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MEMORANDUM

TO: All Payroll and Personnel Officers

FROM: Kathleen D. Baxter
State Comptroller 

DATE: December 18, 2024

SUBJECT: FY 2024 Statement of Benefits Published on eMap

Act 2015-82 requires the Comptroller's Office to provide employees with an annual itemized statement of all employee compensation, retirement and other benefits received or accrued as well as information about the total employer contributions to retirement systems and health insurance plans. The Statement must be provided to employees no later than January 31st of each year for the previous Fiscal Year.

Statement of Benefits for Fiscal Year 2024 are published and available on eMap. All employees should be made aware of this notification as soon as possible. Agency and HRM Security Administrators should be prepared to assist employees who have difficulty accessing or printing their Statements.

IMPORTANT NOTE: Statements for employees who have left state service should be printed at the agency level. A report entitled "**Statement of Benefits – Inactive Employees**" is available to authorized agency personnel on the Comptroller's website. Agency and HRM Security Administrators should ensure the Statements for these employees are printed and distributed through the normal agency distribution process.

For questions regarding **Direct Compensation and Employer Provided Benefits**, please call the **Payroll hotline** at 334-242-2188.

For questions regarding **Leave Accruals**, please call the **State Personnel Department** at 334-242-3400.

For questions regarding **Employer Funding data**, please call **Retirement Systems of Alabama and/or the State Employees Insurance Board**.

For **eMap** assistance, please contact your agency's **eMap Payroll Clerk Administrator**.