



STATE OF ALABAMA  
Department of Finance  
Office of the State Comptroller

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Robert Bentley  
Governor

Bill Newton  
Acting Director of Finance

Thomas L. White, Jr., CPA  
State Comptroller

**MEMORANDUM**

**TO:** All Chief Accountants  
All Payroll and Personnel Officers

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

**DATE:** January 19, 2016

**RE:** Longevity Overtime

All employees who are "Non-Exempt" from the provisions of the Fair Labor Standards Act who are paid overtime at the time and one-half rate during a calendar year and received a longevity bonus are eligible for longevity overtime pay. The Comptroller's Office generated a listing for each agency documenting all employees that were paid overtime at the time and one-half rate and received a longevity bonus for 2015. The Longevity Overtime listing of your agency's employees is available on the Comptroller's website under GHR reports, *but only to* individuals authorized to access payroll and personnel information for your agency.

The total overtime hours will be used by the agency to calculate the amount due each employee using the following procedures:

The amount of the additional overtime payment will be determined by multiplying the number of hours of overtime, times one and one half, times the hourly equivalent of the longevity bonus. For example, an employee with 6 years total service who was paid 78 hours of time and one half overtime would receive a check computed in this manner:  $78 \times 1.5 \times 29 \text{ cents} = \$33.93$ . The 29 cents is derived by dividing the bonus amount (\$600 in this instance) by the number of standard work hours in the year (2080). If the additional overtime compensation due to the longevity bonus amounts to a gross sum of under \$10.00, then the amount can be considered "de minimis" and should not be paid.

Once an agency determines the total amount due an employee, a one-time payment (1PAY) form must be completed and forwarded to Ms. Stanja Bond, Suite 282, RSA Union Building, no later than February 5, 2016. A copy of the form is attached. The longevity overtime payment will be included in the March 1, 2016 payroll check.

**If your agency has over 50 employees due longevity overtime, payments must be provided to the Comptroller's Office via electronic file. Please contact Mike Dennis at 334-242-2221 for file format information.**

If you have any questions or need any additional information, please contact Ms. Bond at 334-242-2188 or by e-mail at stanja.bond@comptroller.alabama.gov.

TLWjr/jt

Attachment

**STATE OF ALABAMA  
LONGEVITY OVERTIME ONE TIME PAYMENT (1PAY)**

The completed form must be forwarded to **STANJA BOND, SUITE 282, RSA UNION BUILDING, no later than FEBRUARY 5, 2016.**

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

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

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

Reason for Adjustment: \_\_\_\_\_ 2015 LONGEVITY OVERTIME \_\_\_\_\_

Pay Type: **LNGOT**

Effective Date for 1PAY: 0 2 / 0 1 / 1 6

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

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

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

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

<b>For Comptroller's Use Only:</b>	
1PAY _____	STRG _____
Processed by: _____	Date: _____ / _____ / _____
Verified by: _____	Date: _____ / _____ / _____