



STATE OF ALABAMA
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Office of the State Comptroller

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MEMORANDUM

TO: All Agency Heads
All Chief Fiscal Officers
All Payroll and Personnel Officers

FROM: Thomas L. White, Jr. 
State Comptroller

DATE: June 18, 2014

RE: IMPORTANT UPDATE: Paperless Pay and Employee Web Portal

The State is beginning an important transition to paperless (electronic) pay and information. Paperless pay will provide employees more timely and secure information. Our goal is to complete this implementation by fall 2014.

Action items required to implement this change:

- Employee web portal to access payroll information with a user ID and password
- Campaign to convert current payroll warrant employees to direct deposit
- Issue employees who do not accept direct deposit a reloadable payroll debit card
- Stop printing and distributing payroll documents

The employee web portal is named eMAP (My Alabama Portal). eMAP will provide employees access to pay information, important communications and links to other useful state web sites.

eMAP can be accessed by any computer with internet access. Agencies are encouraged to provide eMAP access via kiosks or other accessible workplace computers for employees who do not have an assigned computer or direct access in the workplace.

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

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

TLWjr/jh