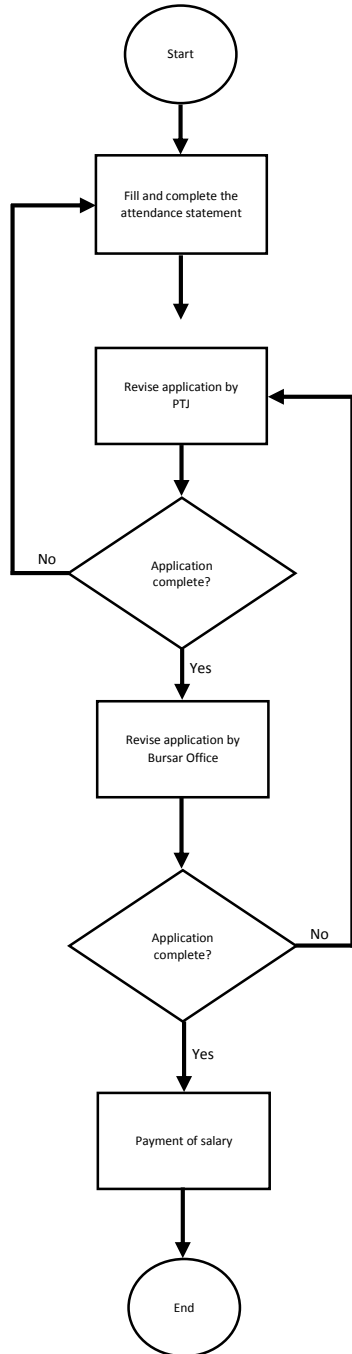


**PAYROLL PROCESS FLOW CHART OF ASSISTANT RESEARCHER AND RESEARCH ASSISTANT
(RESEARCH ADMINISTRATION) EVERY MONTH**



Description

Action

- Research Assistant Attendance Statement (SOK/KEW/BR026/BYR) can be downloaded from the website at <http://reg.upm.edu.my/eISO/> or can be requested from the secretariat PTJ.
- To attach a copy of the attendance record that has been endorsed by supervisor.
- Revise application by the secretariat PTJ to ensure the application form is complete with the supporting documents.
- Incomplete application will be returned to the Research Assistant to complete.
- Complete application with the supporting documents will be submitted to the Treasurer Financial Zone PTJ before the 10th day of every month.
- Revise application by the Treasurer Financial Zone PTJ.
- Incomplete application will be returned to the secretariat PTJ to complete.
- Payment of salary will be paid based on payroll schedule that can be referred from the website at <http://www.bursar.upm.edu.my/dokumen>.
- Treasurer Financial Zone PTJ will issue the pay slip to employees through the secretariat PTJ.

Research Assistant

Secretariat PTJ

Secretariat PTJ

Treasurer Financial Zone PTJ

Treasurer Financial Zone PTJ

Treasurer Financial Zone PTJ

PTJ : Faculty / Institute / Centre