National Industries Park Employee Contract Verification User's Manual

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Employment Contract - Employee Contract Verification

Table Designs

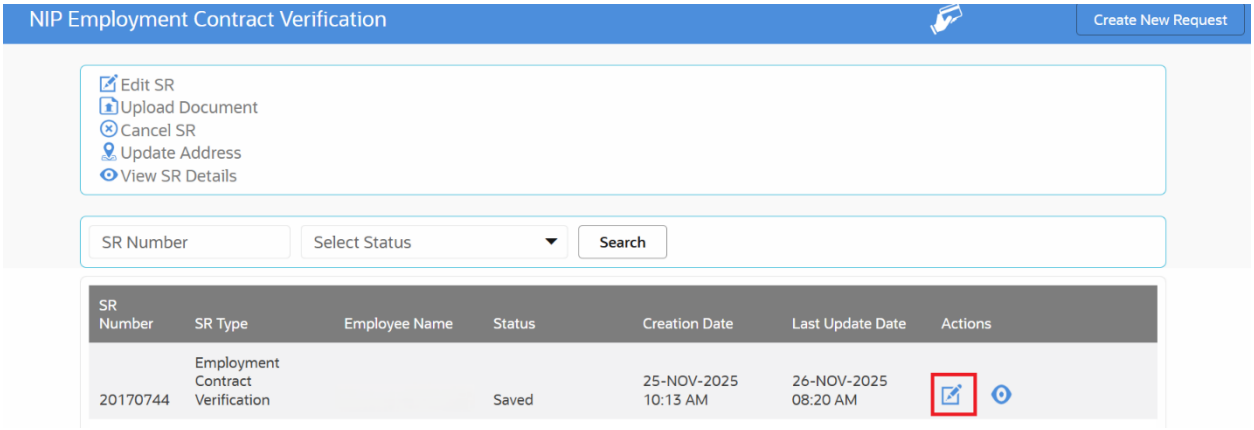
DOCUMENT DETAILS

Document Name	Employee Contract Verification
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
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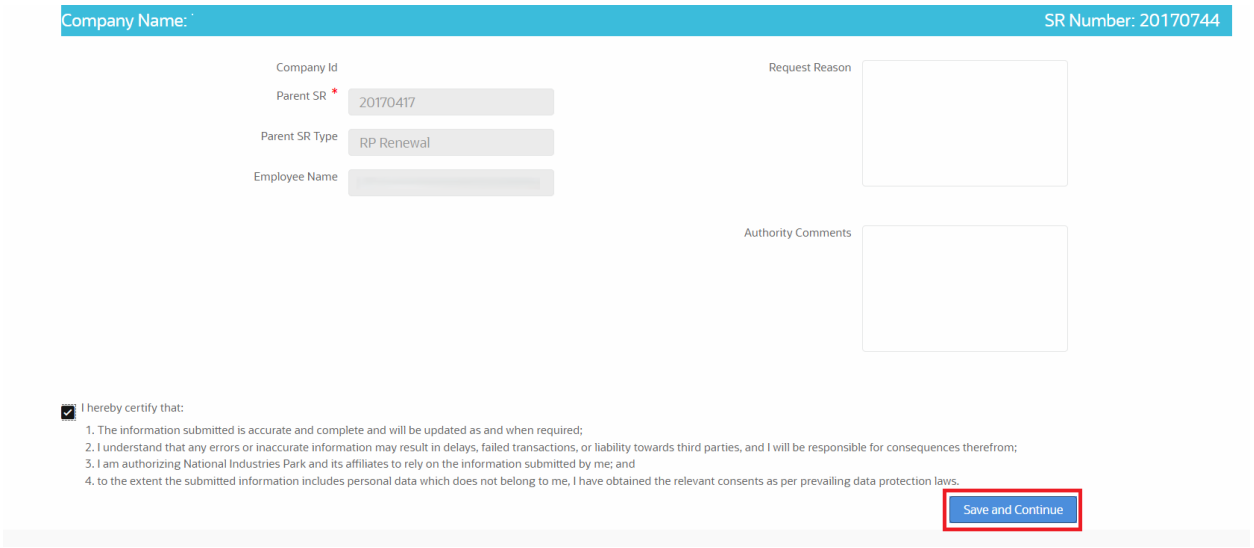
This service allows users to upload and submit Employment Contracts signed by both the employee and employer to NIP Authority. Once reviewed, NIP Authority will sign the contract, and the finalized document can be downloaded directly from the service.

Procedure:

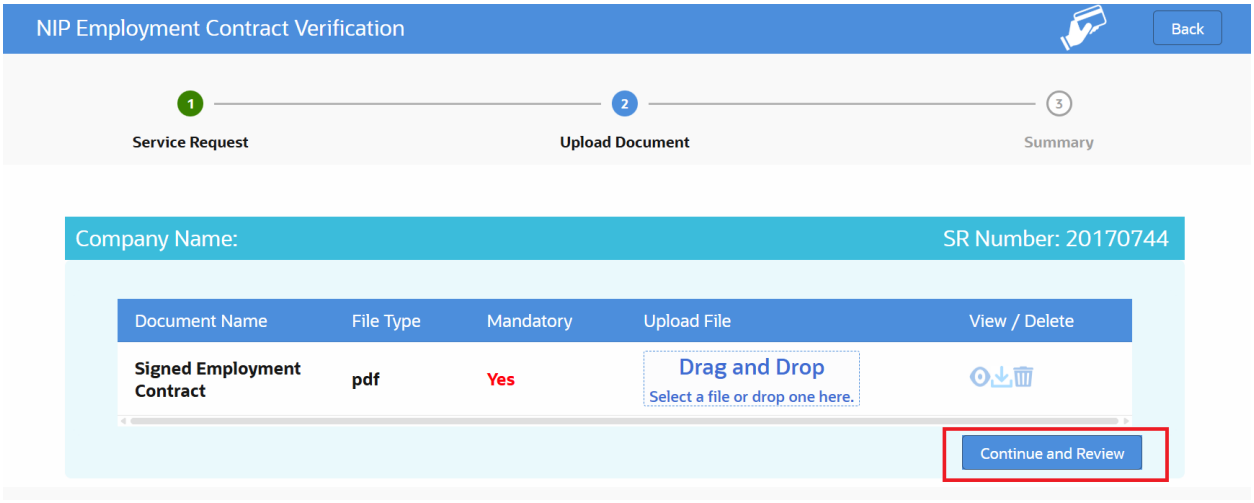
1. The SR will be auto-generated. Please choose the transaction and click on the "**Edit**" icon.



2. The employee and request type information will be displayed. Click "**Save and Continue**".



3. Upload the signed employment contract. Click "**Continue and Review**".



4. A summary will be displayed along with the SR number. You can edit the details, view the uploaded document or click "**Submit**" to proceed.

   A successful submission confirmation will be displayed.

   The completed signed employment contract can be downloaded from the SR.

