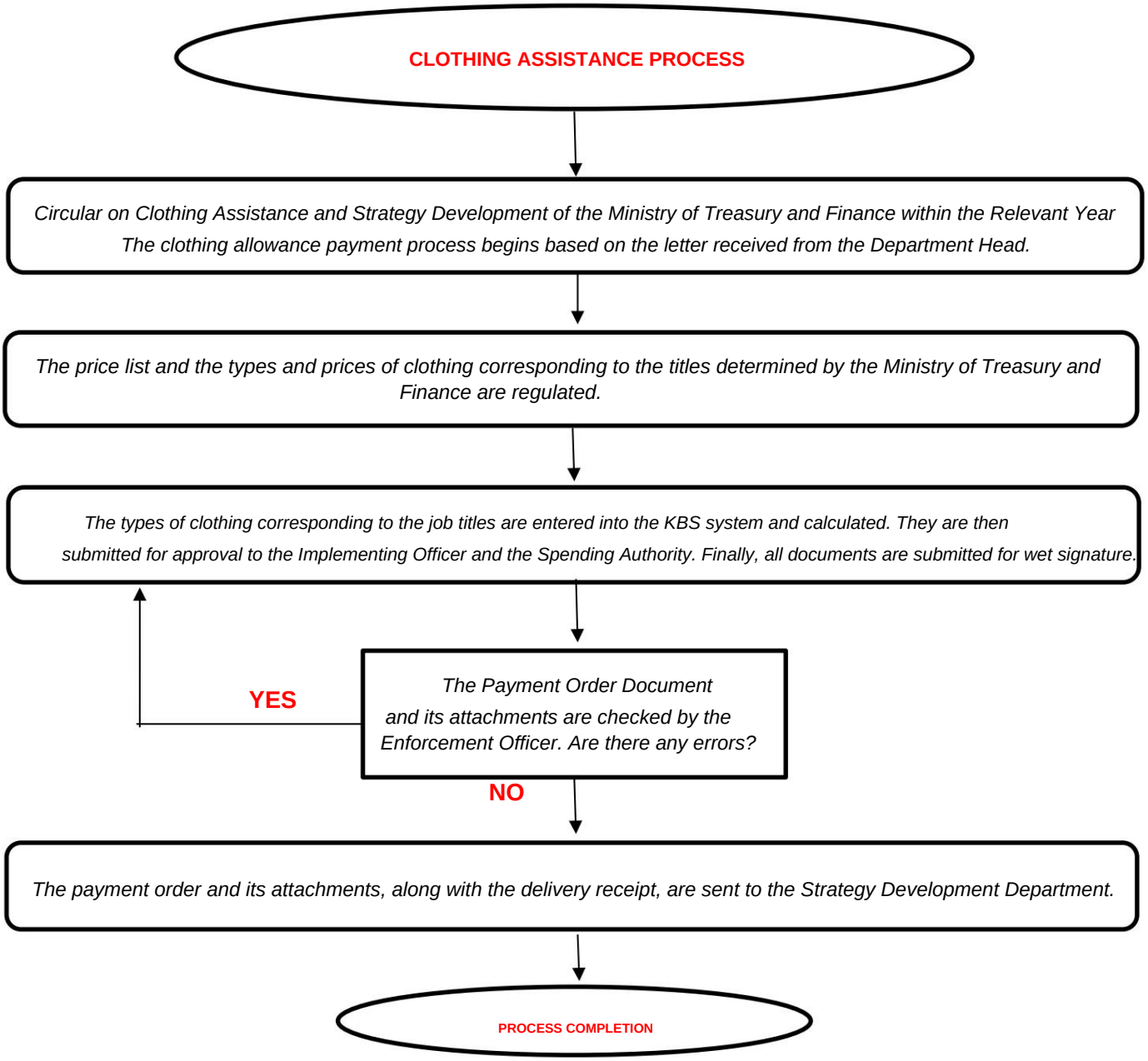
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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 004 **Transaction Name:** Contribution Notification The process



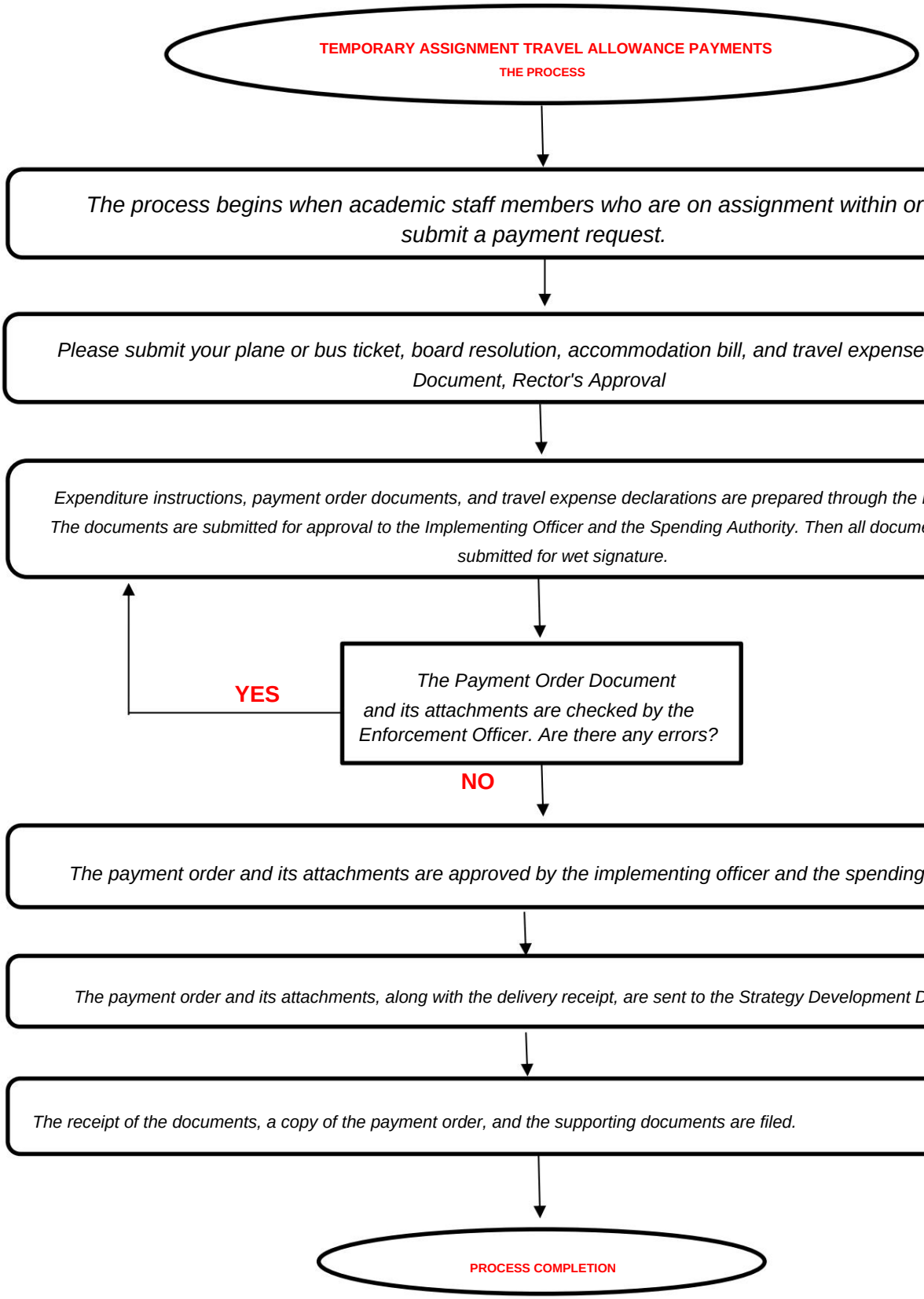
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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 005 **Process Name:** Clothing Assistance Process



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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 006 **Process Name:** Temporary Assignment Travel Allowance Payment Process



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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 007 **Transaction Name:** Additional Lesson Payments The process

ADDITIONAL LESSON PAYMENT PROCESS

All teaching staff must enter the number of hours they taught during the specified month into the attendance system within the specified dates.

After the teaching staff's course entry period ends, the accounting unit enters the staff's annual leave and sick leave information within the control period. Attendance records are collected from the departments, and any errors in course entries are corrected.

Monthly attendance records are obtained from the Attendance Information System using the KBS file. The KBS file is uploaded to the KBS system, and calculations are performed.

The documents are approved by the Implementing Officer and the Spending Authority via the KBS System. The "Summary, Payroll, Bank List, and Payment Order Documents" approved by the system are submitted for wet signature.

The payment order and its attachments, along with the delivery receipt, are sent to the Strategy Development Department.

The receipt of the documents, a copy of the payment order, and the supporting documents are filed.

PROCESS COMPLETION

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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 008 **Transaction Name:** Foreign National Personnel Salary Processing Process

PAYMENT PROCESS FOR FOREIGN NATIONAL PERSONNEL

After the standard contracts and other documents of the foreign national personnel to be employed are submitted to our unit, their verification will be carried out.

Preparation of Social Security Entry Declarations for Foreign National Personnel.

Preparing the monthly payrolls of foreign national personnel, entering them into the Ministry of Treasury and Finance General Directorate of Accounting's MYS program, and generating payment orders and their attachments.

The payment order and its attachments are sent to the Strategy Development Department after being signed by the implementing officer and the spending authority.

The bank list obtained regarding the payment is entered into the SDÜ PBS System and the personnel's email addresses are recorded. To their addresses.

Submitting Social Security Contributions for Foreign National Employees Whose Salaries Are Paid.

Processing the termination of employment with the Social Security Institution (SGK) for foreign nationals whose contracts have expired.

PROCESS COMPLETION

Machine Translated by Google

	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 009 **Transaction Name:** Final Exam Fee Payment Process

PAYMENT OF FINAL EXAM FEES

THE PROCESS

Collecting and checking final exam fee forms at the end of the term.

Entering the payment records for the final exam fees of the first and second semester instructors into the Public Expenditure and Accounting Information System (KBS) of the General Directorate of Accounting of the Ministry of Treasury and Finance.

Calculation and verification of the table data entered into the system.

Submission to the Approval of the Officer and the Spending Authority

Extraction of approved payment documents and presentation to the implementing officer and spending authority for wet signature.

The classified and signed final exam fee forms and payment documents should be sent to the Strategy Development Department.

The bank list obtained regarding the payment is entered into the SDÜ PBS System and the personnel's email addresses are recorded.

To their addresses.

PROCESS COMPLETION

Machine Translated by Google

	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 010 **Transaction Name:** External Participant Employee Salary Payment Procedures The process

PAYMENT PROCEDURES FOR EXTERNAL STAFF TEACHING CLASSES

Registering the employment of contract teaching staff who teach classes in exchange for additional fees with the Social Security Institution (SGK).

↓

Collecting and verifying supplementary lesson fee forms from contracted instructors who teach classes in exchange for supplementary lesson fees, and preparing payment documents.

↓

The payment records for the final exam fees of contract instructors who teach courses for additional fees (I and II semesters) must be entered into the Public Expenditure and Accounting Information System (KBS) of the General Directorate of Accounting at the Ministry of Treasury and Finance.

↓

The calculation and verification of the chart data entered into the system will be carried out. Submission to the approval of the officer and the spending authority.

↓

Extraction of approved payment documents and presentation to the implementing officer and spending authority for wet signature.

↓

The classified and signed final exam fee forms and payment documents should be sent to the Strategy Development Department.

↓

The list of banks involved in the payment is entered into the SDÜ PBS system and sent to the email addresses of the personnel.

↓

The termination of employment for contract teaching staff whose contracts expire at the end of the term, and the reporting of their social security contributions to the Social Security Institution (SGK).

↓

PROCESS COMPLETION

Machine Translated by Google

	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 011 **Transaction Name:** Summer School Fee Payment The process

SUMMER SCHOOL FEE PAYMENT PROCEDURES

Collecting and verifying the supplementary course fee forms of the instructors who will be teaching in the Summer School.

↓

Entering the payment records for the additional course fees of teaching staff for the summer school into the Public Expenditure and Accounting Information System (KBS) of the General Directorate of Accounting of the Ministry of Treasury and Finance.

↓

The calculation and verification of the chart data entered into the system will be carried out.
Submission to the approval of the officer and the spending authority.

↓

The approved payment documents are printed and submitted to the Implementing Officer and the Spending Authority for wet signatures.

↓

Classified and Signed Summer School Fee Forms and Payment Documents for Strategy Development
To be sent to the Department Head

↓

The bank list obtained regarding the payment is entered into the SDÜ PBS System and the personnel's email addresses are recorded.
To their addresses.

↓

PROCESS COMPLETION

Machine Translated by Google

	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 012 **Transaction Name:** Travel and Daily Allowance Payment Process

TRAVEL EXPENSE AND DAILY ALLOWANCE

PAYMENT PROCEDURES

Review of travel and daily allowance requests made by teaching staff with relevant documents and entry of the data into the Public Expenditure and Accounting Information System (KBS) of the General Directorate of Accounting of the Ministry of Treasury and Finance.

↓

The data entered into the system is printed out, checked, signed by the requesting person, and then submitted for approval to the implementing officer and the spending authority.

↓

The approved payment documents are to be printed and signed by the implementing officer.
Submission to the Spending Authority.

↓

Sending the signed travel and daily allowance payment documents to the Strategy Development Department.

↓

The bank list obtained regarding the payment is entered into the SDU PBS system and the personnel's email addresses are entered.
To their addresses.

↓

PROCESS COMPLETION

Machine Translated by Google

	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 013 **Transaction Name:** Jury Payment Process

JURY PAYMENT PROCEDURES

Reviewing the jury payment requests submitted by faculty members with the relevant documents and preparing the payment slips.

↓

After the prepared payment slips are signed by the relevant individuals, the payment order document is entered into the MYS program of the General Directorate of Accounting of the Ministry of Treasury and Finance and approved.

↓

Issuance of the Approved Payment Order Document and for Wet Signature by the Implementing Officer and Submission to the Spending Authority.

↓

The signed payment documents should be sent to the Strategy Development Department.

↓

The bank list obtained regarding the payment is entered into the SDU PBS system and the personnel's email addresses are entered. To their addresses.

↓

PROCESS COMPLETION