Salary certificate

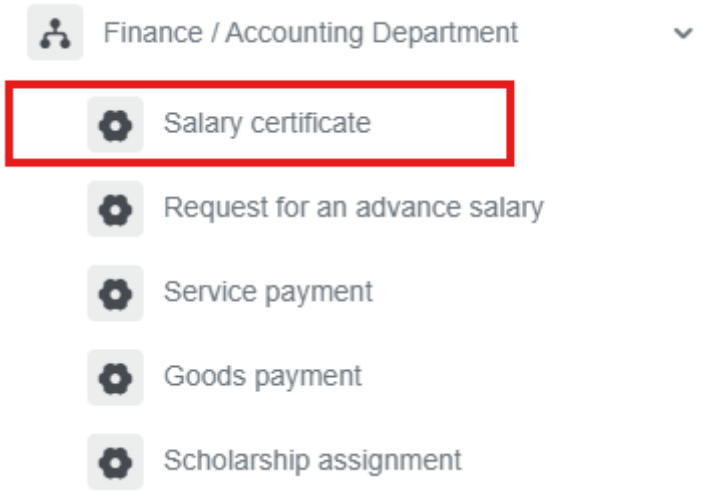
Process purpose and use cases

This process is used to provide employees with a salary certificate. It is used in the following case:

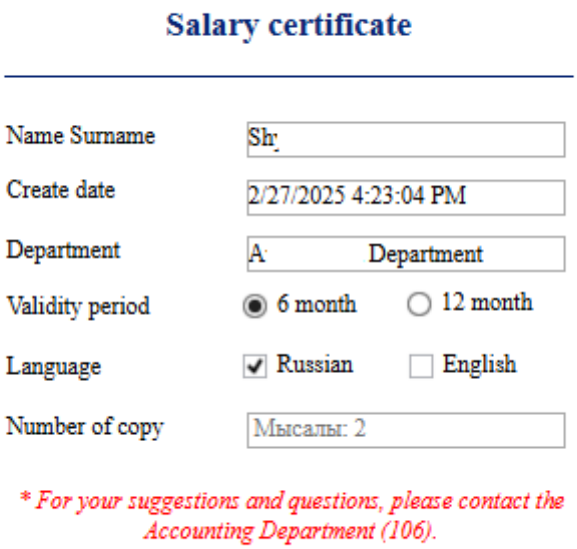
- When a salary document is required for personal needs

How can I initiate the Salary certificate process in the DMS system?

1. Go to dms.sdu.edu.kz, navigate to the "**Start Process**" section, and proceed to **Finance / Accounting Department → Salary certificate** process**.**



2. Fill in the fields.

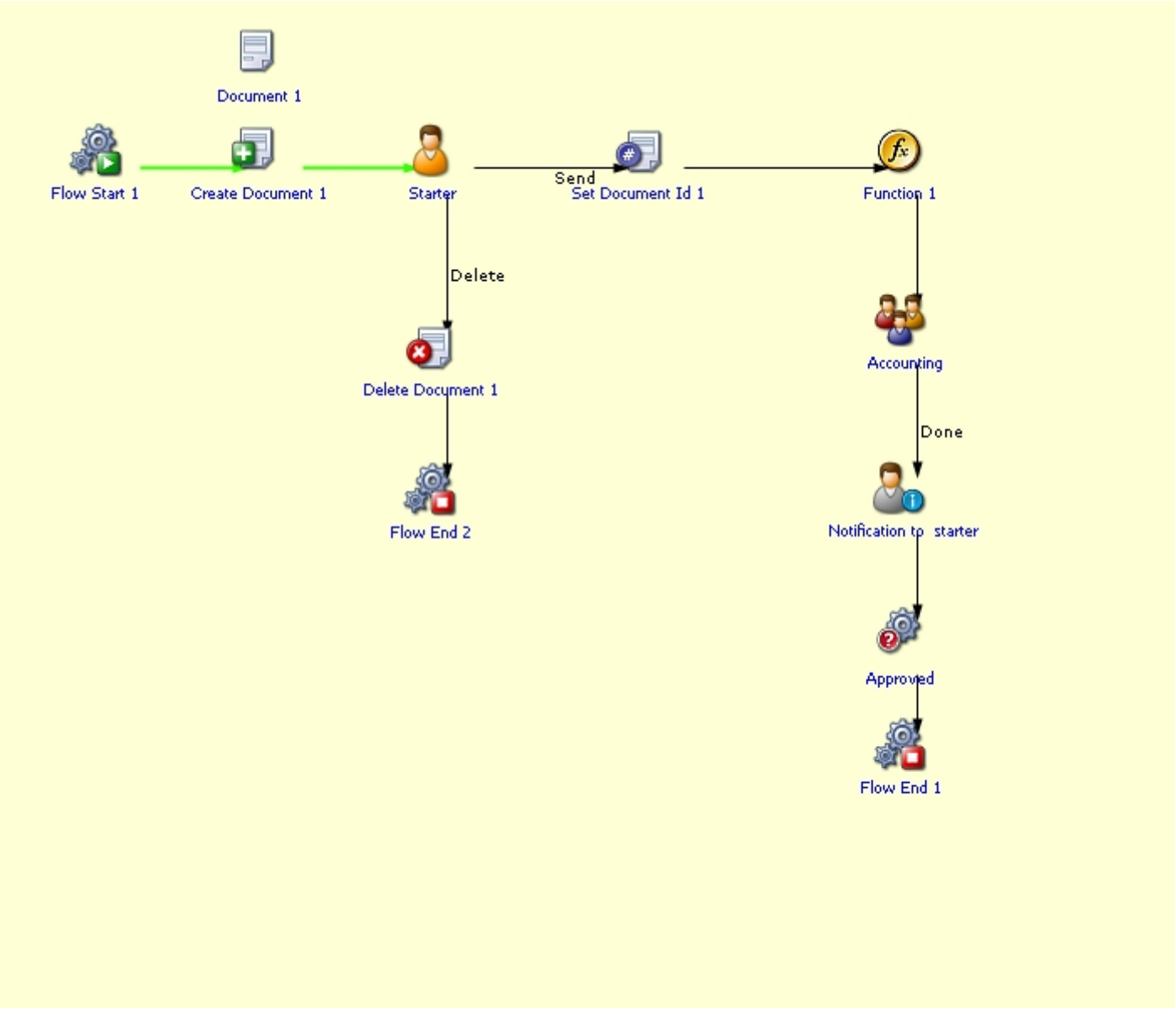


3. Once the required information is provided, click the "Send" button.



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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