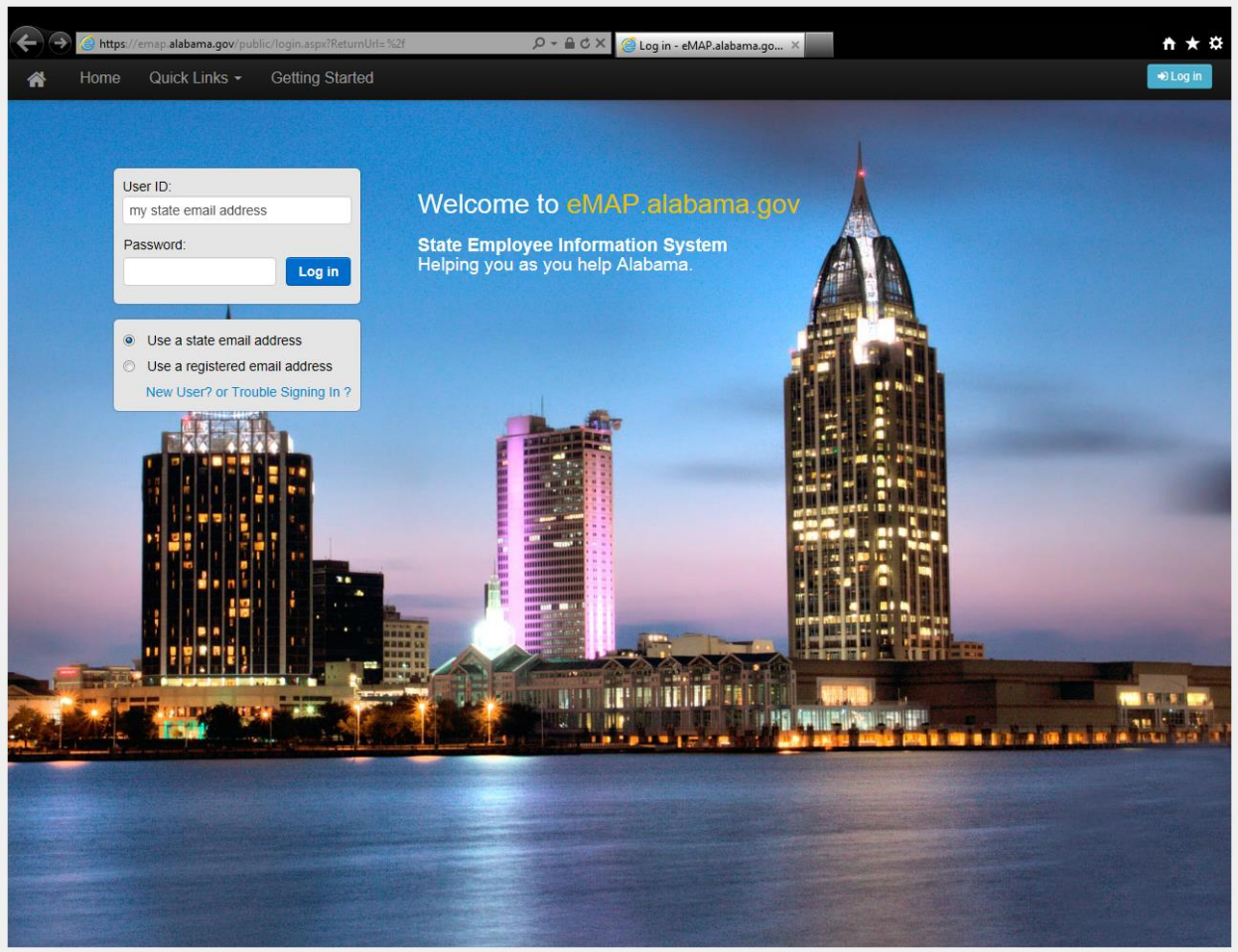
Welcome to eMAP!

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.



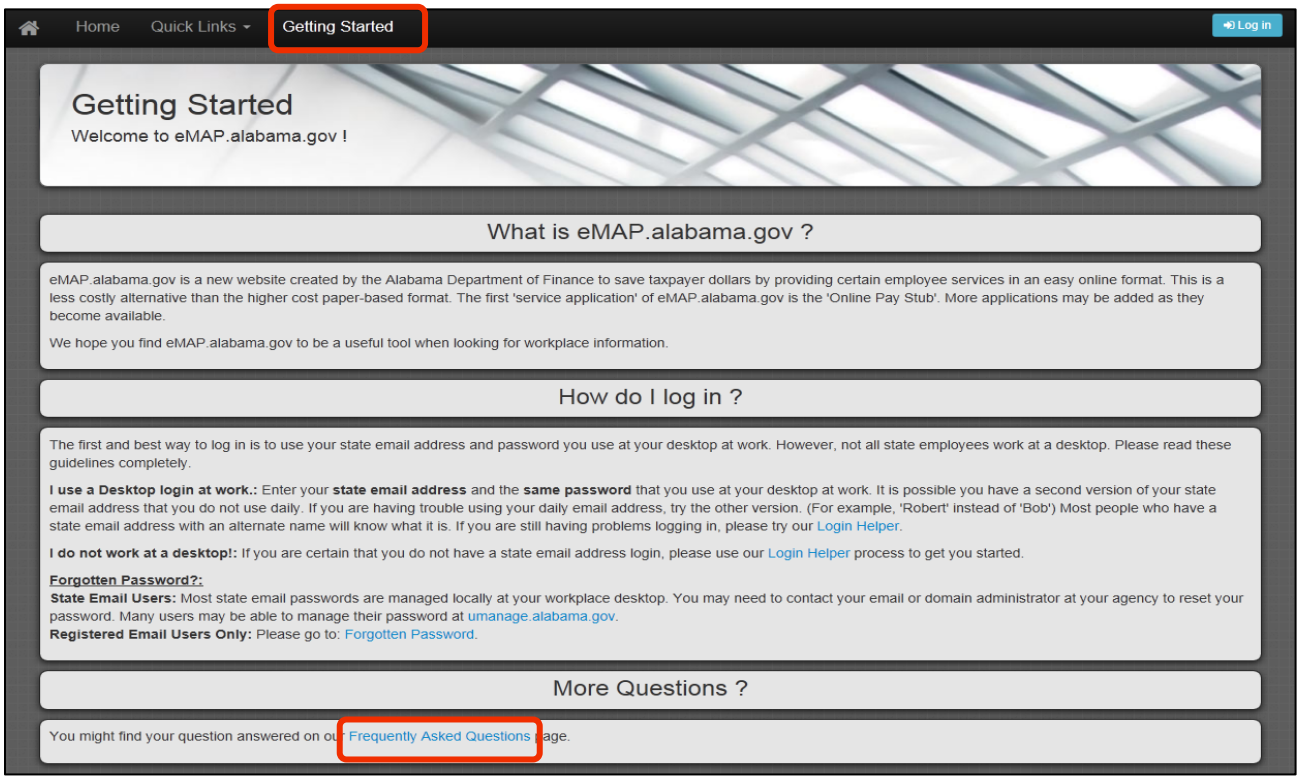
To access the eMAP, My Alabama Portal website, type the following link, www.emap.alabama.gov into your Internet browser. You will need to make sure that your pop-up blocker is turned off in the browser tools internet options menu.

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**.

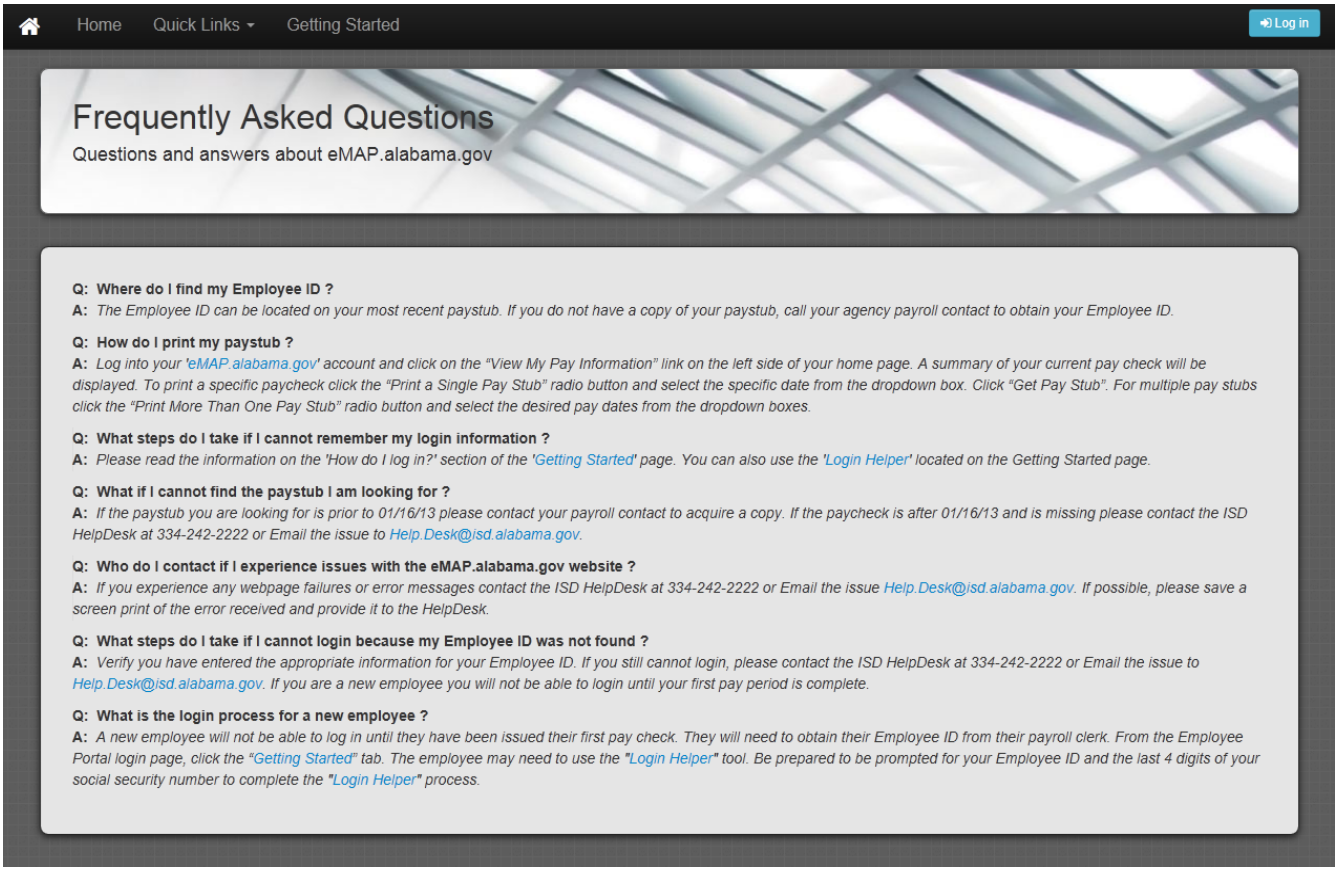
Clicking on the **Home Icon** or the **Home link** when available, will direct you back to the main homepage of the eMAP website.

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

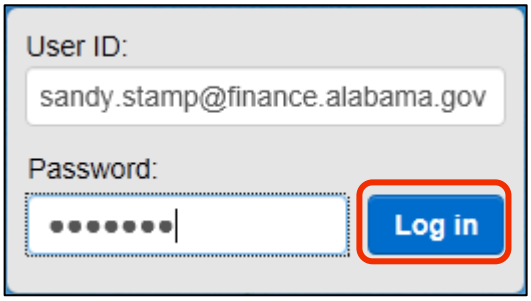
The **Getting Started** link displays the **Getting Started** page that provides you with information about the website, how to log on, as well as access to the **Frequently Asked Questions** page link located at the bottom .

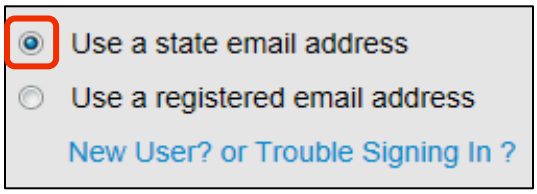


The **Frequently Asked Questions** page provides the user with the answers to typical questions they may have.

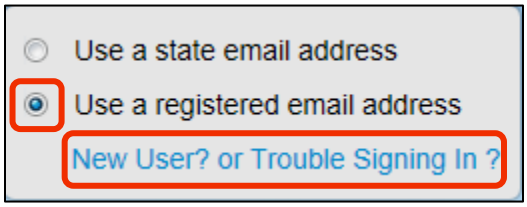


To log into the eMAP, My Alabama Portal website, log on by entering your **State email address** and **network password** into the log in box and press the blue **Log in** button. If you are not on the home page, either click Home to return to the Log In screen or select the Log In button, if available.





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.

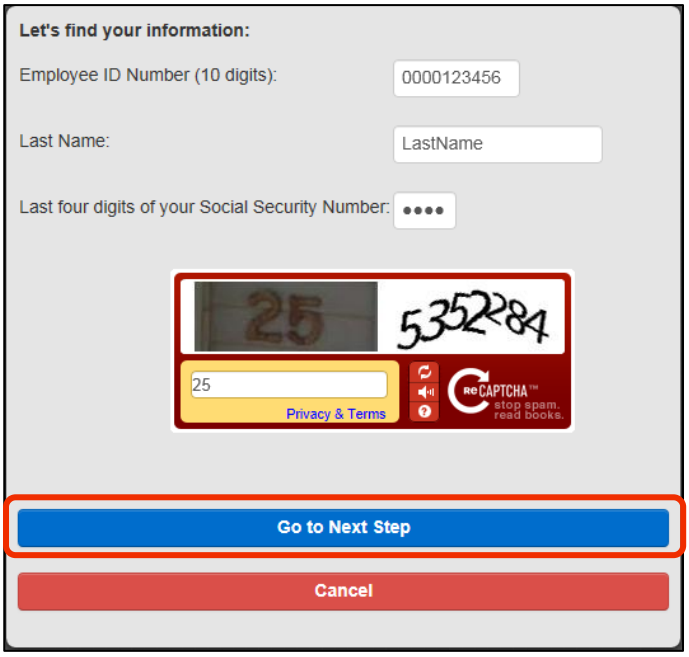


The **Login Helper** screen below will display. Fill in the required information.

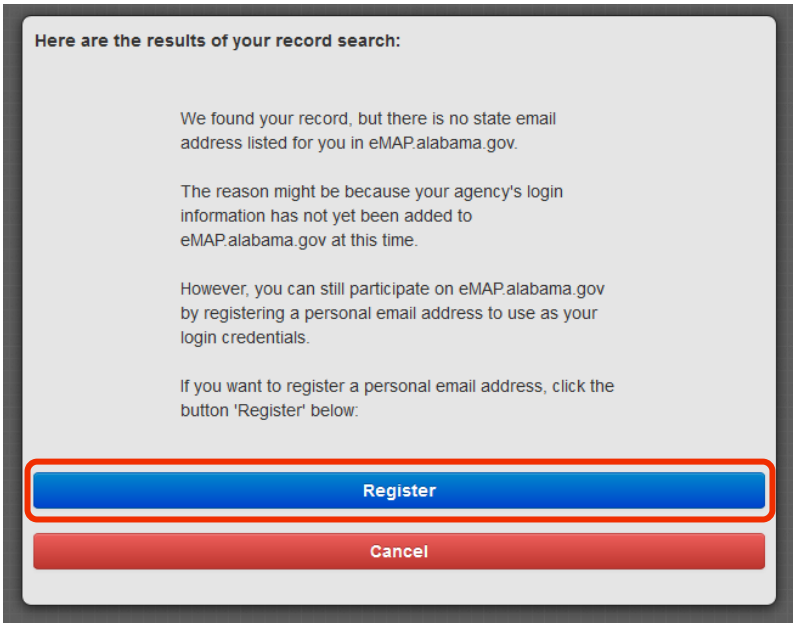
- The employee ID requires 10 digits, and is located on your check stub. Additionally, please note that you must enter zeroes prior to the Employee ID. For example if your employee ID number is 123456, you would enter 0000123456 as indicated in the example below.

- There is also is 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.

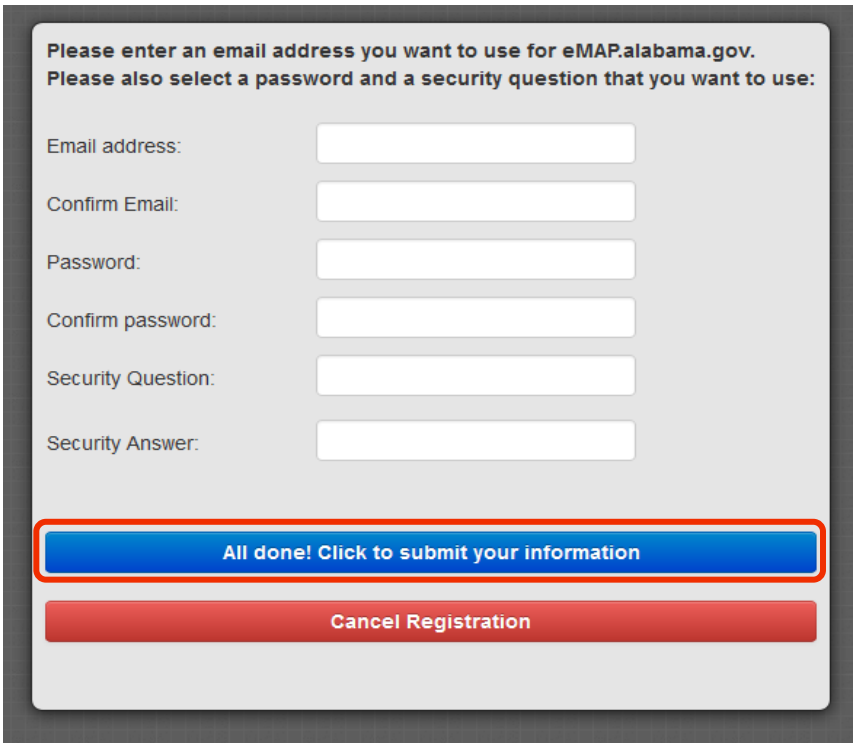
- Press the **Go to Next Step Button.** If it does not recognize your information, it will display a message that reads, "No record found. Please double-check your information and try again".



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



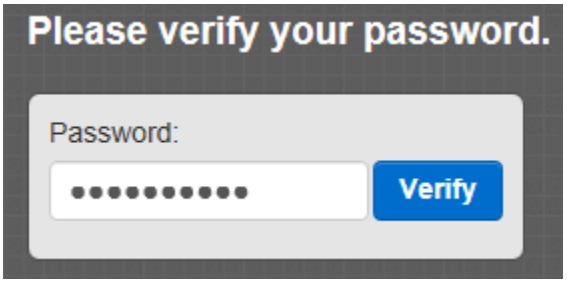
The following screen will display. Fill out the fields in the screen below, and press the **All done! Click to submit your information** button. Please note that the **password must be at least 8 characters long, include at least one upper case letter, one lower case letter, and one numeric digit.**



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.

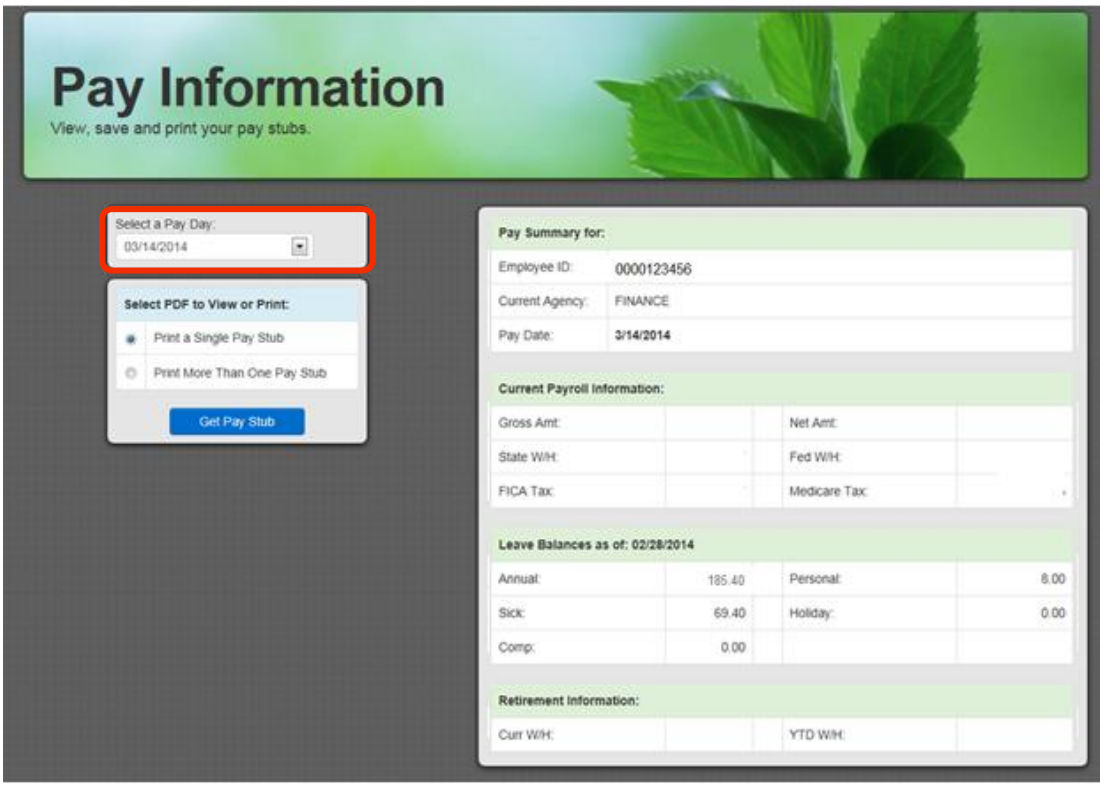
Within the Features box, there are two links: **View My Pay Information** link and your Department's announcements box, such as **Finance Announcements**. The Department link will display an important message that is relevant to your department.

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.

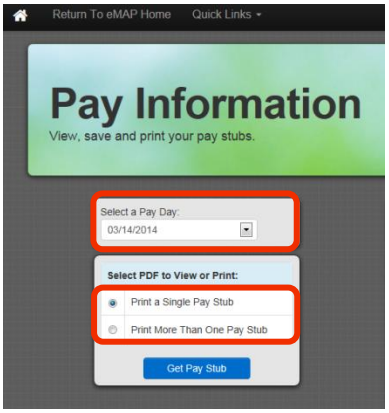


The My Pay Information Screen will display.

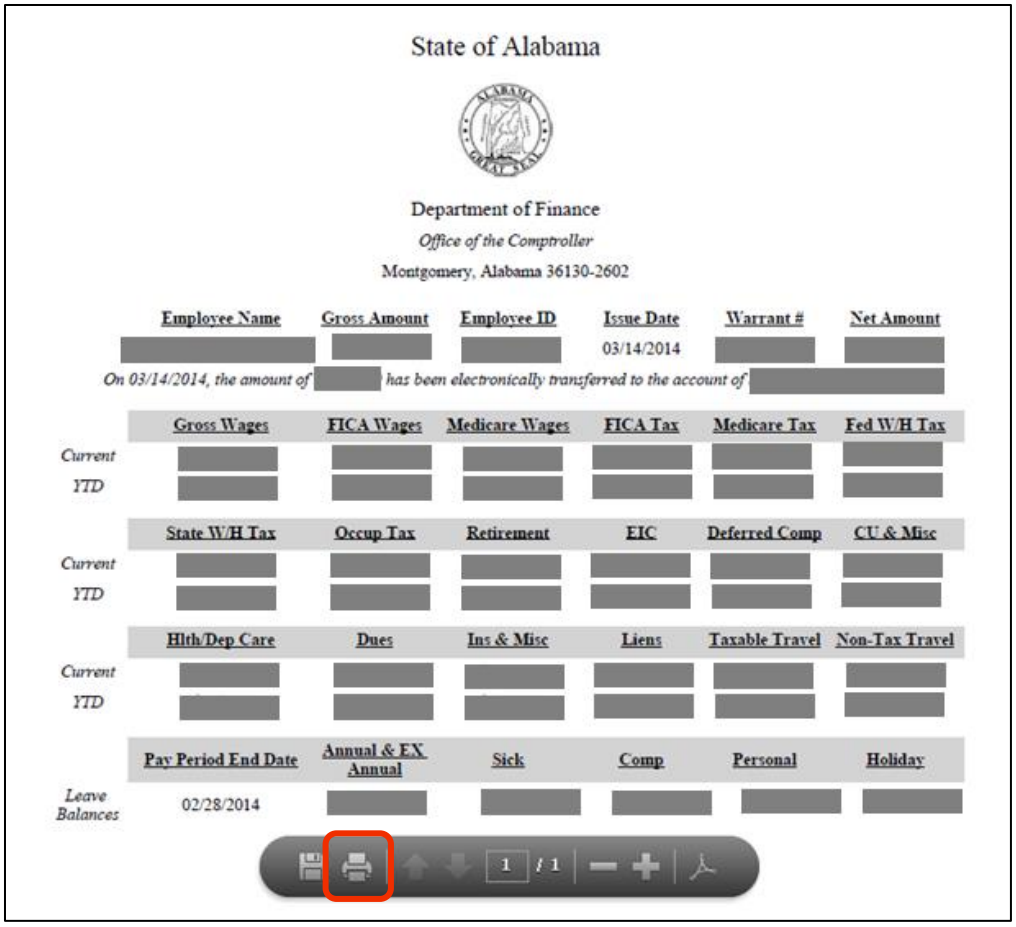
The **My Pay Information** screen allows you to view, save and print your pay stubs. The most recent pay day displays. However, you may change the pay period by using the **Select a Pay Day** drop-down. The right side of the screen will display your electronic pay information that includes the employee 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 witholding information.



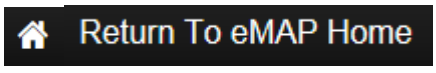
The **Select a PDF to View or Print** box is located on the left-side of the screen directly below the **Select a Pay Day** drop-down box. This choice allows the employee to select and view a **single pay stub** or **more than one pay stubs.** Select either option and then press the **Get Pay Stub**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



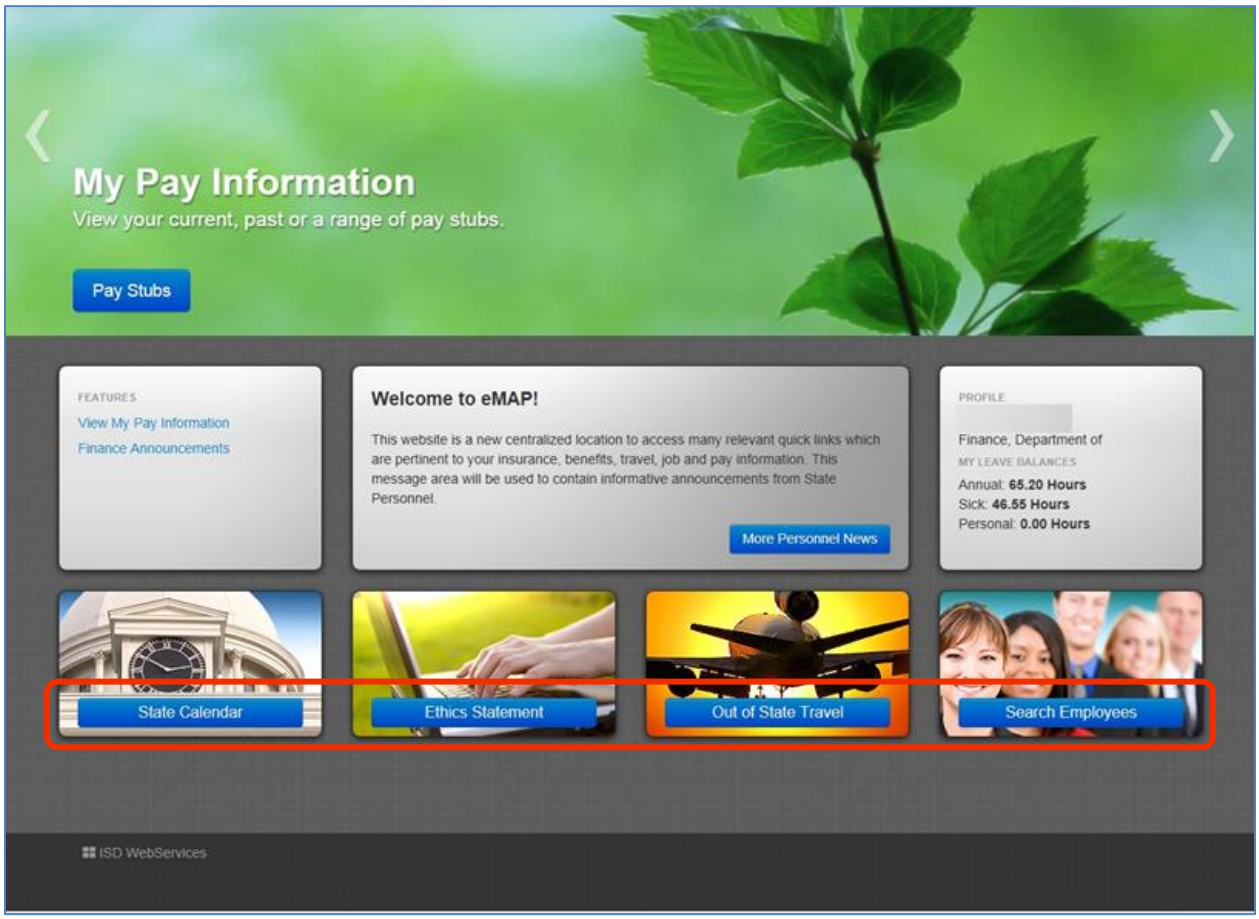
The information will display in Adobe PDF format in a separate tab. This is the same information that is currently on your check stub. You may view or print this information using the print icon on the bar that displays at the bottom of the page. To exit the view, click on the tab at the top of the screen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



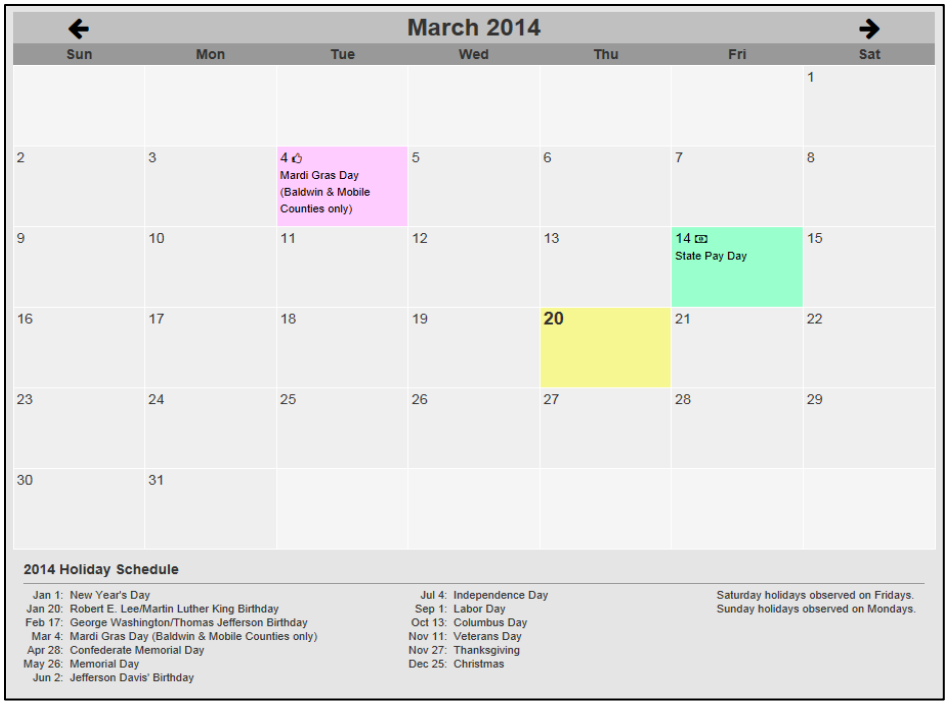
To return to the eMap home Page, either click on the **home icon** or the **Return to the eMap Home** button.



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

Saturday holidays observed on Fridays.
Sunday holidays observed on Mondays.

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.