



STATE OF ALABAMA
Department of Finance
Office of the State Comptroller

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Robert Bentley
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Acting Director of Finance

Thomas L. White, Jr., CPA
State Comptroller

Janice A. Hamm, CPA
Deputy State Comptroller

MEMORANDUM

TO: All Payroll and Personnel Officers
All Chief Fiscal Officers

FROM: Thomas L. White, Jr.
State Comptroller

DATE: July 2, 2014

RE: Direct Deposit Campaign

Direct deposit is the state's preferred payment process and is available to **all** employees. An important action item in the transition to paperless pay is a campaign focused on current payroll warrant employees. The goal is to move as many of these employees as possible to direct deposit. All new employees should be encouraged to sign up for direct deposit with their first payment. Several agencies have increased direct deposit efforts after the pre-note process was eliminated. As a result, direct deposit payments are increasing.

Attached is a memorandum to Employees Not on Direct Deposit for your use. A new GHRS payroll report is available on the Comptroller Website:

Employees Without Direct Deposit by Agency/Pay Location
Report Number (HREZ2606/ FMHR0606)

This report is restricted to authorized personnel/payroll staff only.

Please take specific action to give employees an additional opportunity to sign up for direct deposit. Later this year, employees not on direct deposit will be issued a reloadable payroll debit card. More information regarding the payroll debit card will be available later.

Contact GHRS Hotline at 334-242-2188 if you have any questions or need additional information.

Attachment:

Memorandum to Employees Not on Direct Deposit



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RE: IMPORTANT INFORMATION: Paperless Pay, Direct Deposit, Payroll Debit Card

The state is beginning the transition to paperless (electronic) pay. Employee web portal named eMAP (My Alabama Portal) will be launched later this month. eMAP will be available to all employees and can be accessed from any computer with internet access. Employees will be able to access current and historical pay information, read important communications and link to other useful state web sites. Complete information related to eMAP will be provided to all employees by the end of this month.

Direct deposit is:

- state's preferred payment method
- used by over 31,000 (91%) state employees
- safe and secure
- not delayed or lost in mail
- available to **all** employees

You can sign up without a waiting period or delay. Signup is simple:

- Complete the Direct Deposit Request (FRMS-15) employee information
- Have your financial institution **complete** bank account, bank routing number and account type
- Have your financial institution **verify** your completed bank information
- **Submit the request and a voided check to your agency payroll office**

Later this year, employees who do not want direct deposit will be issued a reloadable payroll debit card. More information regarding the payroll debit card will be available later.

The state expects to realize savings by reducing cost of paper check stock and printer and sealer cost by twenty percent. State agencies will realize saving from not sorting, distributing and mailing payroll documents.

Contact your agency payroll office if you have any questions or need additional information.