

Financial regulations- NIHR Salaries and wages disbursement procedures and powers policy

Appendix (4)

Introduction: -

Under chapter (11) / wages and salaries of the financial regulations of the Organization, procedures and powers on salaries and wages disbursement of employees and workers of the Organization, and programs and projects that are implemented with a view to achieving humanity, transparency, and integrity in that process.

Adopted procedures for salaries and wages disbursement

If within the organization is as follows: -

- The administrative officer reviews the hours and days of actual work for an employee or worker in the organization according to the (time sheet) form and is submitted to the financial manager for approval.
- The Organization's accountant to prepare a statement of the amount of salary or wages due an employee or worker according to the (time sheet) form and submitted to the Financial manager for approval.
- The financial manager of the Organization shall have the Accounting Department in the Organization organize a cheque with amount of the salary or wages required to be paid to the certain employee or worker in case the disbursement is approved if the salary or wages is over (\$500) and within the powers under a cheque, or disbursement in cash if the salary or wages is less than that.
- The accountant of the Organization to organize a cheque in which written the amount of salary or wages required to be paid to the certain person and and referred to the financial manager if the salary or wages is over (\$500) or cash payment if the salary or wages is less than that for approval and stamp by the persons authorized to sign the cheques, and delivered to the certain employee or worker to be disbursed by the Bank accredited by the organization.

If within the program and projects is as follows: -

- The administrative officer of the program or project to prepare and review actual work hours and days for an employee or worker in the organization in (time sheet) form and submitted to the program or project accountant to prepare a statement of the amount of salary or wages due to the employee or worker according to the (time sheet) form and submitted to the project or program manager for disbursement approval if the salary or wages is over (\$500) and within the powers under a cheque, or disbursement in cash if the salary or wages is less than that.
- The accountant of the Organization to organize a cheque in which written the amount of salary or wages required to be paid to the certain person and referred to the program or project manager if the salary or wages is over (\$500) under a cheque, or cash payment if the salary or wages is less than that for approval and stamp by the persons authorized to sign the cheques, and delivered to the certain employee or worker to be disbursed by the Bank accredited by the organization.