



STATE OF ALABAMA
DEPARTMENT OF FINANCE
OFFICE OF THE STATE COMPTROLLER

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State Comptroller

October 3, 2005

MEMORANDUM

TO: CHIEF ACCOUNTANTS, PAYROLL CLERKS,
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. **LONGEVITY BONUSES WILL BE INCLUDED IN EMPLOYEES' NORMALLY SCHEDULED PAYROLL CHECKS FOR THE FIRST PAYDAY OF DECEMBER.** In 2004, each department reported the number of months' eligible service through December 1, 2004, 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 by 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, 2005 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 3, 2005, verify and update the AGYS screen with the number of months worked from date of hire. All changes must be made no later than **December 1, 2005.**

An employee on long leave without pay for **family medical leave** purposes is eligible for the longevity bonus. For these employees, complete a One-Time Payment form and submit to GHRS no later than **November 30, 2005** 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 December 1, 2005 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 December 2, 2005. If an employee is not in active pay status on December 1, 2005, the agency must delete the pending payment by 2:30 PM on December 6, 2005. 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 bi-weekly and semi-monthly payrolls.

All **agency approved** longevity payments for employees on military leave without pay will be paid in the supplemental that will be run on December 13, 2005. A One-Time Payment form must be completed for these employees and forwarded to Teresa Huggins, Room 282, RSA Union Building, no later than **November 28, 2005**. 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 Teresa Huggins, Room 282, RSA Union Building, no later than **November 10, 2005**.

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 60 hours every bi-weekly 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 25, 2005.

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 |
| 20 or more years total service (over 240 months) | 600.00 |

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' payroll checks and subject to direct deposit.** If you have any questions, please contact Teresa Huggins at (334) 242-2188.

RLC:th

Attachment

STATE OF ALABAMA

ONE TIME PAYMENTS (1PAY)

Complete this form only for raises or other pay rate changes not approved in time for regular payroll processing.

These adjustments will be approved and processed with the employee's next regular payroll warrant.

The completed form must be forwarded to TERESA HUGGINS, ROOM 282, RSA UNION BUILDING, no later than NOVEMBER 11, 2005.

Agency Number: _____ Payroll Number: _____

Employee Social Security Number: _____ - _____ - _____

Employee Name: _____

Reason for Adjustment: 2005 LONGEVITY FOR PART-TIME EMPLOYEE

Pay Period End Date: 1 / 1 / 2 / 5 / 0 / 5

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: _____ / _____ / _____

STATE OF ALABAMA

ONE TIME PAYMENTS (1PAY)

Complete this form only for raises or other pay rate changes not approved in time for regular payroll processing.

These adjustments will be approved and processed with the employee's next regular payroll warrant.

The completed form must be forwarded to **TERESA HUGGINS, ROOM 282, RSA UNION BUILDING, no later than NOVEMBER 11, 2005.**

Agency Number: 0 1 0 Payroll Number: 0 1 0 1

Employee Social Security Number: 1 2 3 - 4 5 - 6 7 8 9

Employee Name: _____ JOHN DOE _____

Reason for Adjustment: _____ 2005 LONGEVITY FOR PART-TIME EMPLOYEE _____

Pay Period End Date: 1 1 / 2 5 / 0 5

Amount of Adjustment: \$ 300.00 _____

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: _____ / _____ / _____