



STATE OF ALABAMA
Department of Finance
Office of the State Comptroller

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MEMORANDUM

TO: Security Administrators

FROM: Kathleen D. Baxter
State Comptroller

A handwritten signature in black ink, appearing to be 'KDB', written over the name 'Kathleen D. Baxter'.

DATE: May 24, 2024

SUBJECT: Administration of User IDs

Attached please find a report listing employees from your agency who have been assigned User IDs for access to GHRS and to payroll reports on the Comptroller's website. As a Security Administrator, it is your responsibility to impress upon your employees the confidentiality of individual User IDs. I strongly encourage you to communicate the importance of preserving the integrity of User IDs with each employee to prevent unauthorized access to payroll data.

Be advised, if an employee separates from State service, transfers to another organization, or is assigned new duties that do not require access to GHRS or payroll reports, it is the Security Administrator's responsibility to ensure the Comptroller Payroll section is informed of the change in writing. The notification must include the name of the employee and the reason for the deletion of that User ID.

Please review the attached reports and ensure all listed employees are authorized to have access. Mark deletions in **RED** and return the entire signed report to the Comptroller's Office, attention John Marc Glasscock, no later than June 14, 2024. Your signature is required on the reports, even if there are no changes. If there are no changes, please indicate that the report is accurate as printed, sign, and return by the deadline. It is imperative that the report is returned by this date indicating accuracy, with or without changes.

In the event you feel your agency's security has been compromised, **INFORM** the Comptroller Payroll section immediately. If you have any further questions, or concerns, please contact the Payroll Hotline at 334-242-2188.

KDB/ds