

Acknowledgement – Salary Structure, Policies & Orientation Understanding

I confirm that I have been explained the salary structure and employment related forms in detail by the Human Resource Department. I understand that my take home salary will be the gross salary minus applicable taxes, contribution to Provident Fund, and Employees Old Age Benefit Fund. Any personal deductions will also be reflected in the take home salary. I also understand that I will be eligible for the earned leaves after one year of employment. During Orientation I was briefed about following policies in detail, along with benefits and facilities provided to LUMS employees.

- Value & Ethics
- Leaves & Attendance
- LUMS Internet Usage Policy
- LUMS Parking Policy
- Sexual Harassment Policy
- Information Security Awareness
- I was shown employee portal (portal.lums.edu.pk) as well which is an online source of information on policies & procedures.

Within first week of employment I need to get following done with the help of Supervisor, HR and relevant Department:

- Bank Account Opening
- Smart Card
- Parking Sticker
- Submission of Provident Fund Form to HR
- Submission of Probation Objective Form to HR
- Change password of my email/ windows login after first logon

Name: _____

Signature: _____

Date: _____

HUMAN RESOURCE OFFICE USE ONLY

Orientation Date: _____

Venue: _____

Name: _____

Signature: _____

Date: _____