



STATE OF ALABAMA
Department of Finance
Office of the State Comptroller

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MEMORANDUM

TO: Payroll and Personnel Officers

FROM: Thomas L. White, Jr.
State Comptroller 

DATE: November 4, 2014

RE: IMPORTANT ANNOUNCEMENT - Payroll Debit Card Enrollment Open

As previously communicated, the state is implementing a payroll debit card. This is the final transition step to paperless pay. Initial enrollment period for the State's Reloadable Payroll Debit Card is now open. Immediate action is required. Have all employees, not on direct deposit, complete a Wells Fargo Prepaid Card Enrollment form and submit a copy to GHRs, the Prepaid Card Administrators, as soon as possible.

Access form and other information at:

http://comptroller.alabama.gov/pages/pay_pers_officer.aspx

Memo for employees not on direct deposit
Enrollment Form
Card Features
Frequently Asked Questions
Payroll/Personnel responsibilities

An updated report of GHRs Employees Without Direct Deposit by Agency/Pay Location Report Number (HREZ2606/ FMHR0606) is available on the Comptroller Website.

CRITICAL STEPS: Agencies must proactively assist employees signing up and ensure card is activated. Completed employee forms require priority handling. Agency Payroll/Personnel Office should immediately send a copy to GHRs by fax to 334-242-3905 or pdf attached to an e-mail to:

Comptroller--GHRs@Comptroller.alabama.gov.

CRITICAL DATES:

- **November 26** - Enrollment forms deadline for initial enrollment
- **December 1** - Last paper pay stubs issued, access eMAP for electronic version
- **December 15**- Cards funded for SM Current
- **December 16** - Cards funded for SM Arrears payroll

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

CC: All Chief Fiscal Officers