

YOZGAT BOZOK UNIVERSITY

Health, Culture and Sports Department — Part-Time Student Salary and Payroll Workflow Process

Responsible	Workflow Process	Documentation / Output
Administrative and Academic Units Employing PTE	Attendance sheets of student timesheets are prepared by the units and submitted to the department.	• PTE Attendance Sheet (Timesheet) • Law No. 2547 on Higher Education • Regulations on Medico-Social, Health, Culture and Sports Affairs of Higher Education Institutions • Bozok University Part-Time Student Employment Program Directive • Central Government Expenditure Documents Regulation
Accrual Officer	Salary accrual transactions are carried out based on the attendance sheets received from the units.	• ATTENDANCE SHEET (KYT-FRM-073/00)
Accrual Officer	Control procedures are carried out.	-
Accrual Officer	The Payment Order Document and its attachments are prepared and submitted for signature.	• PTE Attendance Sheet • Law No. 2547 on Higher Education • Regulations on Medico-Social, Health, Culture and Sports Affairs of Higher Education Institutions • Bozok University Part-Time Student Employment Program Directive • Central Government Expenditure Documents Regulation
Head of Department Branch Manager	The Payment Order Document and its attachments are checked and signed by authorized management.	-
Accrual Officer	Salary documents are delivered to the Department of Strategy Development.	-

Responsible	Workflow Process	Documentation / Output
Head of Department / Review Service	Checked and reviewed through the examination service of the Department of Strategy Development.	-
Accrual Officer	Salary bank file is prepared and transferred.	-