



TURKISH-GERMAN UNIVERSITY

DEPARTMENT **FACULTY OF LAW**

DOCUMENT TYPE **PERSONNEL JOB DESCRIPTION**

EMPLOYEE

NAME AND SURNAME	TITLE	RESPONSIBLE MANAGEMENT		
Çağla CEYLAN	Computer Assistant	Faculty Secretary	Vice-Dean	Dean

YOUR TASKS AND RESPONSIBILITIES

1. Regular review of the EBYS module (Electronic Document Management System), writing letters and their attachments as part of your service, organizing charts/forms, classifying incoming and outgoing physical documents by entering them in the file and archiving them for consultation.
2. Preparing correspondences for signature by providing the necessary data on topics related to your area of responsibility.
3. Preparing and monitoring the accruals (staff salaries, additional courses, travel allowances, pay slips for part-time students and interns, etc.), monthly declarations to the Social Security Office and payroll deductions, declarations of tax payments, benefits in kind, budget estimation work.
4. Preparing and obtaining approval of monthly payslips, requesting the course forms, which form the basis for accounting for additional courses, from the relevant lecturers, preparation, checking and approval of additional course accounts using the course forms.
5. Preparing, entering and obtaining approval for the enrolment and withdrawal notifications, the monthly Social Security Organisation notifications of insured contract lecturers and foreign lecturers as well as the data entries of the Personal Hitap-Programme (Service Tracking Programme) within the statutory deadline.
6. Fulfilling other tasks assigned by superiors.
7. Provided that your main duties remain with you; carrying out the work / tasks that Computer Operator Ayşe ÇETİN is responsible for on the days when she is absent from her duty station for a legal reason.