



OUR REF: MU/R&T/RP/001

KABARNET UNIVERSITY COLLEGE

NEW EMPLOYEE

REPORTING PROCEDURE

1. **Accepting the Appointment** - duly fill & sign in the provided spaces.
2. **Personal Information Form & Payroll Personal Information**- duly fill and sign in the spaces provided with accurate information. Any detection of cheating will lead to your appointment being cancelled and legal action will be taken against you. *(Please attach a copy of your National Identity card and coloured Passport photograph size in the provided space).*
3. **Medical Examination Form** - be filled by a qualified Medical practitioner and the results sent to the Deputy Vice-Chancellor (Administrative, Planning & Strategy) under confidential cover.
4. **Release Letter** – those already in employment are required to obtain a release letter from their employer and submit to the Recruitment Registry.
5. **Staff Movement Advice** – the Chair/ Head of the Department/ Section fills and signs the form in quadruplicate **ONLY** after getting a note from Recruitment Registry confirming that the new employee has provided the required information as listed above *nos 1 – 4*.
6. **Issuing of Personal Number** – the Personnel Registry will therefore issue the new employee with a Personal Number (PF) after getting satisfied that the information listed above *nos 1 -5* have been completed appropriately.
7. **Issuing of Staff ID** – the new employee will be issued with a Kabarnet University Staff Identity Card.