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| Policy # | AD-104 | Revision # | 02 |
| Accessibility level | A | Effective date | Jan 20, 2021 |

1. Purpose

- 1.1. The Personnel section of the HR department deals with all aspects of employment, such as governmental and legal issues, and provide administrative support for employment processes such as time attendance, medical insurance and vacation planning and personnel filing.
- 1.2. This policy sets the main tasks that pertaining to personnel section to facilitate the smooth running of the HR department.

2. Definitions

N/A

3. Policy

- 3.1. The Personnel Department's main role is to manage and coordinate government's activities and enforce existing government regulations. These include but not limited to: residence renewal, residence transfer, work Visas, bringing family members, passports and labor offices, escaped employees reporting, GOSI transactions, municipality transactions, governmental certificate and Saudization issues.
- 3.2. The Personnel Department has to monitor the attendance record of all employees to ensure that the University daily operations are smoothly and efficiently running and to preserve the University right for the full service of the employee.
- 3.3. The Personnel Department has to monitor and check the overtime sheets and ensure its validity and accuracy.
- 3.4. The Personnel Department follows up on the University Health Insurance Plan and coordinates with the Insurance Company to provide FBSU employees with the best service of medical care.
- 3.5. The Personnel Department has to implement the employees' filing policy and procedure to ensure the availability and easy access to the employees' records.

4. Related Documents

- 4.1. Courier Shipping Request Form (AD-104-F1).
- 4.2. Letter Request Form (AD-104-F2)
- 4.3. Business Invitation Letter Work Instructions (AD-104-W1).
- 4.4. Family Bringing Work Instructions (AD-104-W2).
- 4.5. Iqama Renewal Work Instructions (AD-104-W3).
- 4.6. Iqama Issuance Work Instructions (AD-104-W4).
- 4.7. Iqama Transfer Work Instructions (AD-104-W5).
- 4.8. Iqama Lost Work Instructions (AD-104-W6).





جامعة فهد بن سلطان
FAHAD BIN SULTAN UNIVERSITY

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- 4.9. Visa Issuance Work Instructions (AD-104-W7).
- 4.10. Work Permit Card Issuance Work Instructions (AD-104-W8).
- 4.11. Report Non-returning Employees Work Instructions (AD-104-W9).
- 4.12. Report of Escaped Employee Work Instructions (AD-104-W10).
- 4.13. Final Exit Work Instructions (AD-104-W11).
- 4.14. GOSI Work Instructions (AD-104-W12).
- 4.15. Medical Insurance Card Issuance Work instructions (AD-104-W13).
- 4.16. Exit Re-Entry Work Instructions (AD-104-W14).
- 4.17. Governmental Financial Settlement Work Instructions (AD-104-W15).

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