



STATE OF ALABAMA
Department of Finance
Office of the State Comptroller

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State Comptroller

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MEMORANDUM

TO: All Payroll/Personnel Officers

FROM: Thomas L. White, Jr.
State Comptroller

DATE: July 13, 2011

RE: Agency Security Administrators

Currently, this office posts payroll registers and other payroll reports on the internet at www.comptroller.alabama.gov. Report access is granted based on Agency Security Administrator approval. This office's policy requires that the head of each agency prepare a signed letter appointing ONE person as the security administrator for their agency. Duties of the Agency Security Administrator include verifying an employee should have access to the reports.

Please ensure the Comptroller's Office receives the appropriate approval letter appointing a security administrator for your agency. The letter must include the e-mail address and telephone number of the appointed security administrator. No employee will be granted access unless there is an appointment letter on file in this office. Once received, employees will be granted access to the reports based on the approval of the Agency Security Administrator. The Agency Security Administrator will be notified by e-mail if an employee requests access. Once approval and access is granted, the requestor will be notified by e-mail with instructions on accessing the reports.

If you have any questions or need further assistance, please contact Ms. Sandra Collins at 334-242-2182.

TLWjr/SC/dt

CC: Ms. Janice A. Hamm, Deputy State Comptroller
Ms. Sandra H. Collins, State Payroll Administrator
File