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Special Release

26 November, 2019

**COMMENCEMENT OF ENROLMENT OF FEDERAL UNIVERSITIES AND COLLEGES OF EDUCATION INTO THE INTEGRATED PERSONNEL PAYROLL SYSTEM (IPPIS)**

This is to inform all members of Staff that the Officials from the Integrated Personnel Payroll System (IPPIS) Department in the Office of the Accountant-General of the Federation are scheduled to be on ground to conduct enrolment exercise from Wednesday, 27 November, 2019 to Saturday, 07 December, 2019.

To this end, members of Staff of the University are expected to provide the following documents preparatory for the Exercise:

1. Letter of First Appointment
2. Letter of Last Promotion
3. Evidence of Transfer of Service (if any)
4. Staff Identity Card
5. Birth Certificate/ age declaration
6. Educational Qualifications
7. Copy of Bank Statement (6 months)
8. BVN printout
9. PFA Printout
10. Evidence of change of Name (if any)

The schedule for the exercise is as follows:

**SCHEDULE FOR THE EXERCISE**

<i>Date</i>	<i>Faculty/Department/Unit/Centre</i>	<i>Venue</i>	<i>Time</i>
Wednesday, 27 November, 2019	Central Administration: Vice-Chancellor’s Office, Deputy Vice-Chancellors’ Office, University Media Centre, CEI, CesDev, CenSo, Quality Assurance, RMO, OIP, Sports Council, IT eMS, Logistics & Projects Management, Gender Mainstreaming, Procurement Unit, Yoruba Language Centre	Trenchard Hall	9.00 a.m.
Thursday, 28 November, 2019	Registrar’s Office, Academic Office, Council Secretariat, Human Resource and Development, Administration Office, Students’ Affairs Division, Legal Unit, Publications Office, Industrial Relations Office, GSP, Estate Unit	Trenchard Hall	9.00 a.m.
Friday, 29 November, 2019	Bursary Department and Audit Unit Distance Learning Centre: Works and Maintenance Department, Publishing House Faculty of Science, Zoological Garden, Physics, Statistics, Zoology, Geology, Mathematics, Computing Centre	Trenchard Hall	9.00 a.m.

Saturday 30, November, 2019	University Health Services, Servicom, Catering Unit, Physical Planning, Academic Planning, Public Communication Unit, University Advancement Centre, Procurement Unit, Faculty of Environmental Design and Management Animal House, Anatomy, Biochemistry, Physiology, Pharm. & Therap., Nursing, Human Nutrition, UI Staff School.	Trenchard Hall	9.00 a.m.
Monday, 2 Dec, 2019	Faculty of the Social Sciences, Faculty of Law, IAS, Centre for Peace and Conflict Studies, ARCIS, CPEEL Faculty of Economics Faculty of Technology, Youth Friendly Centre, Pan African University Faculty of Arts: Music, Philosophy, Religious Studies, Theatre Arts, Kenneth Dike Library Faculty of Science: Archaeology, Botany, Chemistry, Computer Science, Dean's Office, Equipment Maintenance Centre	Trenchard Hall	9.00 a.m.
Tuesday, Dec 3, 2019	Faculty of Arts: Arabic and Islamic Studies, Classics, Dean's Office, English, European Studies, History, Languages Arts, Linguistics Faculty of Veterinary Medicine, Veterinary Teaching Hospital, Botanical Garden Faculty of Education, Institute of Education, , CLTDPA, Centre for Excellence in Teaching & Learning, Centre for Education Media Resource Studies, Centre for Human Resource Development	Trenchard Hall	9.00 a.m.
Wednesday, 4 Dec, 2019	Faculty of Agriculture & Forestry, Teaching and Research Farm Faculty of Pharmacy, Postgraduate School, School of Business, UI Water, Multidisciplinary Research Centre	Trenchard Hall	9.00 a.m.
Thursday, 5 Dec, 2019	College of Medicine Administration, Finance Office, Audit Office, Faculty of Dentistry, Medical Library Faculty of Basic Medical Sciences: Biomedical Laboratory Science, Chemical Pathology, Dean's Office, Haematology, Medical Microbiology & Parasitology, Pathology, Virology Faculty of Clinical Science: Anaesthesia, Community Medicine, Obs. & Gynaec, Ophthalmology, Dean's Office, ORL, Medicine	College of Medicine Auditorium	9.00 a.m.
Friday, 6 Dec, 2019	Faculty of Clinical Science: Paediatrics, Physiotherapy, Psychiatry, Radiology, Radiotherapy, Surgery and Alexander Brown Hall Faculty of Public Health, IAMRAT, ICH, Infectious Diseases Institute Ibarapa Community & Primary Care Otunba Tunwase Paediatric Centre	College of Medicine Auditorium	9.00 a.m.
Saturday, 7 Dec, 2019	Halls of Residence: (Porters) Security Department	Trenchard Hall	9.00 a.m.

Thank you.

**Olubunmi O. Faluyi, MCIPM, MAUA**

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**Registrar**