



STATE OF ALABAMA
Department of Finance
Office of the State Comptroller

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Kathleen D. Baxter, PhD, CGFM, CPM
State Comptroller

MEMORANDUM

TO: All Chief Accountants
All Payroll and Personnel Officers

FROM: Kathleen D. Baxter 
State Comptroller

DATE: January 19, 2018

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 2017. The Longevity Overtime listing of your agency's employees is available on the Comptroller's website under Monthly 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).

Once an agency determines the total amount due an employee, a one-time payment (1PAY) form must be completed and forwarded to Franchesca Harris, Suite 282, RSA Union Building, no later than February 6, 2018. A copy of the form is attached. The longevity overtime payment will be included in the March 1, 2018 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 Franchesca Harris at 334-242-2188 or by e-mail at Franchesca.Harris@Comptroller.alabama.gov.

KDB/jt

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

The completed form must be forwarded to **FRANCESCA HARRIS, SUITE 282, RSA UNION BUILDING**, no later than **FEBRUARY 6, 2018**.

Agency Number: _____ Payroll Number: _____

Employee Social Security Number: _____ - _____ - _____

Employee Name: _____

Reason for Adjustment: 2017 LONGEVITY OVERTIME

Pay Type: **LNGOT**

Effective Date for 1PAY: 0 2 / 0 1 / 1 8

Amount of Adjustment: \$ _____

Authorized Departmental Approval: _____

Submitted By: _____

Phone #: _____

For Comptroller's Use Only:

1PAY _____ STRG _____

Processed by: _____ Date: _____ / _____ / _____

Verified by: _____ Date: _____ / _____ / _____