



BOB RILEY
Governor

JAMES ALLEN MAIN
Director of Finance

STATE OF ALABAMA
DEPARTMENT OF FINANCE
OFFICE OF THE STATE COMPTROLLER

RSA UNION
100 North Union Street, Suite 220
Montgomery, Alabama 36130-2602
Telephone (334) 242-7050
FAX (334) 242-2440

ROBERT L. CHILDREE
State Comptroller

July 15, 2005

MEMORANDUM

To: Payroll/Personnel Officers

From: Robert L. Childree
State Comptroller

Subject: Pay Stub Changes

Employees will notice changes to their check stubs beginning with the pay period ending August 19, 2005 for payday September 2, 2005. Employees' leave balances will be reflected on the check stubs which represent the balances as of the pay period for which they are receiving pay. For example, the check stub received on September 2, 2005 will contain the leave balances as of August 19, 2005. Your agency's timely and accurate entry of the leave transactions for every pay period will become imperative. The responsibility to answer all questions concerning leave balances for employees will remain with each agency.

The employee's social security number will not be reflected on the check stub beginning with the payday of September 2, 2005. The first five numbers will be changed to an "X" and the last four numbers will remain valid. **QXR7** is an inquiry screen in GHRS that will allow you to inquire using the last four digits of the social security number to determine the entire social security number of the employee.

RLC/slh