

CENTRAL ADMINISTRATION TRAINED ON STAFF MOVEMENT & STAFF CLEARANCE SYSTEM

Members of staff from various departments in Central were today 3rd November trained on how to use the staff clearance and staff movement systems.

Staff movement is a system that will enable the administration track records of staff during internal transfers, show any staff away on study leave, sabbatical leave or maternity leave, and staff who are away from the office on work travel.

Staff Clearance on the other hand is an automated system that will enable the clearing process of staff in regards to internal transfer, resignation, termination or death.

The clearing process will start from the user department i.e. the particular department where the member of staff is from and then it will cascade down to other clearing stations which are Library, Estate, Bookshop, Security, Senior Common Room, finance and Chuna. The last clearing station is Administration where the clearance certificate will be generated. The Head of Departments are responsible for clearing the staff from their departments.

The training was held at the Masters Computing lab, school of Computing and Informatics from 8.00a.m and was conducted by Anthony Githaka from ICT Departments. All the other six colleges have also been trained on the same.