



STATE OF ALABAMA
DEPARTMENT OF FINANCE
OFFICE OF THE STATE COMPTROLLER

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State Comptroller

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November 3, 2014

MEMORANDUM

TO: CHIEF ACCOUNTANTS, PAYROLL,
AND PERSONNEL OFFICERS

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

SUBJECT: Information on State Employee Bonus

Act #2014-351 provides for payments for an Employee Bonus to “all state employees who are listed in the classified and unclassified services of the state as defined in Section 36-26-10, *Code of Alabama 1975*, all other state employees and hourly employees of the state...all legislative personnel, officers and employees... and all employees of the county health departments who are employed subject to the state Merit System.” Specifically excluded from receiving the bonus by provisions of this act are any Merit System employees or hourly employees whose service or rate of pay is covered by a labor contract or agreement, legislators, and certain other elected officials. The gross amount of the Employee bonus is \$400.00. **The payment date is December 1, 2014 for employees paid SEMI-MONTHLY ARREARS (Employees normally paid on the 1st and 16th of the month) and December 15, 2014 for employees paid SEMI-MONTHLY CURRENT (Employees normally paid on the 15th and the last day of the month).** All full-time and part-time employees are eligible for the entire bonus amount.

Individuals must be employed on October 1, 2014 and continuously thereafter through November 30, 2014 to be eligible for the bonus. Employees who separate state service between October 1, 2014 and November 30, 2014 **are not** entitled to the bonus. Qualifying employees on Leave without Pay, who are not separated from state service during the eligibility period, **are eligible** for the Bonus.

Two reports will be available to agencies, one listing employees eligible for the bonus, and another listing employees ineligible for the bonus. The Employee Bonus listings of your agency’s employees with their social security numbers sorted by pay location are available on the Comptroller’s website under GHRS reports. **These reports are available to authorized personnel /payroll personnel only.** If the agency determines an employee on the ineligible listing is eligible for the bonus, agencies should provide documentation justifying why the employee is eligible for the bonus and include a One-Time payment form by November 7, 2014. If approved, a One-time payment will be entered for the employee.

A one-time payment for each eligible employee will be processed during nightly-cycle-processing on November 20, 2014. If it is determined that an employee will not be in an employment status on November 30, 2014, the agency must delete the pending payment (PEND) no later than 2:40 PM on November 24, 2014. Non-Automated agencies must notify Stanja Bond (334-242-2188) by 9:00 AM on November 24, 2014 if it is determined that an employee will not be in an employment status on November 30, 2014. Payments for the Employee 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.

Federal tax is withheld at a flat rate of 25 percent and state tax is withheld at a flat rate of 5 percent. If the employee's regular pay is subject to FICA and/or Medicare, the employee bonus is also subject to FICA and/or Medicare. The employee bonus is not subject to retirement.

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

Departments must ensure, in accordance with the law and the rules outlined herein, that only eligible employees are paid the Employee Bonus.

If Personnel/Payroll Staff have any questions, please contact GHRS Hot-Line at (334) 242-2188.

TLWjr/jt

Attachment

STATE EMPLOYEE BONUS
ONE TIME PAYMENTS (1PAY)

The completed form must be forwarded to STANJA BOND, ROOM 282, RSA UNION BUILDING, no later than NOVEMBER 7, 2014.

Agency Number: _____ Payroll Number: _____

Employee Social Security Number: _____ - _____ - _____

Employee Name: _____

Reason for Adjustment: FY 2015 EMPLOYEE BONUS
(MUST HAVE SUPPORTING DOCUMENTATION)

Pay Type: BONUS

Effective Date: 1 1 / 1 5 / 1 4

Amount of Adjustment: \$ 400.00

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: _____ / _____ / _____