






**Universiti Islam Sultan Sharif Ali
(UNISSA)**

PROCEDURES MANUAL

Subject	SIGNING CONTRACT AGREEMENT FOR CONTRACT STAFF
Section:	ADMINISTRATION

	NAME	POSITION	SIGNATURE
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This procedure manual will help all staff in understanding the procedure of processing Signing Contract Agreement for Contract Staff.

1.1 Purpose

To ensure that the Signing Contract Agreement for Contract Staff is process is organized

1.2 Scope

This scope of this manual is to ensure that Signing Contract Agreement for Contract Staff and follow the regulation set by the government

1.3 Responsibilities

Responsibility	Description
Registrar	To sign Signing Contract Agreement for Contract Staff To explain contract agreement to contract staff
Bursar	To sign Signing Contract Agreement for Contract Staff
Assistant Registrar Administration	To check draft Contract Agreement for Contract Staff To sign and witness Contract Agreement for Contract Staff
Supervisor	To check Contract Agreement for Contract Staff
Office Assistant	To prepare To check Contract Agreement for Contract Staff
Contract staff	To sign Contract Agreement for Contract Staff

2 Definitions and Abbreviations

2.1 Definitions

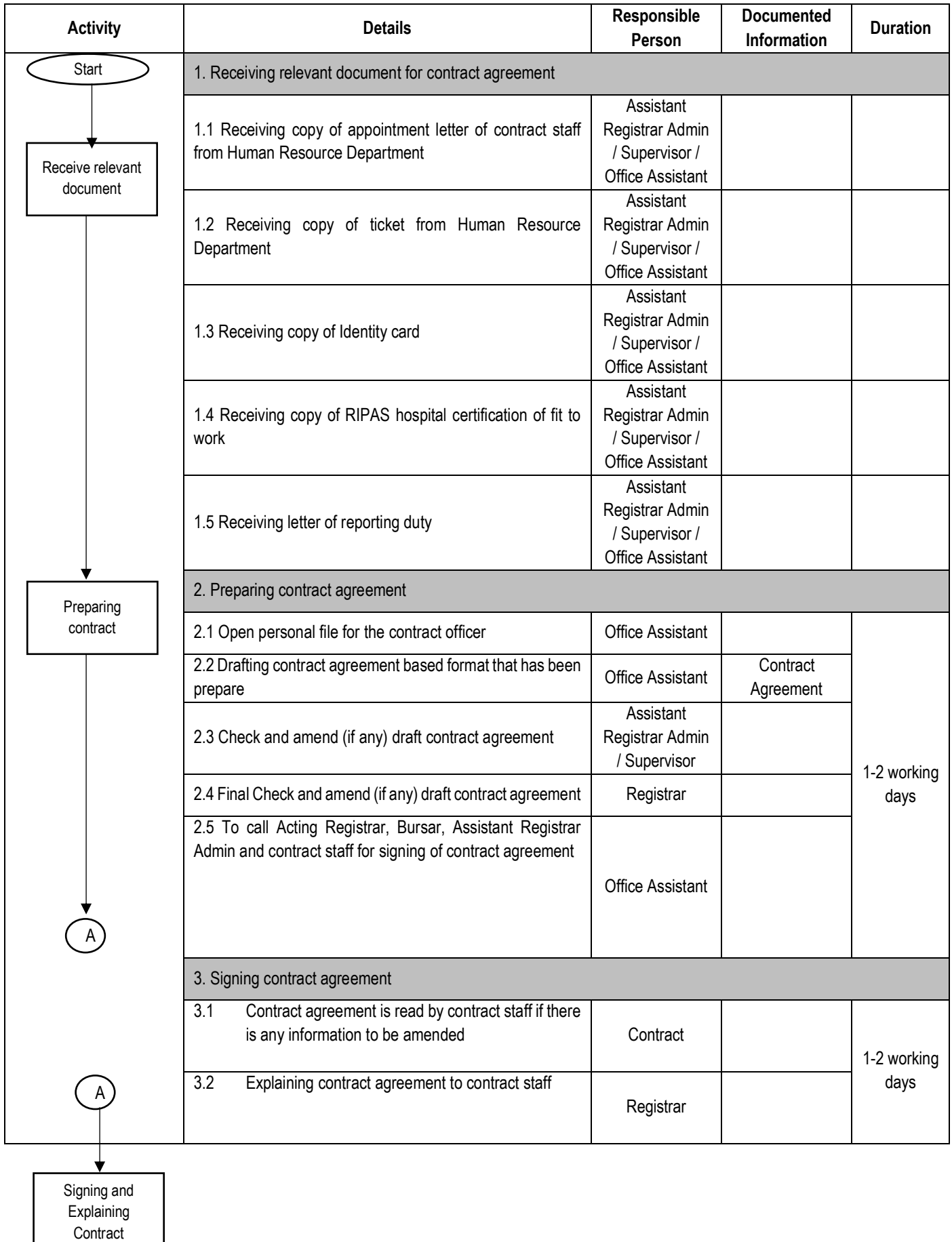
To check Contract Agreement for Contract Staff


It is platform for Contract Agreement for Contract Staff.

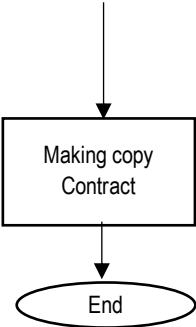
2.2 Abbreviations

CACS	Contract Agreement for Contract Staff
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3 Procedure Details



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	3.3 Signing Contract agreement - 5- copies	Registrar / Bursar / Assistant Registrar Administration		
	3.4 Give Terms and condition to contract staff to contract officer	Assistant Registrar Administration		
	3.5 Distributing contract agreement to relevant file, officer and contract staff	Office Assistant		

4 References

- Terms and condition to contract staff