



STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
OFFICE OF THE STATE COMPTROLLER

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October 1, 2012

MEMORANDUM

TO: CHIEF ACCOUNTANTS, PAYROLL CLERKS,  
AND PERSONNEL OFFICERS  
NON-AUTOMATED AGENCIES

FROM: Mr. Thomas L. White, Jr.   
State Comptroller

SUBJECT: Information on Longevity Payments

Section 36-6-11, *1975 Code of Alabama*, provides for payments for longevity based on qualifying permanent full-time and permanent part-time service as stated in State of Alabama Fiscal Procedures. **2012 LONGEVITY BONUSES WILL BE INCLUDED IN EMPLOYEES' NORMALLY SCHEDULED PAYROLL CHECKS FOR THE FIRST PAYDAY OF DECEMBER. The payment date this year is December 14, 2012.** In 2011, each department verified the number of months of eligible service through December 1, 2011, for each permanent full-time and part-time employee. This information was captured on all employees' records and is reflected on the employees' AGYS screen in the field labeled "Longevity Counter." In preparation for longevity payments this year, this field was increased by twelve (12) months on October 1, 2012 for employees in active pay status.

The Longevity listing of your agency's employees with their social security numbers sorted by pay location is available on the Comptroller's website under GHRS reports. If your agency does not have access to GHRS reports, contact Jerry Turner to request a copy of the listing. This listing should be used to verify the number of months' eligible service for all permanent employees through December 1, 2012. In accordance with revised State of Alabama Fiscal Procedures, eligible service time **only** "includes time worked and paid by the State Comptroller, the Comptroller for the State Docks, or the Comptroller for the Department of Mental Health/Mental Retardation prior to August 25, 1990."

If the information on the listing is incorrect, make the changes on the listing and return it to GHRS, ATTN: Jerry Turner, Room 282, RSA Union Building no later than **November 19, 2012.**

Employees on long leave without pay (L status) on December 1, 2012, for purposes other than **family medical leave** or **military** purposes, are not eligible for the longevity bonus or credit for seniority time for months on leave without pay. Make changes on the Longevity listing to *reflect adjustments for the months not worked* and send to Jerry Turner no later than **November 19, 2012.**

Employees on Long Leave without Pay for FMLA purposes are eligible to be paid the longevity bonus **when they return to pay status** but receive NO credit for the months on leave without pay. Make changes on the Longevity listing to *reflect adjustments for the months not worked* and send to Jerry Turner no later than **November 19, 2012.** When the employee returns to pay status, a One-Time Payment form must be completed and submitted to GHRS.

Employees on Long Leave without Pay for military purposes are eligible to be paid the longevity bonus **and** receive full credit for months not worked. All **agency approved** longevity payments for employees who are on military long leave without pay December 1, 2012, will be paid on a supplemental payroll processed on December 19, 2012. A One-Time Payment form must be completed for these employees and forwarded to Jerry Turner, Room 282, RSA Union Building, no later than **December 7, 2012.** Please write **Military** on the top of the One-Time Payment form.

Longevity payments will be automatically generated for employees who are in "W" status due to a work-related injury. Make changes on the Longevity listing to *reflect 2/3 credit for time not worked due to an on-the-job injury* and send to Jerry Turner no later than **November 19, 2012**.

**Part-time employees** will have the "percent full time" field from the ESMT on the Longevity listing. Calculate the pro-rated amount based on the percentage shown and complete a One-Time Payment form with the calculated amount of the longevity payment and forward to Jerry Turner, Room 282, RSA Union Building, no later than **November 19, 2012**.

Generally, the amount of longevity pay for permanent part-time employees is calculated using the percentage of full-time hours worked and the length of service. The employee's full-time percentage is set on the ESMT in the "% full time" field. The pro-rated amount is calculated by multiplying the percentage shown in the "% full time" field by the amount of longevity payment that the employee would have received had he been a full-time employee. For example, Employee A works 75% of the total work hours every semi-monthly pay period. He has 126 months in the longevity counter. His "percent full time" on the report shows .75. To calculate the amount due for Employee A, multiply \$700 x .75 = \$525.00. Complete a One-Time Payment form with \$525.00 as the amount due to the employee. The effective date for this payment is **November 30, 2012**.

A one-time payment for each eligible employee will be processed during nightly-cycle-processing on December 6, 2012. If it is determined that an employee will not be in active pay status on December 1, 2012, notify Jerry Turner (334-242-2188) by 9:00 AM on December 11, 2012. Payments for the longevity bonuses will be included in the employees' regular paychecks and accounting entries will be processed in the payroll journal vouchers for the regularly scheduled semi-arrears and semi-monthly payrolls.

The longevity payments due to full-time employees as amended in 2006 according to Section 36-6-11, *Code of Alabama, 1975* are as follows:

Less than 5 years total service (0-59 months)	\$ -0-
Completed 5 but less than 10 years total service (60-119 months)	600.00
Completed 10 but less than 15 years total service (120-179 months)	700.00
Completed 15 but less than 20 years total service (180-239 months)	800.00
Completed 20 but less than 25 years total service (240-299 months)	900.00
25 or more years total service (over 300 months)	1,000.00

**Departments are responsible for determining, in accordance with the law and the rules outlined herein, who is eligible and the total service time allowed to each employee for the purpose of identifying the amount of longevity pay due to the employee.**

**Federal tax is withheld at a flat rate of 25 percent and state tax is withheld at a flat rate of 3 percent. If the employee's regular pay is subject to FICA and/or Medicare, the longevity pay is also subject to FICA and/or Medicare. Longevity pay is not subject to retirement.**

**The bonuses will be included in the employees' payroll checks and subject to direct deposit.**

If you have any questions, please contact GHRS Hot-Line at (334) 242-2188.

TLWjr/jt

Attachment

LONGEVITY

ONE TIME PAYMENTS (1PAY)

The completed form must be forwarded to JERRY TURNER, ROOM 282, RSA UNION BUILDING, no later than NOVEMBER 19, 2012.

Agency Number: \_\_\_\_\_ Payroll Number: \_\_\_\_\_

Employee Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Employee Name: \_\_\_\_\_

Reason for Adjustment: 2012 LONGEVITY FOR PART-TIME EMPLOYEE

Pay Type: LONGV

Effective Date: 1 1 / 3 0 / 1 2

Amount of Adjustment: \$ \_\_\_\_\_

Authorized Departmental Approval: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Phone #: \_\_\_\_\_

For State Personnel's Use Only:  
State Personnel Approval: \_\_\_\_\_ N/A  
Approved by: \_\_\_\_\_ N/A Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

For Comptroller's Use Only:  
1PAY \_\_\_\_\_ STRG \_\_\_\_\_ BATCH \_\_\_\_\_ TAX \_\_\_\_\_ IDED \_\_\_\_\_  
Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Verified by: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_