Transportation Service

Process purpose and use cases

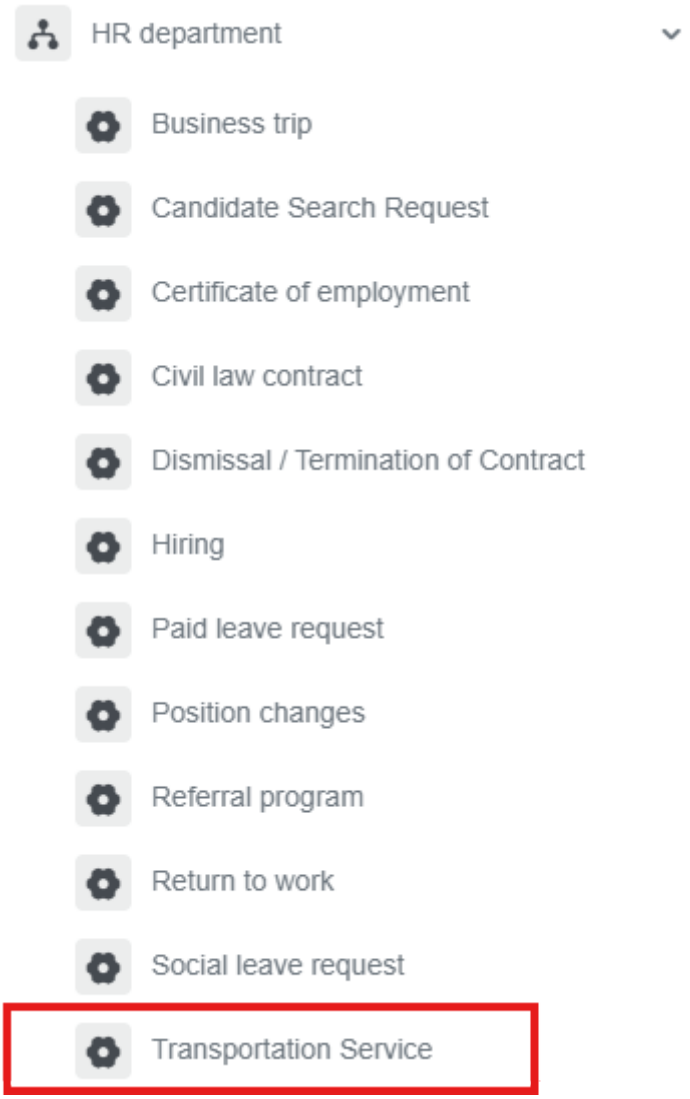
This process is used to organize employee transportation along designated routes.

Use cases:

- Subscribing to a regular transportation service between the workplace and a specific destination

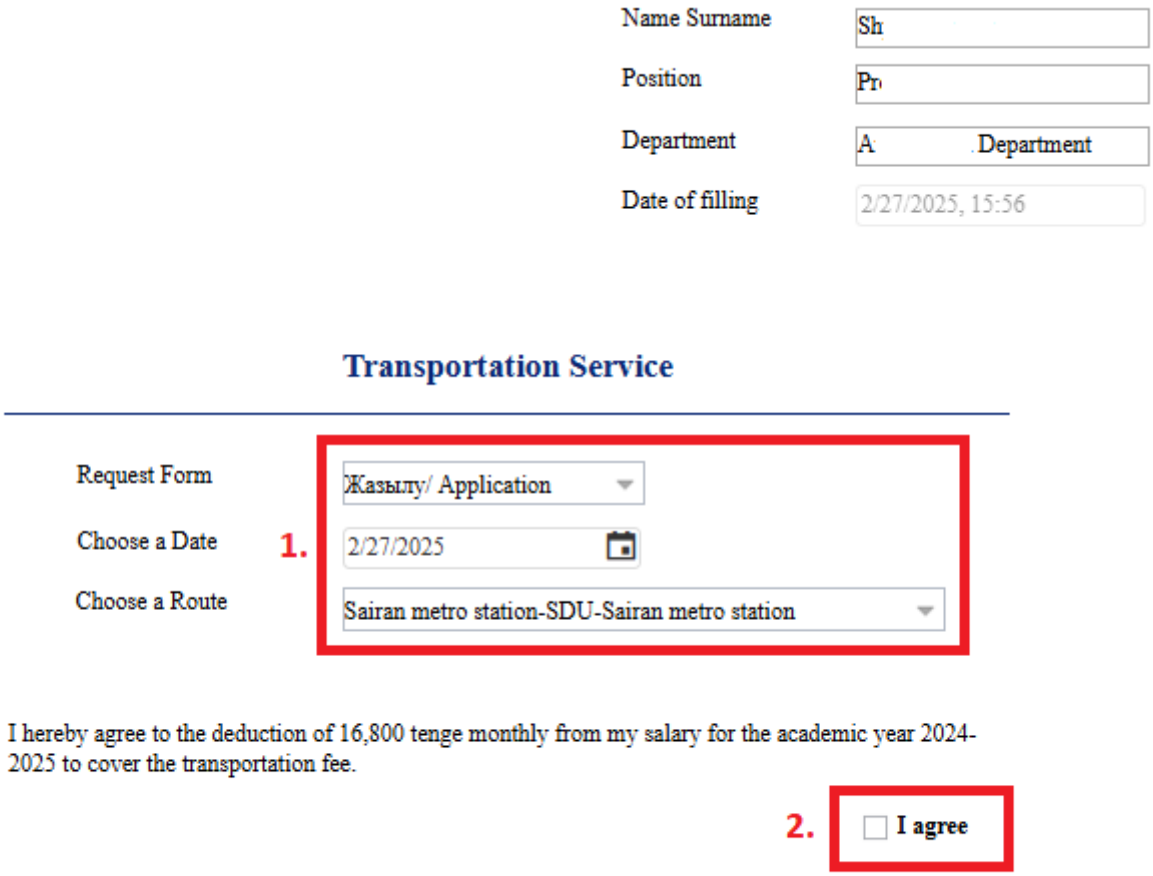
How can I initiate the Transportation Service process in the DMS system?

1. Go to dms.sdu.edu.kz, navigate to the "**Start Process**" section, and proceed to **HR Department → Transportation Service** process**.**



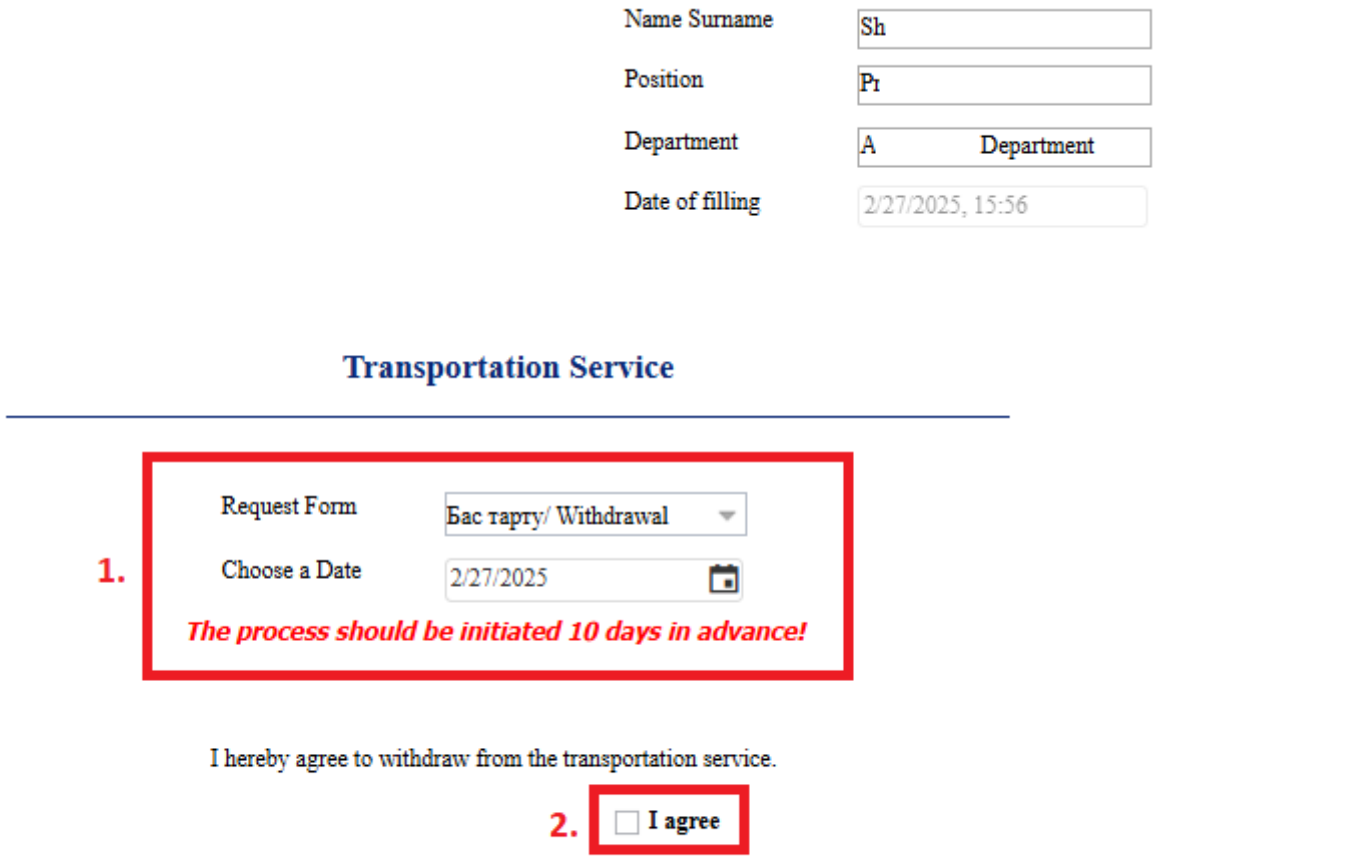
2. 1) If you have selected the application form, fill in the fields.

2) You need to give your consent in the form of an application to deduct the transportation service fee from your salary!



3. 1) If you have selected the withdrawal form, choose the date.
Note! The withdrawal form must be filled out 10 days in advance!

2) In the withdrawal form, the "I agree" button must be filled in mandatory!

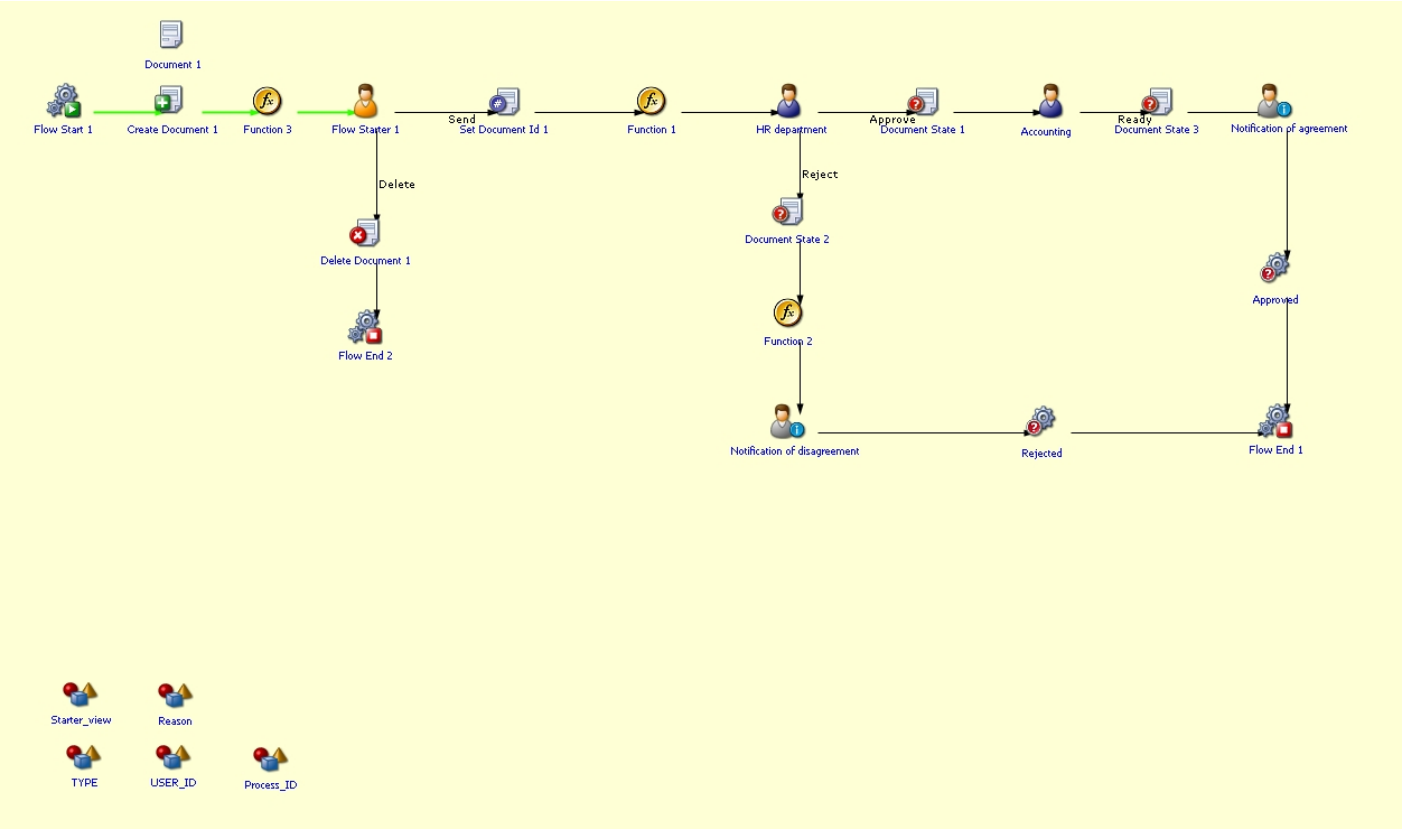


4. Once the required information is provided, click the "Send" button.



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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