

APPOINTMENT OF HRM AGENCY POINTS OF CONTACT

MEMORANDUM

TO: ALHRM@personnel.alabama.gov

FROM: _____
State Agency

I hereby appoint the HRM agency representatives indicated below as the points of contact for the HRM project. I authorize the HRM Agency Points of Contact to coordinate with the Project Team and to collect and communicate the necessary payroll and/or personnel data for successful implementation and completion of the HRM project.

Agency Point of Contact - Personnel (Please Print)

Title

Agency Point of Contact - Payroll (Please Print)

Title

Department Head Approval

Date

In my capacity as Agency Point of Contact, I understand that I have the responsibility to maintain the security and confidentiality of payroll/personnel related information which I collect and disseminate to the project team. I fully understand and enter into this agreement with the knowledge that a violation of security and confidentiality are a criminal offense subject to prosecution.

Signature Department Agency Point of Contact - Personnel

Email

Phone

Signature Department Agency Point of Contact - Payroll

Email

Phone