



STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
OFFICE OF THE STATE COMPTROLLER

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BOB RILEY  
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Director of Finance

ROBERT L. CHILDREE  
State Comptroller

April 13, 2008

**MEMORANDUM**

TO: Payroll and Personnel Officers  
Department Heads

FROM: Robert L. Childree  
State Comptroller

SUBJECT: Reports access

The Comptroller's Office is currently printing several reports, including the payroll register, for your agency and distributing these reports through the Agency Distribution Section of our office. This procedure is both wasteful and time-consuming.

Effective June 16, 2008, this office will no longer print and distribute any payroll registers. They will be stored on our web-site for review or for printing if your agency deems necessary. In the coming months, this office will stop printing and distributing all reports, including the UIC report.

In our memo dated July 6, 2005, we notified all agencies that payroll registers dating back to February 7, 2003, were accessible on the Comptroller's web-site at <http://comptroller.state.al.us> under "Monthly Reports".

If your agency currently does not have access to the reports, please take all necessary steps to insure that by June 1, 2008, the Comptroller's Office has received the approval letter appointing a security administrator for your agency. Once received, employees can request and be granted access to the reports based on the approval of the agency security administrator. **No employee will be granted access unless there is an appointment letter on file in this office.**

If you have questions or need additional information, please contact Sandra Horn at (334) 242-2182.

RLC/slh