


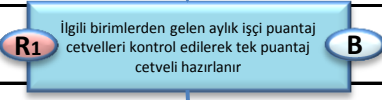
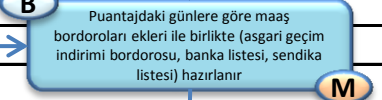
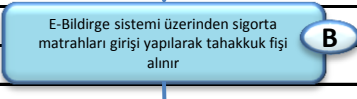
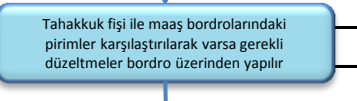
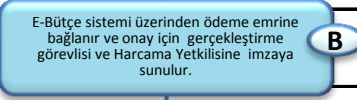
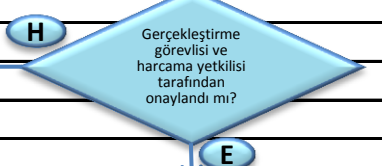
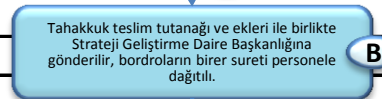
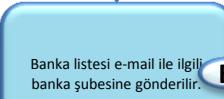
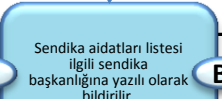
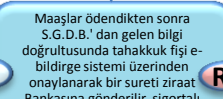
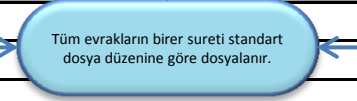


Doküman No: KOS 4.1.1.56

Yürürlük Tarihi: 01/01/2014

Revizyon No/ Tarih:

İŞÇİ MAAŞLARI İŞ AKIŞ SÜRECİ

İnsan Kaynakları	İş Akış Süreci	Görev Yetki ve Sorumluluklar	Mevzuat
			4857 Sayılı Kanun
			5510 Sayılı Kanun
Tahakkuk Personeli		İlgili birimlerden aylık puantajları almak, puantajları kontrol etmek, tek puantaj cetveli haline getirmek.	
Tahakkuk Personeli		Maaş bordrosu ve eklerini hazırlamak.	
Tahakkuk Personeli		Sigorta matrah bilgilerini sisteme girmek.	
Tahakkuk Personeli		Maaş bordrolarını kontrol etmek, ödeme emri belgesini düzenleyerek ekleri ile birlikte imzaya	
Tahakkuk Personeli		Ödenmek üzere S.G.D.B' na tahakkuk teslim tutanağı ile göndermek, birer suretini dosyalamak.	
			
Tahakkuk Personeli		Maaş bilgilerini ileti olarak ilgili banka şubesine göndermek, sendika aidat listesini hazırlamak.	
Tahakkuk Personeli	  	Sigortalı hizmet listesini ilan etmek.	
Tahakkuk Personeli		Tüm evrakları standart dosya düzenine göre dosyalamak.	

HAZIRLAYAN	KONTROL EDEN	ONAYLAYAN
Mustafa GÜRBÜZ	Turan KARİP	Yrd. Doç. Dr. Mehmet YAZICI
Memur	Yüksekokul Sekreteri	Müdür