

Human Resources Department

Out-of-Business Assignment Completion Form

His Excellency / Supervisor _____ of the Deanship of Human Resources, may Allah
bless him.

Peace, mercy, and blessings of Allah be upon you.

Reference to Administrative Decision No..... // // 14 e Regarding the assignment of the
staff member mentioned below to work outside the official working time:

Serial	Name	Employee NO.	Rank	assignment period	
				From	To

Accordingly, we inform you that the staff have Completed the assigned task, and we kindly request
paying their financial dues.

Attached is a statement of the employee's attendance during working hours outside the official working
hours.

Best Regards

Number: _____

Date: _____

His Excellency _____, The Director of Payroll Department, may
Allah protect him.

Peace, Mercy, and blessings of Allah be upon you.

Kindly take the necessary action and issue Payments for the above employees mentioned based on the
above decision.

Best Regards

Human Resources Deanship Supervisor

Dr. Abdul Aziz Bin Sulaiman Al-Duwaish

Number: _____

Date: _____