



STATE OF ALABAMA
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Office of the State Comptroller

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MEMORANDUM

TO: All Non-Automated (Manual) State Agencies

FROM: Thomas L. White, Jr.
State Comptroller 

DATE: August 8, 2012

RE: Payroll Processing for Non-Automated Agencies

In an effort to ensure employees of non-automated agencies (manual agencies) are paid timely and accurately, we are issuing new guidance on the submission of payroll transactions to GHRIS for data entry. It is the primary responsibility of the agency to ensure all information submitted on the data entry form for the employee is correct. GHRIS staff is available to perform the data entry function **only**.

All ESMT transactions for merit agencies should be coordinated through and approved by State Personnel before sending to GHRIS for data entry. Any questions or outstanding issues regarding information to submit on the data entry form for new or updated ESMT should be directed to the State Personnel Department, Payroll Audit Division at 334-242-3400. GHRIS **will not** audit or verify the information on the data entry form. If you would like a copy of the transaction after it has been entered in GHRIS, please request a copy on the form and one will be e-mailed to you.

Please send all completed data entry forms to GHRIS, Attention: Jerry Turner. It is imperative for agencies to have the payroll form completed accurately and signed by the authorized agency personnel before sending to GHRIS for entry. *Incomplete or unsigned forms will be returned to the agency, which could result in the employee not receiving a paycheck timely.*

If you have any questions, please call the GHRIS hotline at 334-242-2188. Thank you.

TLWjr/SHC/dt

CC: Ms. Janice A. Hamm, Deputy State Comptroller
Ms. Sandra H. Collins, Payroll Administrator
Mr. Jerry Turner, Departmental Program Manager
Ms. Sherry Grable, Payroll Audit Manager, State Personnel Department
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