

# TEACHERS SERVICE COMMISSION

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PRIVATE BAG - 00100  
NAIROBI, KENYA

Date:24<sup>th</sup> April 2023

## CIRCULAR NO:9/2023

**TO: ALL TEACHERS**

### **ADOPTION OF UNIFIED PAYROLL NUMBER (UPN) ON PAYROLL**

Vide the Circular Ref: OP.CAB.1/31A dated 4<sup>th</sup> August 2022, the Head of the Public Service communicated the decision by the National Government to all Public Service entities to adopt an integrated Human Resource System known as the Unified Human Resource System (UHR). The system shall be a shared platform for Public Sector Human Resource related data including payroll information.

The initiative towards an integrated data platform follows recommendations of the CARPS Report (2015), that proposed among other things, the implementation of a “Unified Human Resource and Payroll Number generating system (UHR and UPN) for the Public Service”. Hence all public servants shall be issued with a permanent unique identification number under the Unified Payroll Numbers (UPN) Allocation System.

To this end, with effect from March 2023, TSC has issued all its employees including teachers (on its payroll) with a UPN number. Both the TSC/Employment number and the UPN, referred to as payroll Number on the T-Pay System, are indicated on the Employee’s Pay slip.

The purpose of this Circular is to communicate this change

**DR. NANCY NJERI MACHARIA, CBS**  
**SECRETARY/CHIEF EXECUTIVE**

#### **Copy to:**

All Directors

All TSC Regional Directors

All TSC County Directors

All TSC Sub-County Directors