

**KILIS 7 ARALIK UNIVERSITY**  
**Faculty of Economics and Administrative Sciences**



**SENSITIVE TASK DISTRIBUTION FORM**



MANAGEMENT DOMAIN	SENSITIVE MISSIONS
<b>Financial Affairs</b>	Staff Salary, Additional Course, Overtime Work, Final Wages, Travel Allowances
	Premium Transactions
	SGK Entry and Exit Transactions
	Budget Transactions
	Purchasing transaction Processes
	Movable Operations
<b>Editorial Affairs</b>	Faculty Board, Faculty Board of Directors and Disciplinary Board Decisions
	Personal Transactions of Academic and Administrative Staff
	Task Duration Follow-Up and Extension Procedures
	Assignments and Correspondence Procedures
	EBYS Follow-Up Transactions
	Transactions Related to the Activity and Evaluation Reports
	Permission Procedures
<b>Department Secretariat</b>	Personnel Period of Follow up and Extension
	Department and Main Branch Committee Decisions
	Course Distributions and Course Catalog Operations
	Excused Note Notification and Excused Exam Procedures
	Course Exemption Procedures
	Transfer Student Operations
	Operations Related to Erasmus / Farabi / Mevlâna Programs
	Permission Procedures
	Announcements
<b>Personnel Affairs (HİTAP)</b>	Personnel Entry and Exit Procedures to the Service Tracking Program
	Entering Personnel Information and Tracking Its Accuracy
	Personnel Promotion Procedures
<b>Social Security Affairs</b>	System Entry Procedures of Open / Transfer Assigned Personnel
	Exit Procedures of the Personnel Leaving
	Information Updates of Leaving and Arriving Personnel
	Processing Title Changes into the System
<b>Archive Services</b>	Archiving, Destruction and Sorting Procedures Within the Framework of the Relevant Legislation at the End of the Year
	Storage of Archival Materials in a Place That Is Not Easily Accessed and Where High Security Measures Are Taken