



STATE OF ALABAMA
DEPARTMENT OF FINANCE
OFFICE OF THE STATE COMPTROLLER

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State Comptroller

July 6, 2005

MEMORANDUM

TO: Department Heads
Payroll/Personnel Officers

FROM: Robert L. Childree
State Comptroller

SUBJECT: Payroll Registers on Internet

Payroll Registers, dating back to February 7, 2003, are now accessible on the Internet from a link on our website at <http://www.comptroller.state.al.us/>. To request **secured** access to your agency's payroll registers, complete the following procedures:

- 1) Log on to <http://www.comptroller.state.al.us>
- 2) Click on "Monthly Reports" on the left side of the home page to go to FRMS Home page
- 3) Click box labeled "Request User ID"
- 4) Click GHRIS on "Select Applications"
- 5) Complete all required fields on FRMS User ID Request form and submit

The request will be forwarded to the System Administrator for GHRIS. Once received, the System Administrator will contact the GHRIS security administrator for the agency of the requestor. If approved by the agency's security administrator, a User ID will be provided through the requestors e-mail. No access will be granted without review and approval by State Personnel Department, GHRIS, and the security administrator for the agency.

The current list of GHRIS Security Administrators must be updated for this process. The head of each department should prepare a signed letter appointing ONE person in each agency as the responsible party in verifying that an employee should have access to the payroll registers. The letter must include the e-mail address and telephone number for the appointed security administrator and received by this office no later than July 29, 2005. The Security Administrator will be notified by e-mail if access is requested by an employee. Verification of approval must be returned to Sandy.Horn@Comptroller.Alabama.gov. Once the User ID is granted, the requestor will be notified by e-mail with instructions on accessing the reports.

No access will be granted if there is no security administrator appointed for your agency. If you have questions or need additional information, please contact Sandra Horn at (334) 242-2182.

RLC/slh