2.1. Ekders Fee Payment Process

Head of Department	Financial Affairs / Purchasing Unit	Implementation Officer	Dean	Strategy G. Department

Aşama 1

For the courses given by the faculty members of the department in accordance with the annual Specialization Course Curriculum and Education Guide, an 'Extra Course Fee Form' is prepared and signed by the relevant faculty member, Department Head and Department Head.

Review of declared additional course fee forms begins

1. Evaluation in terms of term and calendar,
2. Evaluation in terms of permission types and report,
3. Evaluation in terms of signature declaration,
4. Evaluation in terms of Specialization Course Curriculum and Education Guide. Etc.
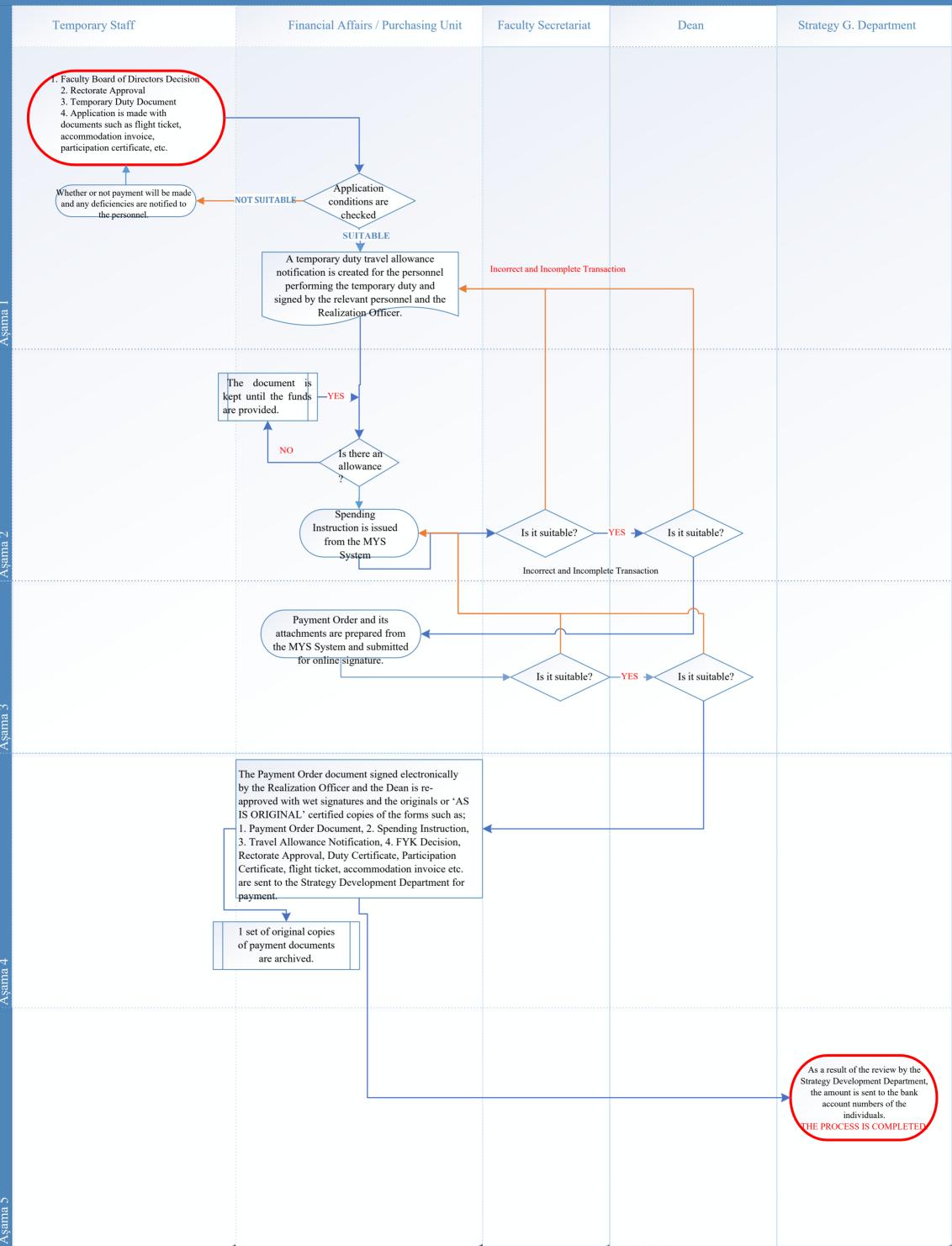5. Transactions are carried out with the knowledge of the Realization Officer and the Vice Dean of the Faculty.

NO

Is it suitable? — YES → Extracurricular Fee Forms are approved by the Dean

NO

Aşama 2

1. Daily lesson times are entered into the KBS program.
2. Calculations are made and a payroll, summary and bank payment list are created.
3. A payment order is created,
4. It is sent to the Realization Officer.

NO

Aşama 3

Is it suitable? — YES → Is it suitable?

NO

Aşama 4

The Payment Order document signed electronically by the Realization Officer and the Dean is re-approved with wet signatures and the originals of the 1. Payment Order Document, 2. Payment Slip, 3. Summary List, 4. Bank Payment List and 5. Extra Course Fee Declaration Forms are sent to the Strategy Development Department for payment.

YES

Photocopies of Ekders Fee Forms and 1 set of original copies of payment documents are archived.

Is it suitable?

YES

Aşama 5

SGDB. Transferred to the bank after the review of the Accounting and Final Account Branch Directorate

NO

Aşama 6

The amount to be paid is sent to the bank account numbers of the individuals via e-mail within the 2nd day after SGDB's bank transfer.
THE PROCESS IS COMPLETED.

2.2. Domestic Permanent Duty Travel Allowance Payment Process

Personnel to Start Working Directly	Financial Affairs / Purchasing Unit	Implementation Officer	Dean	Strategy G. Department

Aşama 1

Academic and administrative staff who will start working at the faculty by transfer shall apply with the
1. Appointment Decree
2. Salary Transfer Certificate.

Application conditions are checked

NOT SUITABLE → Whether or not payment will be made and any deficiencies are notified to the personnel.

SUITABLE

A permanent duty travel notification is created for the personnel who are transferred to the duty and signed by the relevant personnel and the Realization Officer.

NOT SUITABLE

NOT SUITABLE

Aşama 2

The document is kept until the funds are provided.

NO

Is there an allowance?

YES

Spending Instruction is issued from the MYS System.

Is it suitable? — **YES** — Is it suitable?

NOT SUITABLE — **NOT SUITABLE**

Aşama 3

Payment Order and its attachments are prepared from the MYS System and submitted for online signature.

YES

Is it suitable? — **YES** — Is it suitable?

1 set of original copies of payment documents are archived.

Aşama 4

The Payment Order document signed electronically by the Realization Officer and the Dean is re-approved with wet signatures and the originals and 'AS IS ORIGINAL' certified copies of the 1. Payment Order Document, 2. Travel Allowance Notification, 3. Letter of Commencement, 4. Salary Transfer Certificate and 5. Appointment Decree Forms are sent to the Strategy Development Department for payment.

YES

As a result of the review by the Strategy Development Department, the amount is sent to the bank account numbers of the individuals.
THE PROCESS IS COMPLETED.

Aşama 5

2.3. Domestic Temporary Duty Travel Allowance Payment Process

Temporary Staff	Financial Affairs / Purchasing Unit	Faculty Secretariat	Dean	Strategy G. Department

Aşama 1

1. Faculty Board of Directors Decision
2. Rectorate Approval
3. Temporary Duty Document
4. Application is made with documents such as flight ticket, accommodation invoice, participation certificate, etc.

Whether or not payment will be made and any deficiencies are notified to the personnel.

Application conditions are checked

NOT SUITABLE

SUITABLE

A temporary duty travel allowance notification is created for the personnel performing the temporary duty and signed by the relevant personnel and the Realization Officer.

Incorrect and Incomplete Transaction

Aşama 2

The document is kept until the funds are provided.

YES

NO

Is there an allowance?

Spending Instruction is issued from the MYS System

Is it suitable?   YES   Is it suitable?

Incorrect and Incomplete Transaction

Aşama 3

Payment Order and its attachments are prepared from the MYS System and submitted for online signature.

Is it suitable?   YES   Is it suitable?

Aşama 4

The Payment Order document signed electronically by the Realization Officer and the Dean is re-approved with wet signatures and the originals or 'AS IS ORIGINAL' certified copies of the forms such as;
1. Payment Order Document, 2. Spending Instruction, 3. Travel Allowance Notification, 4. FYK Decision, Rectorate Approval, Duty Certificate, Participation Certificate, flight ticket, accommodation invoice etc. are sent to the Strategy Development Department for payment.

1 set of original copies of payment documents are archived.

Aşama 5

As a result of the review by the Strategy Development Department, the amount is sent to the bank account numbers of the individuals.
THE PROCESS IS COMPLETED

2.4. Direct Procurement (Article 22/d of Law No. 4734) Process

Purchasing Commission	Financial Affairs / Purchasing Unit	Faculty Secretariat	Dean	Portable Record Control Unit

Aşama 1

The decision to purchase goods and materials in line with the needs of the faculty is approved.

Transfers it to the purchasing unit.

Is the budget allocation sufficient? — NO

YES

Within the boundaries of Direct Procurement? — YES → Market Price Research is conducted and a report is prepared.

NO → The tender process is initiated with the approval of the Spending Officer or the Rector's Office is requested from the relevant department head or the purchase is postponed.

Aşama 2

The registration process is carried out in line with the Market Price Research via MYS and the 'Spending Instruction Approval Certificate' is prepared and submitted for approval.

Is it suitable? — YES → Is it suitable? — NO

YES

Aşama 3

For purchased goods/materials;
1. Invoice
2. Movable Transaction Receipt
3. No Tax Debt
4. Goods Purchase Inspection Acceptance Report etc. Documents annexed to the State Expenditure Documents Regulation are attached.

Goods and Materials are subject to conformity assessment by the Inspection and Acceptance Committee.

NOT SUITABLE

GOODS CONSIDERED UNSUITABLE ARE CHANGED THROUGH PURCHASE.

Based on the Expenditure Approval and Invoice Information, the warehouse record is made and a 'Movable Transaction Receipt' is issued.

Aşama 4

The material registered in the Movable Registration Control System is included in the system via the Integrated Public Financial Management System MYS, a 'Payment Order Document' is prepared and sent online to the Realization Officer and the Spending Officer.

APPROVAL

APPROVAL

Aşama 5

The Payment Order Document approved by the Spending Officer with an electronic signature is instantly included in the Strategy Development Department system. The Payment Order Document and its attachments are prepared in the unit with wet signatures again and sent to SGDB in return for the custodianship.
THE PROCESS IS COMPLETED.

Fırat University Rectorate, Faculty of Pharmacy Dean's Office

2.5. Personnel Monthly Salary Payment Process

Financial Affairs / Purchasing Unit	Faculty Secretariat	Dean	Strategy G. Department

Aşama 1

Information and documents that cause changes in the salary of the staff are collected during the salary period.

Salary Change Schedule is created.
1. New staff, 2. Staff leaving duty, 3. Degree/level advancement, 4. Union membership, 5. Housing deduction, 6. Leave, duty, report status,
7. Family notification, 8. Individual retirement, life insurance, enforcement, alimony 9. Seniority tracking
Etc. information is updated

Updated information is transferred to the system from the KBS 'Salary Entry' screen and then 'Salary Calculation' is performed.

Are the entered data correct? — NO / YES

Aşama 2

A 'Payment Order Document' is prepared via KBS and sent to the Realization Officer. — YES → Is it suitable? — YES → Is it suitable?

NO

Aşama 3

The 'Payment Order Document' and its annexes, which are APPROVED electronically in the KBS system and integrated into the SGDB accounting system, are sent to the Realization Officer and the Spending Officer for wet signature. — YES

APPROVAL (Wet Signature) APPROVAL (Wet Signature)

Aşama 4

1 set of original copies of payment documents are archived.

Payment Order Document,
Payroll and Bank Payment List, Union Deduction List,
Individual Retirement Deduction List,
Execution and Alimony Deduction List,
Housing Deduction List,
Appointment Decrees,
Etc. The originals of the documents are prepared with wet signatures.

Aşama 5

Is it suitable? — YES

NO

A bank transfer is made for salary payments approved by the Strategy Development Department. The bank payment list is sent to the bank by the Trustee on the 13th of the month.
THE PROCESS IS COMPLETED.

2.6. Telefon Abonelik ve Kullanım Ücreti Ödeme Süreci

Financial Affairs / Purchasing Unit	Faculty Secretariat	Dean	Strategy G. Department

Aşama 1

Invoice for the usage fees of the telephone lines used by our Faculty by Telekom AŞ.

Invoice subscriber number and amount are checked.

NO

NO

NO

Are the invoices in the Faculty payment and the amount correct?

Are the meeting fees official? APPROVAL

NO

Invoices are refunded

YES

Aşama 2

The cost of private meetings is collected from the personnel conducting the meeting.

NO

The Additional Account Minute and the Payment Order Document from MYS are prepared electronically and submitted to the Realization Officer and the Spending Officer for approval.

YES

Aşama 3

Is it suitable?

YES

Is it suitable?

YES

Aşama 4

The 'Payment Order Document' and its annexes, which are APPROVED electronically in the MYS system and integrated into the SGDB accounting system, are sent to the Realization Officer and the Spending Officer for wet signature.

APPROVAL (Wet Signature)

APPROVAL (Wet Signature)

1 set of original copies of payment documents are archived.

After the authorized signatures, the documents are classified and the originals are sent to the Strategy Development Department for payment.

Aşama 5

Is it suitable?

YES

A bank transfer is made for telephone expenses approved by the Strategy Development Department.
THE PROCESS IS COMPLETED.

2.7. New Staff Salary Process

Financial Affairs / Purchasing Unit	Personnel Unit	Department Head / Administrative Unit	Bank / IT Department / Strategy Development Department

Aşama 1

In case of open appointment
1.Rectorate Appointment Decree
In case of transfer appointment
1. Rectorate Appointment Decree
2. Salary Transfer Notification
Applies to the Financial Affairs / Purchasing Unit.

The employee assigned to our Faculty by the Rectorate Appointment Decree carries out registration procedures in the 'Personnel Unit'.

Aşama 2

With the notification of the unit personnel;
1. The personnel who will start working prepares a 'Family Assistance and Family Status' notification via the KAPSIS application.
2. The personnel who will start working opens an account number from the contracted bank and submits it to the unit.
3. The personnel who will start working are informed about promotions, door security systems and EBYS.
4. They are reminded to print the initiation letter from the unit where they will actually work.
The personnel contact information is recorded in the 'Personnel Information Form'.

Letter of Initiation

BANK : IBAN Account Number
BİDB   : e-mail, Door Security Login Card and EBYS password transactions
SGDB   : Promotion Procedures

Aşama 3

Salary calculations are made by entering the salary data of the personnel into the Ministry of Finance KBS application.

HAYIR

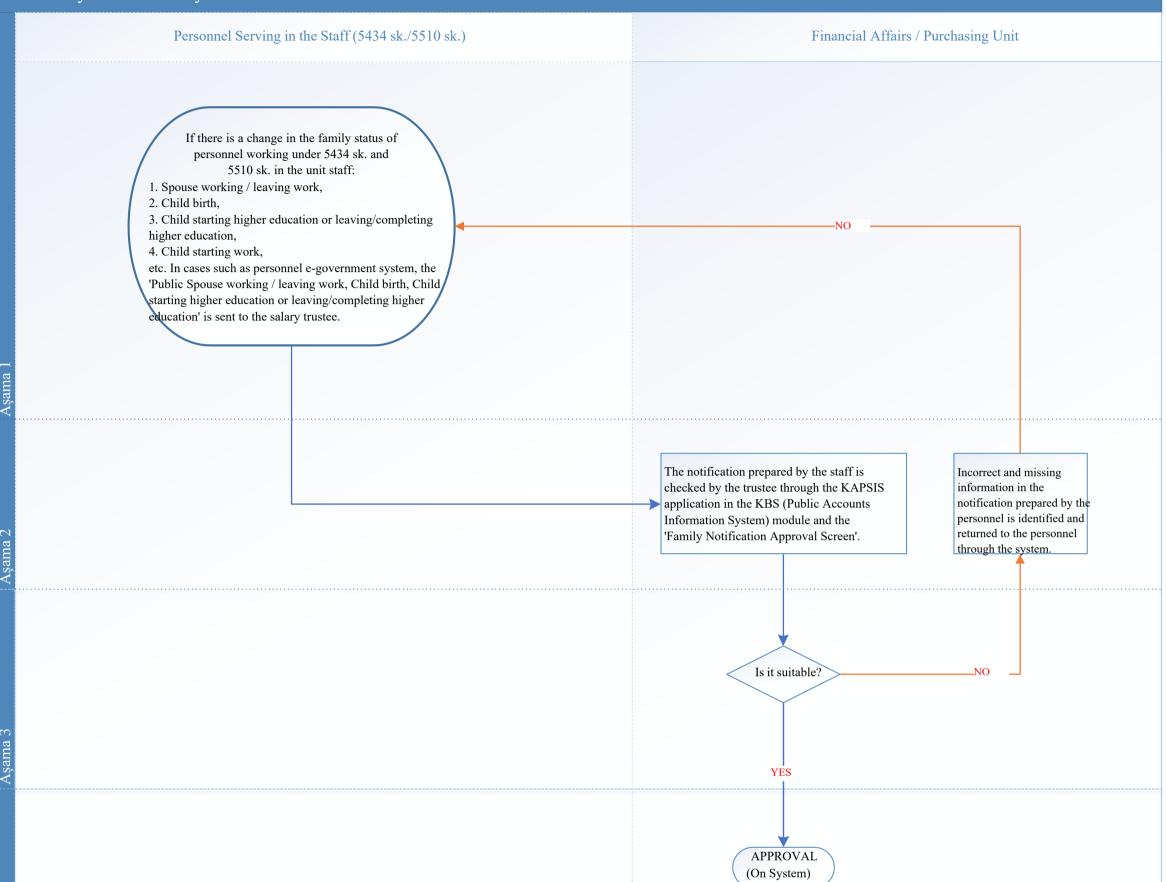Was the salary calculated correctly?

EVET

Aşama 4

Salary printouts are taken and sent to the Strategy Development Department along with the relevant additional documents after the Dean's Approval.
THE PROCESS IS COMPLETED

2.8. Family Assistance Payment Process

Personnel Serving in the Staff (5434 sk./5510 sk.)	Financial Affairs / Purchasing Unit

Aşama 1

If there is a change in the family status of personnel working under 5434 sk. and 5510 sk. in the unit staff:
1. Spouse working / leaving work,
2. Child birth,
3. Child starting higher education or leaving/completing higher education,
4. Child starting work,
etc. In cases such as personnel e-government system, the 'Public Spouse working / leaving work, Child birth, Child starting higher education or leaving/completing higher education' is sent to the salary trustee.

NO

Aşama 2

The notification prepared by the staff is checked by the trustee through the KAPSIS application in the KBS (Public Accounts Information System) module and the 'Family Notification Approval Screen'.

Incorrect and missing information in the notification prepared by the personnel is identified and returned to the personnel through the system.

Aşama 3

Is it suitable?

NO

YES

Aşama 4

APPROVAL
(On System)

After the APPROVAL process given by the Trustee through the system, the notification is integrated into the salary information system and the personnel begins to benefit from financial rights.