

# TEACHERS SERVICE COMMISSION

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THE TSC HOUSE  
KILIMANJARO ROAD  
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PRIVATE BAG -00100  
NAIROBI, KENYA.

Date: 10<sup>th</sup> June, 2019

TO ALL: TSC County Directors  
Sub –County Directors  
Principals, Secondary Schools  
Principals, National Polytechnics  
Principals, Technical training Institutes  
Principals, Diploma Teachers Colleges  
Principals, Primary Teacher Training Colleges  
Headteachers, Primary Schools  
The Director, CEMASTE A  
The Director, Kenya Institute of Special Education

## RE: SUBSCRIPTION TO UNION MEMBERSHIP AND VALIDATION OF MEMBERSHIP THROUGH ONLINE T-PAY SYSTEM

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The Commission developed and implemented an online facility (T-Pay system) through which Third party firms manage and capture employee's deductions in respect of loans, Sacco shares and SWAs for TSC employees. The facility was rolled out in November 2016 but lacked a module to manage union dues. The T-pay system developer has now developed a Unions' module to enhance management and real time capture of data by the respective Unions. The module was rolled out from 16<sup>th</sup> May 2019.

### Union Subscription through On-Line T-Pay System:

Previously, the Commission captured Union data from Union forms (submitted) and filed in the teachers' personal files.

With automation, subscription through T-pay will be as follows;-

- i. Though Union subscription is through T-pay the teacher will still complete and submit duly authorized forms for filing in the personal file at the TSC headquarters as per the laid out procedures.
- ii. The teacher initiates the process and sends their payslip to preferred Union.
- iii. The Union staff captures union dues.
- iv. The teacher completes process by approving the union dues captured.

## Validation of current membership on T-pay:

Following the roll out of the Unions module the Commission would wish to validate the teachers who are currently subscribed to re-confirm their union membership. The Union membership validation will be open for three (3) months from the date of this letter (10<sup>th</sup> June 2019).

The validation process is as follows:-

- i. Log into the online T-pay system as is normally the case on <https://payslip.tsc.go.ke>
- ii. A pop up window will prompt you to confirm Union membership.
- iii. Check (tick) the box against the record to approve the subscription.
- iv. To avert impersonation, teachers are also expected to upload their photo passport, email and personal phone numbers. The information should be validated by the institution Heads.

All teachers are expected to comply and validate/confirm their Union membership within the three months window provided.



**J. M. MAUNDU (MRS)**  
**FOR: SECRETARY/CHIEF EXECUTIVE**  
**TEACHERS SERVICE COMMISSION**

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