



STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
OFFICE OF THE STATE COMPTROLLER

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October 2, 2008

MEMORANDUM

TO: CHIEF ACCOUNTANTS, PAYROLL,  
AND PERSONNEL OFFICERS

FROM: Robert L. Childree  
State Comptroller

SUBJECT: Information on Longevity Payments

Section 36-6-11 and Section 36-21-3, *1975 Code of Alabama*, provides for payments for longevity based on permanent full-time and permanent part-time service. **2008 LONGEVITY BONUSES WILL BE INCLUDED IN EMPLOYEES' NORMALLY SCHEDULED PAYROLL WARRANTS/EFT ADVICES FOR THE FIRST PAYDAY OF DECEMBER. The payment date this year is December 1, 2008.** In 2007, each department reported the number of months eligible service through December 1, 2007, 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.

Attached is a listing with the last 4 digits of the social security number within pay location for all employees who might be eligible that are currently in your agency. This listing should be used to verify the number of months eligible service through December 1, 2008 for each permanent employee. The number of months eligible service for longevity in most cases equates to the length of service used in annual leave accumulation. However, 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." For law enforcement employees receiving longevity under Section 36-21-3, **total** State service time, not just law enforcement service time, is counted for purposes of calculating eligible length of service for longevity purposes.

If the information on the listing is incorrect, update the employee's AGYS screen with the correct number of months using the same effective date currently on the AGYS screen. For employees who come to work after October 2, 2008, verify and update the AGYS screen with the number of months worked from date of hire. All changes must be made no later than **November 19, 2008.**

An employee on long leave without pay on December 1, 2008 for **family medical leave** purposes is eligible for the longevity bonus. The "longevity counter" field on the AGYS screen should be updated to reflect adjustments for long leave without pay. For these employees, complete a One-Time Payment form and submit to GHRS no later than **November 14, 2008** to insure the employee receives the bonus in a timely manner. Longevity payments will be automatically generated for employees who are in "W" status due to a work-related injury. The "longevity counter" field on the AGYS screen should be updated no later than November 19, 2008 to reflect 2/3 credit for time not worked due to an on-the-job injury.

A one-time payment screen for each eligible employee will be loaded on the night of November 20, 2008. If an employee WILL NOT BE in an active pay status on December 1, 2008, the agency must delete the pending payment by 2:45 PM on November 24, 2008. Payments for the longevity bonuses will be included in the employees' regular **warrants/EFT advices** and accounting entries will be processed in the payroll journal vouchers for the regularly scheduled semi-arrears and semi-monthly payrolls.

All **agency approved** longevity payments for employees who are on military long leave without pay December 1, 2008 will be paid in the supplemental that will be run on December 4, 2008. A One-Time Payment form must be completed for these employees and forwarded to Stanja Bond, Room 282, RSA Union Building, no later than **November 24, 2008**. Please write **Military** on the top of the One-Time Payment form.

For **part-time employees**, a percentage from the employee's ESMT screen is shown in the "percent full time" field on the report. For these employees, complete a One-Time Payment form with the pro-rated amount of the longevity payment and forward to Stanja Bond, Room 282, RSA Union Building, no later than **November 3, 2008**.

The pro-rated amount is calculated by multiplying the percentage shown in the "% full time" field on the ESMT 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 scheduled hours every semi-monthly arrears 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  $\$400 \times .75 = \$300.00$ . Complete a One-Time Payment form with \$300.00 as the amount due to the employee. The effective date for this payment is November 1, 2008.

The longevity payments due to full-time employees 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)	300.00
Completed 10 but less than 15 years total service (120-179 months)	400.00
Completed 15 but less than 20 years total service (180-239 months)	500.00
Completed 20 but less than 25 years total service (240-299 months)	600.00
25 or more years total service (over 300 months)	700.00

**For longevity payments, withholding taxes are deducted at a flat rate of 25% for Federal income tax and 3% for State income tax.** Longevity payments are not subject to retirement. **The bonuses will be included in the employees' December 1 payroll warrants/EFT advices and subject to direct deposit.** If you have any questions, please contact Jerry Turner at (334) 242-2188.

RLC:jt

Attachment

