

Sensitive Task Allocation

Republic of Turkey Kilis 7 December University Vocational School of Tourism and Hospitality Sensitive Task Allocation	
MANAGEMENT AREA	SENSITIVE TASKS
Finance	<ul style="list-style-type: none"> -personnel payroll operations -> -deduction operations -> -sgk registration and termination operations -> -extra duty pay, overtime, final payments, travel allowance payments -> -budget operations -> -purchasing operations -> -movable asset operations
Secretariat	<ul style="list-style-type: none"> -faculty management board decisions -faculty senate decisions -appointment duration tracking and extension operations -course allocations and course catalog operations -ebys tracking operations -course exemption operations -lateral transfer operations -assignments and cover letter operations -leave operations
Department Secretariat	<ul style="list-style-type: none"> -personnel appointment duration tracking and extension -department council decisions -departmental board decisions -excused absence notice and make-up exam procedures -lateral transfer operations -department correspondence -leave operations -course exemptions -announcements
Personnel Matters (address)	<ul style="list-style-type: none"> -employee entry and exit operations for the service tracking program -employee information entry and accuracy verification -employee promotion operations
SGK Affairs	<ul style="list-style-type: none"> -entry of new personnel into the system -updates to information for departing and transferring employees -processing job title changes in the system