

Elektronická výplatní páska na UP – informace **Electronic Payslips at PU – Information**

In accordance to the PU Rector's Directive No. B3-13/ SR, from October 2013, in addition to the regular payslip, an electronic payslip will also be distributed to all PU employees. From November 2013, employees who use a PC in their work will no longer receive a paper payslip.

Access to the electronic payslip; Printing the electronic payslip; Safeguarding of personal information; Questions concerning the electronic payslip

1. The electronic payslip is accessible at www.upol.cz in the section "Portal", or at <http://portal.upol.cz> after signing in via the link "My Portal" – "Payroll Information", and after entering a four-digit PIN. After the first sign-in, the employee must immediately change their PIN code. The PIN must be four-digits' long, and must only consist of numbers between 0 and 9 (no letters or other characters).
2. If the employee works under more than one contract at PU, all of his/her payslips will be accessible under the same PIN.
3. Once the electronic payslip system is in operation, the initialisation PIN for the first sign-in will be shown on the last two payslips given the employee in printed form; i.e., in October and November 2013. For these months the employee's payslips will also be accessible in electronic form—access to these will be possible as of October 9th 2013.
4. New PU employees or contract workers will receive their PIN at the Personnel Department of the appropriate section of PU, including this information.
5. If an employee forgets their PIN, the employee can request the appropriate Personnel Department to give it to him/her, or to generate a new PIN.
6. Electronic payslips for previous months are always accessible from the date stated in column 7: "Harmonogramu zpracování a výplat mezd"—"Salary Payments Timetable", which is Addendum No. 1 in the annually published PU Bursar's Directive "Organisation of salary payments and stipendia in the year ... at Palacký University in Olomouc" ("Organizační zabezpečení výplat mezd a stipendií v roce ... na Univerzitě Palackého v Olomouci").
7. All payslips for previous months, beginning in 2013, will be accessible to the employee for the entire course of the employee's working relationship at PU, and for another 150 calendar days after the end of their working relationship at PU; after this period, they will no longer be accessible.
8. The employee can print the payslip(s) at any time. In cases when the employee must document their wages at PU, the employee may request the appropriate Personnel Office to print said information and certify it by signature and official stamp.
9. Access to the electronic payslip is protected by the PU internal computer network name and password, the password for the employee's access to the PU Portal and the four-digit PIN for access to the electronic payslip. For the sake of safeguarding personal information, do not share your PIN with others; changing your PIN regularly is recommended.
10. In case of technical problems with access to the electronic payslip, employees will be given printed payslips on the salary payday.
11. Changes in rules and procedures will be stated in the PU Rector's Directive "Electronic Payslips at Palacký University in Olomouc"—"Provoz elektronických výplatních pásek na Univerzitě Palackého v Olomouci" No. B3-13/9 - SR.
12. Questions may be directed to the appropriate clerk at the appropriate Personnel Office, or to the appropriate computer network administrator, depending on the problem.

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