

RESEARCH MANAGEMENT CENTRE

Our ref : MMU/RMC/MEMO/GRANT/2022/1

## MEMO

**To** : Project Leaders And Faculty Administrative Staff  
Multimedia University

**From** : Director,  
Research Management Centre  
Multimedia University

**Date** : **28/09/2022**

**Re** : Changes in short term research appointment mechanism

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Dear Prof. / Dr. / Sir / Madam,

Current payment for short term research appointment such as Research Assistant and Student Worker are processed through MMU payroll. With payroll, the documentation needed for the hiring is quite lengthy and payment cannot be done on the same month of appointment.

We have decided that future payment for short term research appointments will no longer be processed through payroll but we will use claim process instead. With this, the appointment process will be simpler and payment can be made on the same month of appointment.

In order not to confuse with on-going appointments in the system, we have introduced a new appointment type called Research Helper. This will be the only option available for short term research appointment moving forward. Research Assistant and Student Worker positions would no longer be available in RMS.

Research Helper budget allocation will be taken from vote 05 (special services), as budget allocation in vote 02 (labour) is desgined specifically for payment through payroll to avoid budget errors.

Research Helpers will need to submit monthly salary claim to their respective **Faculty Office** for **Internal Grant** (Project code start with MMUI) or submit the claim in **Research Management System (RMS)** for **External Grant** (Project code start with MMUE).

Thanks you.

Yours sincerely,

  
**PROF. IR. DR. ZULFADZLI BIN YUSOFF**  
**DIRECTOR**  
**RESEARCH MANAGEMENT CENTRE**

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