



STATE OF ALABAMA  
Department of Finance  
Office of the State Comptroller

100 North Union Street, Suite 220  
Montgomery, Alabama 36130-2620  
Telephone (334) 242-7050 Fax (334) 242-7466  
www.comptroller.alabama.gov

Robert Bentley  
Governor

Bill Newton  
Acting Director of Finance

Thomas L. White, Jr., CPA  
State Comptroller

Janice A. Hamm, CPA  
Deputy State Comptroller

**MEMORANDUM**

**TO:** Employees Not on Direct Deposit

**FROM:** Thomas L. White, Jr.   
State Comptroller

**DATE:** November 4, 2014

**RE:** IMPORTANT ANNOUNCEMENT – Payroll Debit Card Enrollment Open

As previously communicated, the state is implementing a payroll debit card. This is the final transition step to paperless pay. Enrollment is open. Immediate action required. See your Payroll Office and complete a Wells Fargo Prepaid Card Enrollment form as soon as possible before November 26.

**CRITICAL DATES:**

- **November 26** – Enrollment forms deadline
- **December 1** – Last paper pay stubs issued, access eMAP for electronic version
- **December 15/16** - Cards funded for SM current and SM arrears payroll.

Direct deposit is still available if you have a bank account. Not too late to sign up. Direct deposit is:

- state's preferred payment method
- available to **all** employees

Contact your agency payroll office if you have any questions or need help with Payroll Debit Card or Direct Deposit enrollment and eMAP access.