



Kay Ivey
Governor

Bill Poole
Finance Director

STATE OF ALABAMA
Department of Finance
Office of the State Comptroller

100 North Union Street, Suite 220
Montgomery, Alabama 36130-2602
Telephone (334) 242-7063 Fax (334) 353-0442
www.comptroller.alabama.gov



Kathleen D. Baxter, PhD, CGFM, CPM
State Comptroller

Jamie D. Jackson, CPM
Deputy State Comptroller

MEMORANDUM

TO: Security Administrators

FROM: Kathleen D. Baxter 
State Comptroller

DATE: June 3, 2026

SUBJECT: Administration of User IDs Comptroller Reports

Attached is a report identifying employees within your agency who have been assigned User IDs to access payroll reports through the Comptroller's website.

As Security Administrator, you are responsible for ensuring that employees understand the confidential nature of their assigned User IDs and the importance of safeguarding them. Maintaining the security and integrity of these credentials is essential to preventing unauthorized access to payroll information.

Please note that if an employee separates from State service, transfers to another agency, or assumes duties that no longer require access to payroll reports, it is the responsibility of the Security Administrator to notify the Comptroller Payroll Section in writing. The notification must include the employee's name and the reason the User ID should be deactivated.

Please review the attached report and verify that all listed employees remain authorized to access payroll reports. Any deletions should be clearly marked in red, and the signed report should be returned in its entirety to the Comptroller's Office at Comptroller-Payroll@comptroller.alabama.gov no later than June 17, 2026.

Your signature is required on the report regardless of whether changes are necessary. If no changes are required, please indicate that the report is accurate as presented, sign the report, and return it by the deadline. Timely submission is required to confirm the accuracy of access authorizations, whether changes are identified or not.

If you believe your agency's security has been compromised, please notify the Comptroller Payroll Section immediately. Should you have any questions or require additional assistance, please contact the Payroll Hotline at 334-242-2188.

KDB/ds