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MEMORANDUM

TO: All Payroll and Personnel Officers

FROM: Kathleen D. Baxter 
State Comptroller

DATE: June 4, 2026

SUBJECT: Payroll/Personnel Security Review – eMAP

As part of the current eMAP authorization review, please complete the following actions:

- **Review the Attached Authorization:** Confirm that the listed eMAP Administrator remains the appropriate individual for your department and verify that all assigned roles and permissions are accurate. If the designated eMAP Administrator is no longer valid, immediately notify the Security Review Team at Comptroller--Payroll@Comptroller.alabama.gov.
- **If No Changes Are Required:** Provide written confirmation that all current authorizations remain valid and accurate. Submit the signed authorization list to the Security Review Team no later than June 17, 2026.
- **If Changes Are Required:** The eMAP Administrator or Payroll Clerk Administrator must update the applicable authorizations in eMAP by adding, removing, or modifying user roles as necessary. Submit a signed list of all changes, including the authorized individual's name, title, and contact information, to the Security Review Team no later than June 17, 2026.

If you have any questions or require assistance, please contact Payroll at 334-242-2188 or by email at Comptroller--Payroll@Comptroller.alabama.gov.

Thank you for your cooperation and continued commitment to maintaining the accuracy, integrity, and security of your department's payroll records.

KDB/ds