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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 Quarterly Earnings Report (UIC), for agencies and distributing these reports through the Agency Distribution Section of our office. This procedure is both wasteful and time-consuming.

Effective August 1, 2008, this office will no longer print and distribute any payroll reports. All payroll reports will be stored on our web-site for review or for printing if your agency deems necessary. If your agency currently receives reports as part of our report distribution process or through e-mail and you no longer wish to continue receiving reports in this manner, please notify Mike Dennis at (334) 242-2221.

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 home page 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 about this change in procedures, please contact Sandra Horn at (334) 242-2182.

RLC/slh