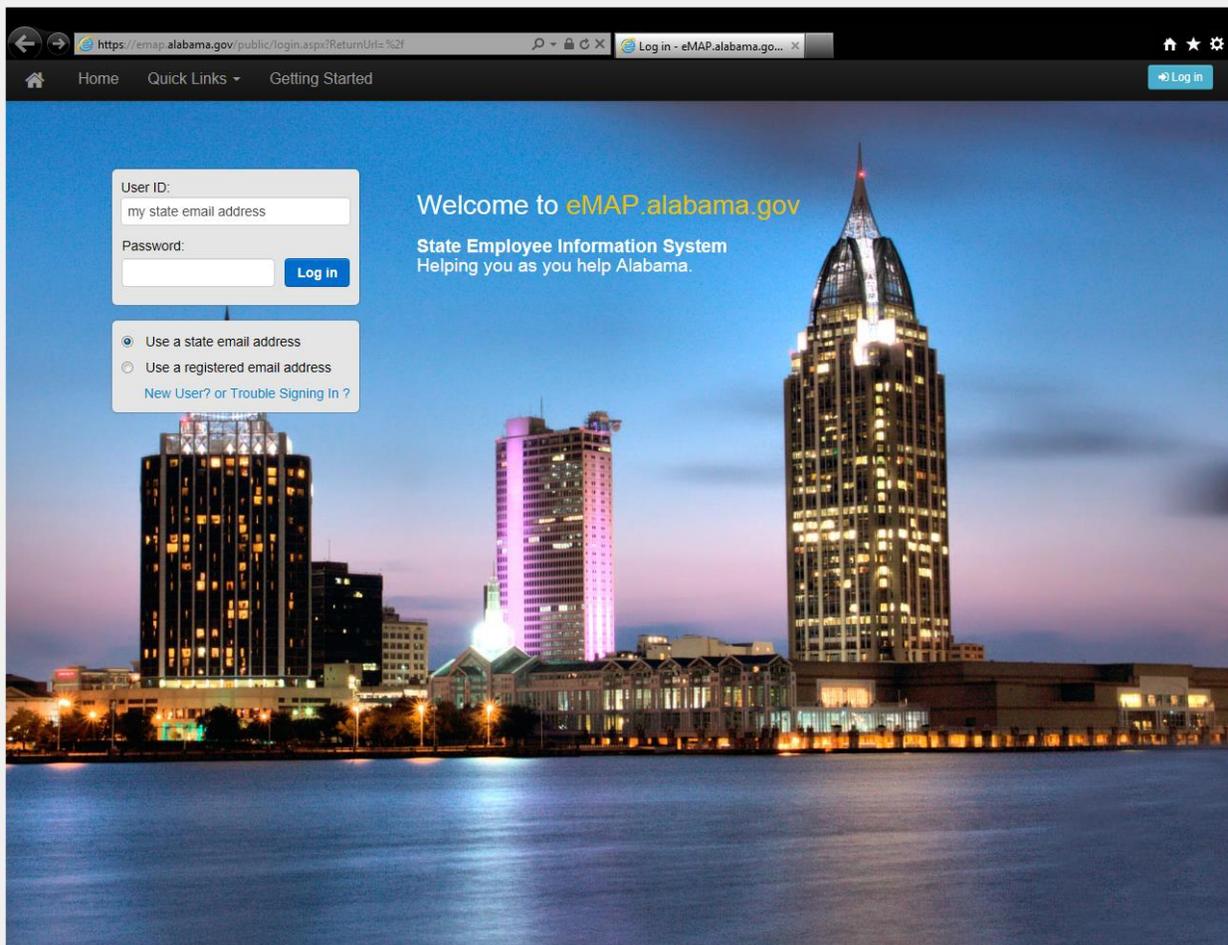


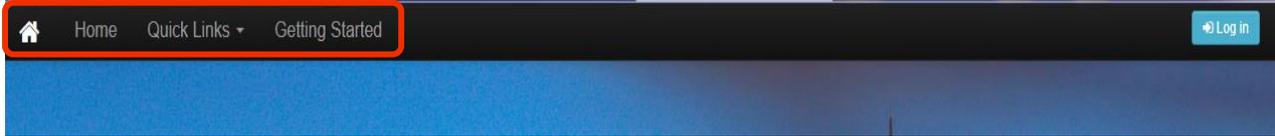
Welcome to eMAP!

eMap is a new centralized location to access many relevant quick links which are informative to your health insurance, various benefits, travel, job as well as pay information. There is a message area that will be used to contain informative announcements from the State Personnel Department. In addition, on the **My Pay Information** page, under the **Features option**, your individual agency can place announcements that are specific to your agency. You may also access current or previous payroll information by simply choosing the **View My Pay Information** link. Our goal is to provide ease of access for information, programs and websites which are available to you.



To access the eMAP, My Alabama Portal website, type the following link, www.emap.alabama.gov into your Internet browser. You will need to make sure that your pop-up blocker is turned off in the browser tools internet options menu.

A lot of information is available at your fingertips without logging into the website. For example, in the top left-hand side of the page there are several links listed such as **Home**, **Quick Links** and **Getting Started**.



Clicking on the **Home Icon**  or the **Home link** when available, will direct you back to the main homepage of the eMAP website.

The **Quick Links** menu at the top gives you direct access to the state webpages listed below in the Quick Links drop-down menu:



The **Getting Started** link displays the **Getting Started** page that provides you with information about the website, how to log on, as well as access to the **Frequently Asked Questions** page link located at the bottom .

Home Quick Links **Getting Started** Log in

Getting Started

Welcome to eMAP.alabama.gov !

What is eMAP.alabama.gov ?

eMAP.alabama.gov is a new website created by the Alabama Department of Finance to save taxpayer dollars by providing certain employee services in an easy online format. This is a less costly alternative than the higher cost paper-based format. The first 'service application' of eMAP.alabama.gov is the 'Online Pay Stub'. More applications may be added as they become available.

We hope you find eMAP.alabama.gov to be a useful tool when looking for workplace information.

How do I log in ?

The first and best way to log in is to use your state email address and password you use at your desktop at work. However, not all state employees work at a desktop. Please read these guidelines completely.

I use a Desktop login at work.: Enter your **state email address** and the **same password** that you use at your desktop at work. It is possible you have a second version of your state email address that you do not use daily. If you are having trouble using your daily email address, try the other version. (For example, 'Robert' instead of 'Bob') Most people who have a state email address with an alternate name will know what it is. If you are still having problems logging in, please try our [Login Helper](#).

I do not work at a desktop!: If you are certain that you do not have a state email address login, please use our [Login Helper](#) process to get you started.

Forgotten Password?:

State Email Users: Most state email passwords are managed locally at your workplace desktop. You may need to contact your email or domain administrator at your agency to reset your password. Many users may be able to manage their password at [umanage.alabama.gov](#).

Registered Email Users Only: Please go to: [Forgotten Password](#).

More Questions ?

You might find your question answered on our [Frequently Asked Questions](#) page.

The **Frequently Asked Questions** page provides the user with the answers to typical questions they may have.

Frequently Asked Questions
Questions and answers about eMAP.alabama.gov

Q: Where do I find my Employee ID ?
A: The Employee ID can be located on your most recent paystub. If you do not have a copy of your paystub, call your agency payroll contact to obtain your Employee ID.

Q: How do I print my paystub ?
A: Log into your 'eMAP.alabama.gov' account and click on the "View My Pay Information" link on the left side of your home page. A summary of your current pay check will be displayed. To print a specific paycheck click the "Print a Single Pay Stub" radio button and select the specific date from the dropdown box. Click "Get Pay Stub". For multiple pay stubs click the "Print More Than One Pay Stub" radio button and select the desired pay dates from the dropdown boxes.

Q: What steps do I take if I cannot remember my login information ?
A: Please read the information on the "How do I log in?" section of the "Getting Started" page. You can also use the "Login Helper" located on the Getting Started page.

Q: What if I cannot find the paystub I am looking for ?
A: If the paystub you are looking for is prior to 01/16/13 please contact your payroll contact to acquire a copy. If the paycheck is after 01/16/13 and is missing please contact the ISD HelpDesk at 334-242-2222 or Email the issue to Help.Desk@isd.alabama.gov.

Q: Who do I contact if I experience issues with the eMAP.alabama.gov website ?
A: If you experience any webpage failures or error messages contact the ISD HelpDesk at 334-242-2222 or Email the issue Help.Desk@isd.alabama.gov. If possible, please save a screen print of the error received and provide it to the HelpDesk.

Q: What steps do I take if I cannot login because my Employee ID was not found ?
A: Verify you have entered the appropriate information for your Employee ID. If you still cannot login, please contact the ISD HelpDesk at 334-242-2222 or Email the issue to Help.Desk@isd.alabama.gov. If you are a new employee you will not be able to login until your first pay period is complete.

Q: What is the login process for a new employee ?
A: A new employee will not be able to log in until they have been issued their first pay check. They will need to obtain their Employee ID from their payroll clerk. From the Employee Portal login page, click the "Getting Started" tab. The employee may need to use the "Login Helper" tool. Be prepared to be prompted for your Employee ID and the last 4 digits of your social security number to complete the "Login Helper" process.

To log into the eMAP, My Alabama Portal website, log on by entering your **State email address** and **network password** into the log in box and press the blue **Log in** button. If you are not on the home page, either click Home to return to the Log In screen or select the Log In button, if available.

User ID:
sandy.stamp@finance.alabama.gov

Password:
.....

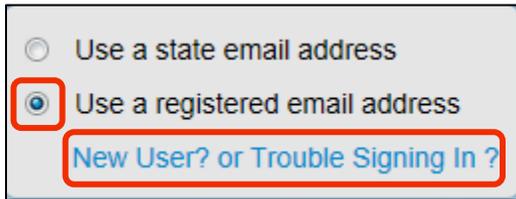
Log in

Use a state email address

Use a registered email address

[New User? or Trouble Signing In ?](#)

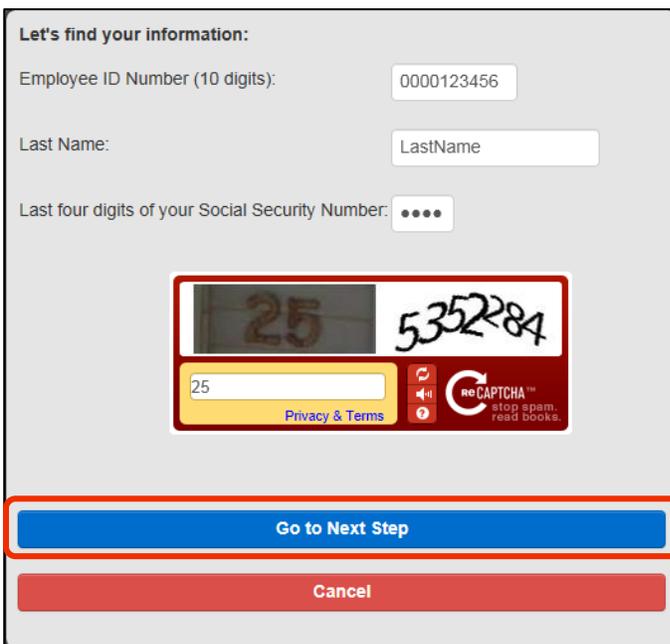
However, if you do not have a State assigned email address, you may access your information by registering a personal email address, such as one from gmail.com, yahoo.com, etc. by clicking on the **Use a registered email address** radio button and then clicking the **New User? or Trouble Signing In ?** link. Please note that you will need your **employee ID number**, **last name** and the **last four digits of your social security number**. Your employee ID is now located on your paper check stub.



Use a state email address
 Use a registered email address
[New User? or Trouble Signing In ?](#)

The **Login Helper** screen below will display. Fill in the required information.

- The employee ID requires 10 digits, and is located on your check stub. Additionally, please note that you must enter zeroes prior to the Employee ID. For example if your employee ID number is 123456, you would enter 0000123456 as indicated in the example below.
- There is also a **challenge box** with letters that you must enter. In the box below, they display as 25 5352284 that will need to be entered into the box. If you are unable to read the challenge code displayed, you may press the top “circular arrows” button below to display additional codes until one displays that is easy to view for you.
- Press the **Go to Next Step Button**. If it does not recognize your information, it will display a message that reads, “No record found. Please double-check your information and try again”.



Let's find your information:

Employee ID Number (10 digits): 0000123456

Last Name: LastName

Last four digits of your Social Security Number:

25 5352284

25

reCAPTCHA™ stop spam. read books.

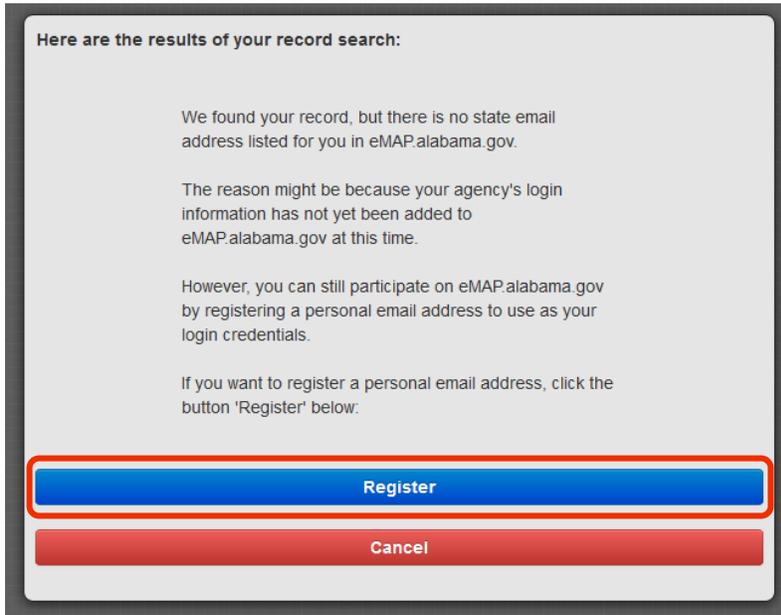
[Privacy & Terms](#)

Go to Next Step

Cancel



If the system cannot find your information, this screen will display. Next click on the **blue Register button**.



Here are the results of your record search:

We found your record, but there is no state email address listed for you in eMAP.alabama.gov.

The reason might be because your agency's login information has not yet been added to eMAP.alabama.gov at this time.

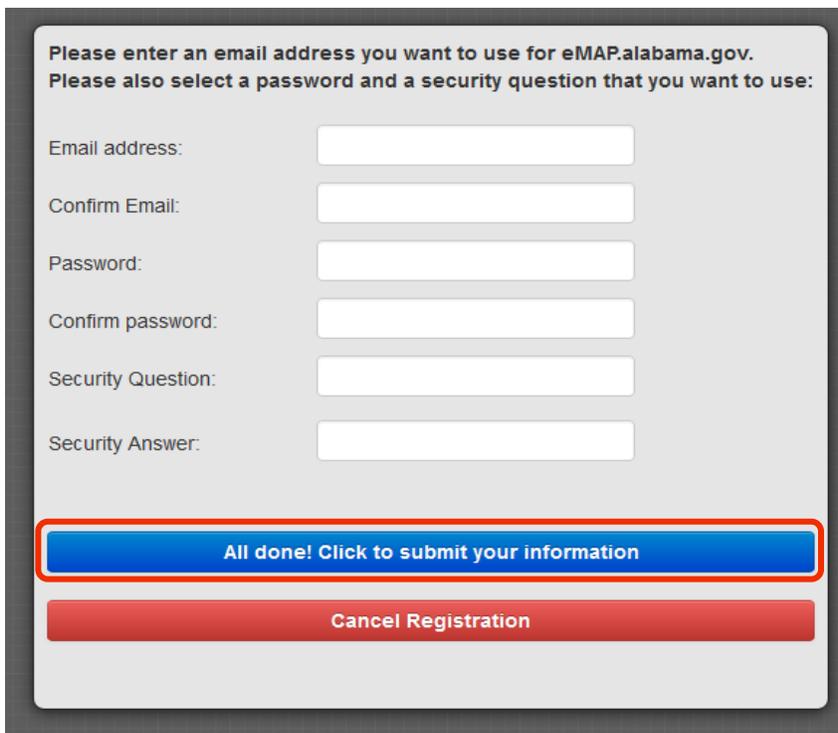
However, you can still participate on eMAP.alabama.gov by registering a personal email address to use as your login credentials.

If you want to register a personal email address, click the button 'Register' below:

Register

Cancel

The following screen will display. Fill out the fields in the screen below, and press the **All done! Click to submit your information** button. Please note that the **password must be at least 8 characters long, include at least one upper case letter, one lower case letter, and one numeric digit**.



Please enter an email address you want to use for eMAP.alabama.gov.
Please also select a password and a security question that you want to use:

Email address:

Confirm Email:

Password:

Confirm password:

Security Question:

Security Answer:

All done! Click to submit your information

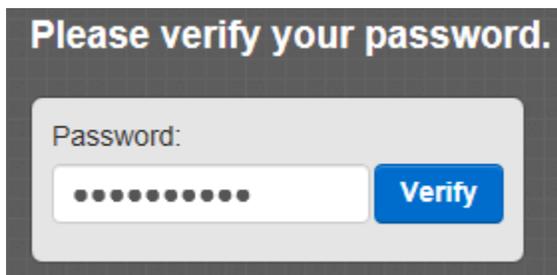
Cancel Registration

Now you may log onto the eMap website. Once successfully logged in, the following screen will display. Notice the three large information boxes in the center of the page. The **Features** box, **SPD Online Employment System** information only box, and the **Employee User Profile** box.

Within the Features box, there are two links: **View My Pay Information** link and your Department's announcements box, such as **Finance Announcements**. The Department link will display an important message that is relevant to your department.

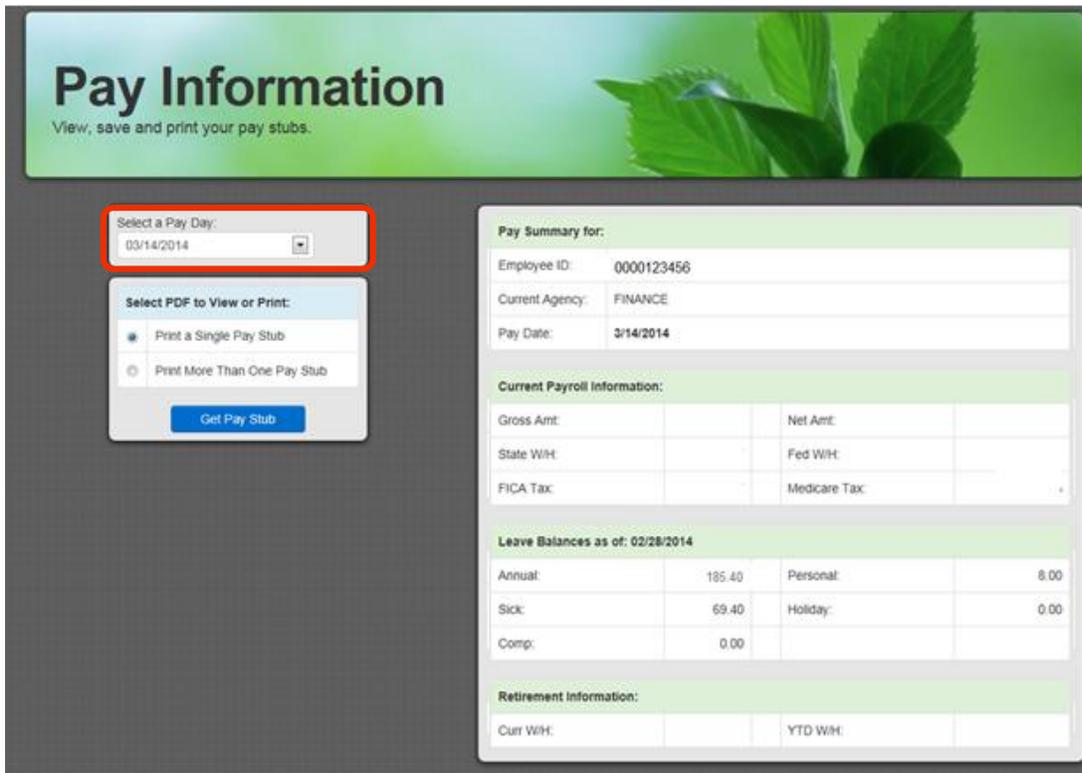


When you select the **View My Pay Information** link, you will be prompted to enter your password a second time. Enter your password and then press the **Verify** button.



The My Pay Information Screen will display.

The **My Pay Information** screen allows you to view, save and print your pay stubs. The most recent pay day displays. However, you may change the pay period by using the **Select a Pay Day** drop-down. The right side of the screen will display your electronic pay information that includes the employee ID, agency, pay date, department, current pay information, current withholdings, as well as your federal and state tax information for the most current pay period. Additionally, it also contains your accrual leave balances, and retirement withholding information.



Pay Information
View, save and print your pay stubs.

Select a Pay Day:
03/14/2014

Select PDF to View or Print:

Print a Single Pay Stub
 Print More Than One Pay Stub

Get Pay Stub

Pay Summary for:

Employee ID:	0000123456
Current Agency:	FINANCE
Pay Date:	3/14/2014

Current Payroll Information:

Gross Amt:		Net Amt:	
State WH:		Fed WH:	
FICA Tax:		Medicare Tax:	

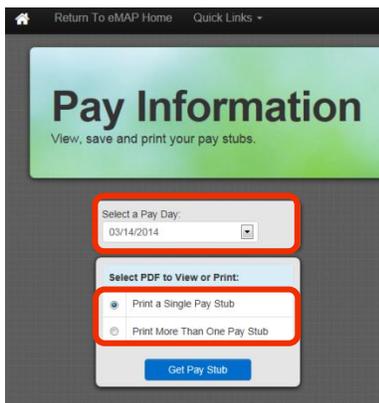
Leave Balances as of: 02/28/2014

Annual:	185.40	Personal:	8.00
Sick:	69.40	Holiday:	0.00
Comp:	0.00		

Retirement Information:

Curr WH:		YTD WH:	
----------	--	---------	--

The **Select a PDF to View or Print** box is located on the left-side of the screen directly below the **Select a Pay Day** drop-down box. This choice allows the employee to select and view a **single pay stub** or **more than one pay stubs**. Select either option and then press the **Get Pay Stub** button.



Return To eMAP Home Quick Links +

Pay Information
View, save and print your pay stubs.

Select a Pay Day:
03/14/2014

Select PDF to View or Print:

Print a Single Pay Stub
 Print More Than One Pay Stub

Get Pay Stub

The information will display in Adobe PDF format in a separate tab. This is the same information that is currently on your check stub. You may view or print this information using the print icon on the bar that displays at the bottom of the page. To exit the view, click on the tab at the top of the screen as you would close any browser tab.

State of Alabama



Department of Finance
Office of the Comptroller
Montgomery, Alabama 36130-2602

Employee Name	Gross Amount	Employee ID	Issue Date	Warrant #	Net Amount
			03/14/2014		

On 03/14/2014, the amount of [redacted] has been electronically transferred to the account of [redacted]

	Gross Wages	FICA Wages	Medicare Wages	FICA Tax	Medicare Tax	Fed W/H Tax
Current						
YTD						

	State W/H Tax	Occup Tax	Retirement	EIC	Deferred Comp	CU & Misc
Current						
YTD						

	Hlth/Dep Care	Dues	Ins & Misc	Liens	Taxable Travel	Non-Tax Travel
Current						
YTD						

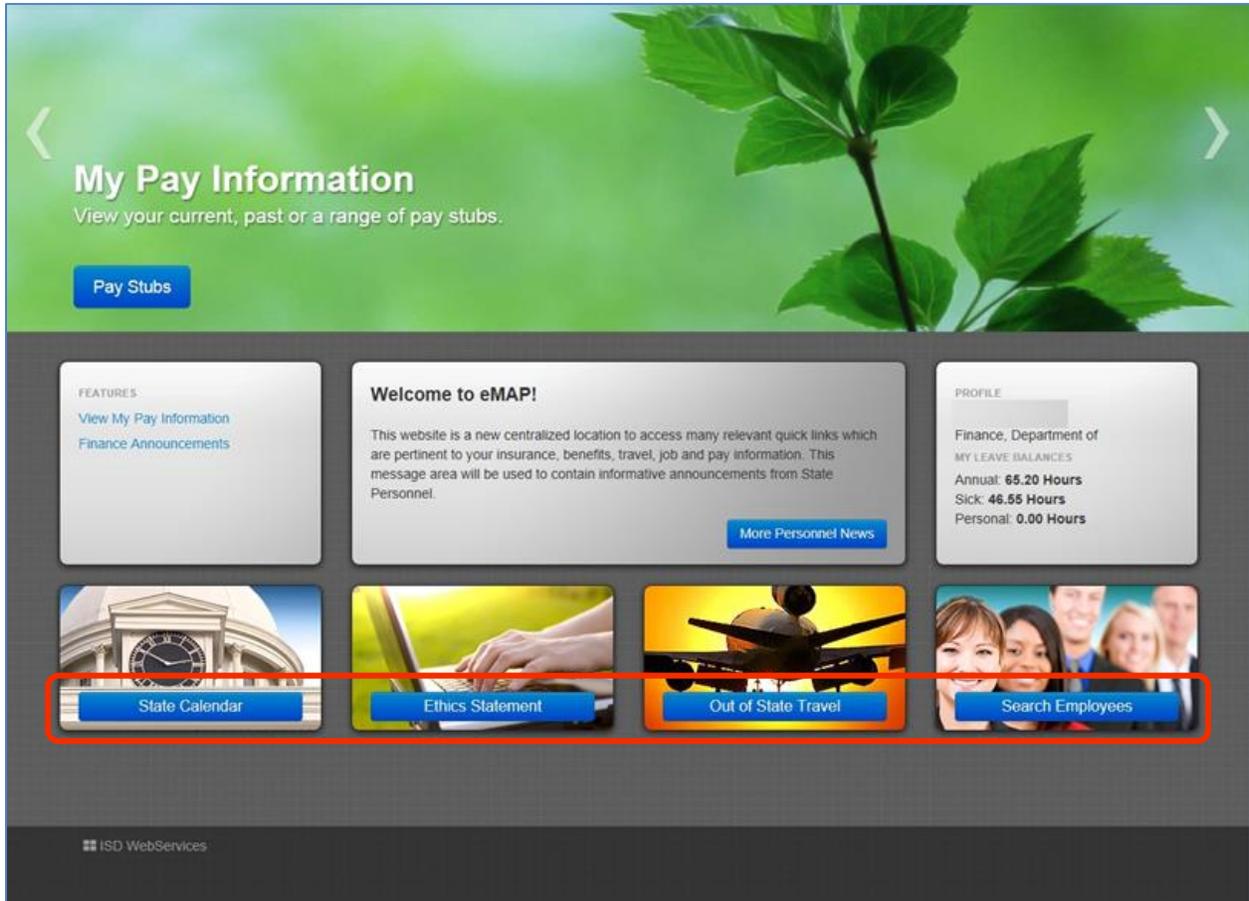
	Pay Period End Date	Annual & EX Annual	Sick	Comp	Personal	Holiday
Leave Balances	02/28/2014					



To return to the eMap home Page, either click on the **home icon** or the **Return to the eMap Home** button.



Notice at the bottom of the page there are four blue buttons that link to the **State Calendar**, **Ethics Statement**, **Out of State Travel** and the **Search Employees** websites. By clicking on the corresponding button, you will be redirected to that webpage.



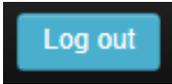
For instance, the **State Calendar button** takes you to the webpage below. Notice that state holidays and pay days are included on the calendar. The current day of the month will appear in yellow.

March 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 ☪ Mardi Gras Day (Baldwin & Mobile Counties only)	5	6	7	8
9	10	11	12	13	14 ☪ State Pay Day	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2014 Holiday Schedule

Jan 1: New Year's Day	Jul 4: Independence Day	Saturday holidays observed on Fridays.
Jan 20: Robert E. Lee/Martin Luther King Birthday	Sep 1: Labor Day	Sunday holidays observed on Mondays.
Feb 17: George Washington/Thomas Jefferson Birthday	Oct 13: Columbus Day	
Mar 4: Mardi Gras Day (Baldwin & Mobile Counties only)	Nov 11: Veterans Day	
Apr 28: Confederate Memorial Day	Nov 27: Thanksgiving	
May 26: Memorial Day	Dec 25: Christmas	
Jun 2: Jefferson Davis' Birthday		

Although, eMAP has a feature to automatically log you out of the system within a 15 minute period of inactivity, please make sure that you use the **Log Out** button in the top right-hand corner of the screen to log out of the website when you are not using it.



If you have additional questions or issues, please contact ISD Help Desk at 334-242-2222 or Email the issue to Help.Desk@isd.alabama.gov.