Dismissal / Termination of the contract

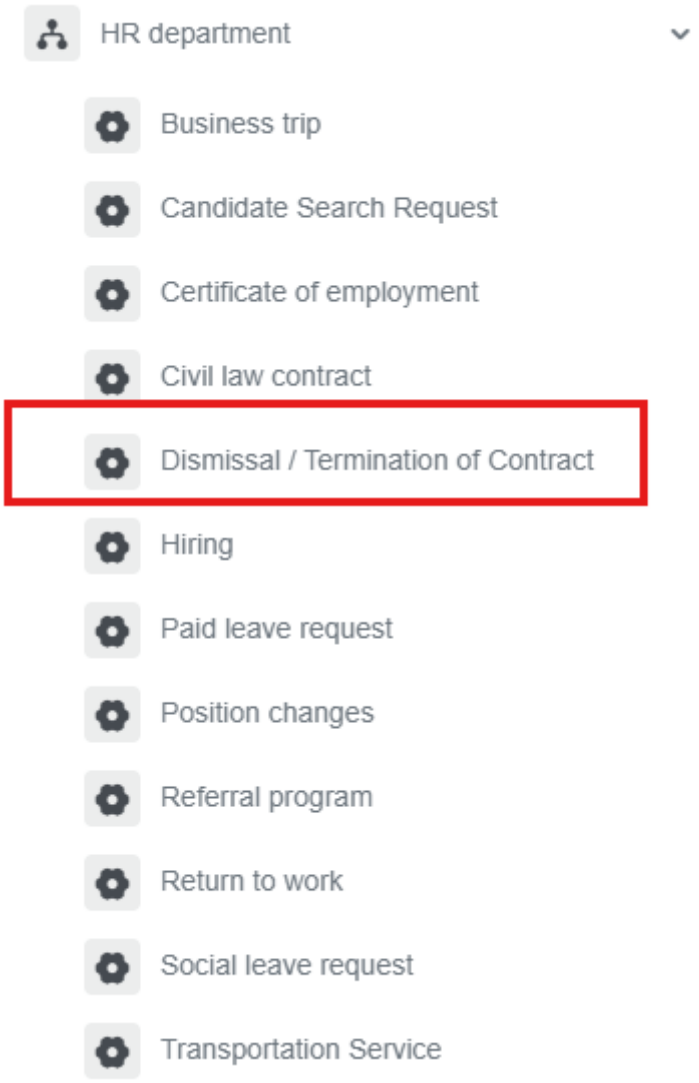
Process purpose and use cases

This process is used to formalize an employee's termination. It applies in the following cases:

- When an employee voluntarily resigns
- When the employment contract is terminated by mutual agreement
- When termination is processed due to internal disciplinary violations

How can I initiate the Dismissal / Termination of the contract process in the DMS system?

1. Go to dms.sdu.edu.kz, navigate to the "**Start Process**" section, and proceed to **HR Department → Dismissal / Termination of the contract** process**.**



2. First, carefully read the instructions, then click the "Acquainted" button.

Казакша

Guide on the process of voluntary dismissal!

1.The application for dismissal has to be sent 15 calendar days before the dismissal date through the BPM system. (the process of dismissal with an expired day will not be considered)

2.After the dismissal process is completed, you must come to the HR department and read the dismissal order.

3.After the dismissal process is completed, you must come to the HR department and hand over your ID Card, room key, parking permit.

4.the HR department returns only the employment history book.

5. In parallel with the process of dismissal, a departure paper is filled out. (after the approval of the Rector)

6.It is not allowed to leave work without the full completion of the departure process. After approval by your direct supervisor for the departure paper, you will need to go through the following sections. It is a condition to track the departure paper in the BPM.

- Direct manager

- Accounting department

- Warehouse

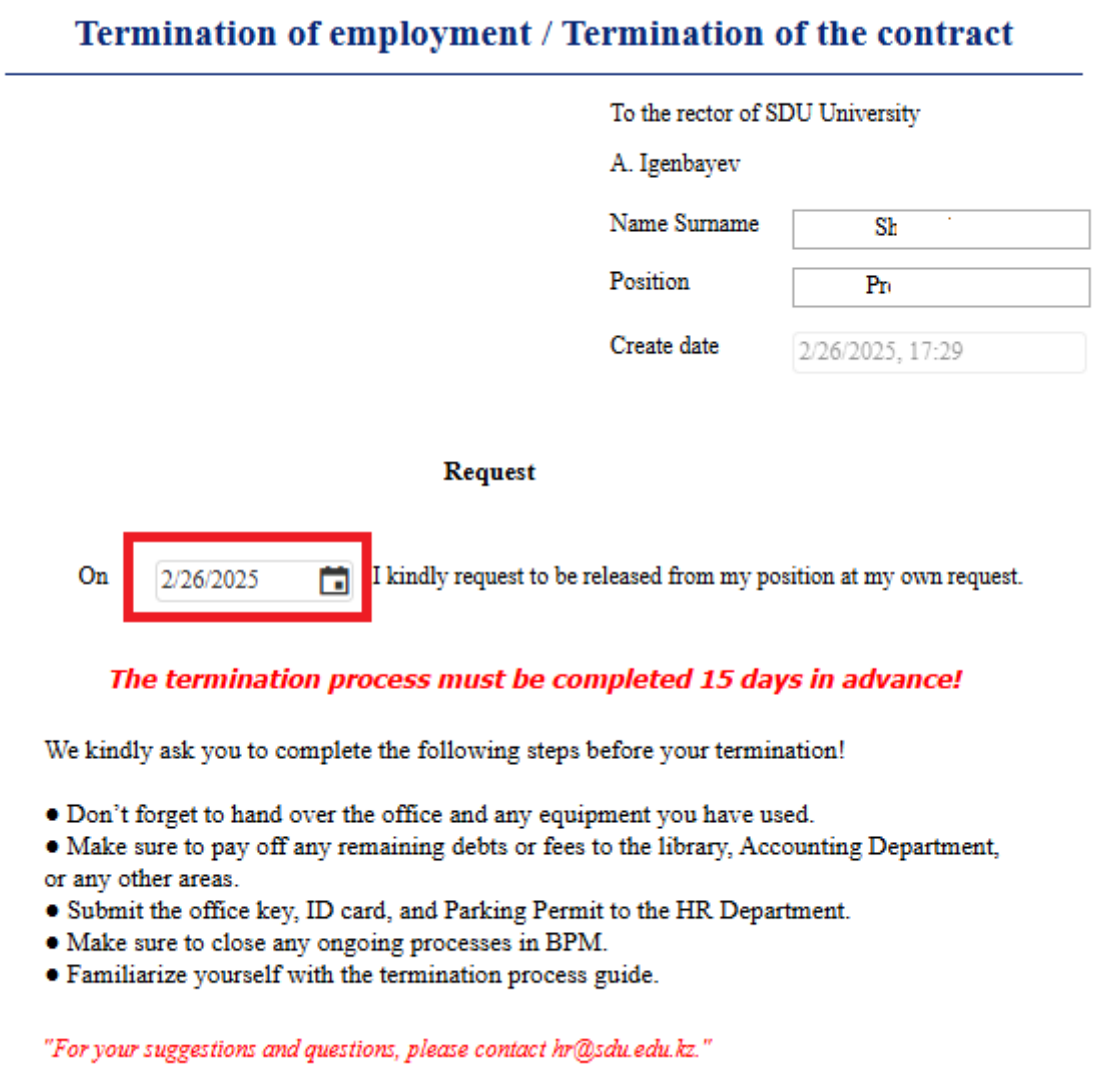
- Library

- Archive

7. 3 days are allocated for carrying out debts on the departure sheet. In case of non-timely consent, you need to restart the process.

Acquainted

3. Select a date



Termination of employment / Termination of the contract

To the rector of SDU University

A. Igenbayev

Name Surname: Sh

Position: Pr

Create date: 2/26/2025, 17:29

Request

On 2/26/2025 I kindly request to be released from my position at my own request.

The termination process must be completed 15 days in advance!

We kindly ask you to complete the following steps before your termination!

- Don't forget to hand over the office and any equipment you have used.
- Make sure to pay off any remaining debts or fees to the library, Accounting Department, or any other areas.
- Submit the office key, ID card, and Parking Permit to the HR Department.
- Make sure to close any ongoing processes in BPM.
- Familiarize yourself with the termination process guide.

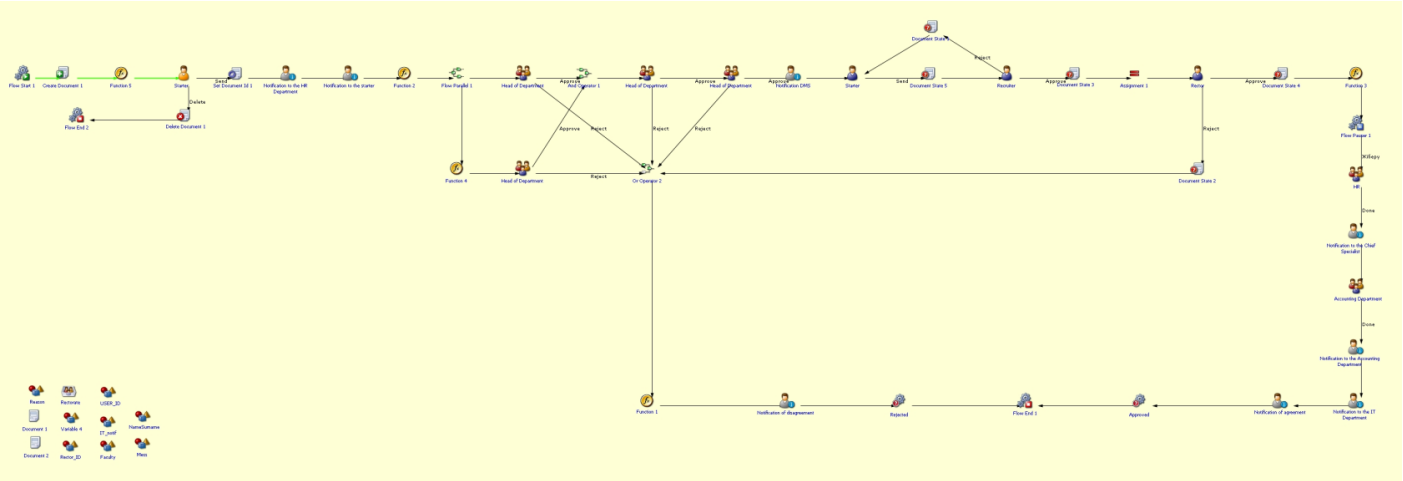
"For your suggestions and questions, please contact hr@sdu.edu.kz."

4. Once the required information is provided, click the "Send" button.



Process guidelines

You can view the process workflow in the section below.



For all inquiries, you can submit a request through helpdesk.sdu.edu.kz → "Submit a ticket" → "BPM" or contact us via email at dms@sdu.edu.kz!

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