



Electronic Pay Slips

Dear colleagues,

As of August 2016, all the employees shall receive their pay slips (first for the month of July) electronically through their accounts in the Albína system. The electronic pay slip will be placed under “Documents”, where it will be made accessible after an access code has been entered. Your personal access code is printed on your pay slip for the month of June 2016 (to be collected at the payroll department). Electronic pay slips will be archived at Albína for 13 months.

Printed pay slips will continue to be issued only for the staff without access to the Albína system, or by prior agreement with the payroll department.

With this measure, we are trying to accommodate our employees and reduce the circulation of necessary documents within the IOCB.

With respect to the new functions of the Albína system, please protect your access data.

Best regards,

Zdeněk Hostomský

Prague July 29th, 2016