

RESEARCH MANAGEMENT CENTRE

Our ref : MMU/RMC/MEMO/HIRING/2022-1

MEMO

To : All Academic Staff
From : Director, Research Management Centre
Date : 15/04/2022
Re : Letter of Engagement for GRA

Dear Prof. / Dr. / Sir / Madam,

We would like to draw your attention to the above matter.

In the past we have allowed payment to GRA using backdated Letter of Engagement (LOE). However, we have been advised that this is potentially problematic in many ways. We could potentially have issues with auditors, funders (especially MOHE and MOSTI), the immigration dept and the labour law.

To fix this, with immediate effect, LOE will only be issued to cover duration between the completion of all document submission (including candidature letter and visa sticker) and the start date of the salary through payroll. Typically, this is either one or two months.

It is the responsibility of the project leaders to plan the hiring process of the GRA. No payment should be promised to GRAs except those with proper approval from RMC.

For renew applications, project leaders must make sure that the submission of the renew application is done in advance of the minimum duration as stated below to ensure seamless continuity of the payment to the GRA.

| Local personnel | International personnel |
|---|--|
| At least 1 month before the contract end date | At least 2 months before the contract end date |

Please take note that the issuance of LOE is not possible at all for positions with EPF contribution like Research Assistant (RA), Student Worker (SW), Research Officer (RO) and Postdoctoral Research Fellow.

Your cooperations are much appreciated.

Yours sincerely,

PROF. IR. DR. ZULFADZLI BIN YUSOFF
DIRECTOR
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