



A One-Time Payment form must be completed for these employees and forwarded to Stanja Bond, Room 282, RSA Union Building, no later than **December 9, 2013**. Please write **Military** on the top of the One-Time Payment form.

Longevity payments will be automatically generated for employees who are in "W" status due to a work-related injury. Make changes on the Longevity listing to *reflect 2/3 credit for time not worked due to an on-the-job injury* and send to Stanja Bond no later than **November 18, 2013**.

**Part-time employees** will have the "percent full time" field from the ESMT on the Longevity listing. Calculate the pro-rated amount based on the percentage shown and complete a One-Time Payment form with the calculated amount of the longevity payment and forward to Stanja Bond Room 282, RSA Union Building, no later than **November 18, 2013**.

Generally, the amount of longevity pay for permanent part-time employees is calculated using the percentage of full-time hours worked and the length of service. The employee's full-time percentage is set on the ESMT in the "% full time" field. The pro-rated amount is calculated by multiplying the percentage shown in the "% full time" field 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 total work hours every semi-monthly 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  $\$700 \times .75 = \$525.00$ . Complete a One-Time Payment form with \$525.00 as the amount due to the employee. The effective date for this payment is **November 30, 2013**.

**Since the "percent full time" on the ESMT does not accurately reflect the true work percentage of hourly employees, these employees' "percent full time" is calculated based on hours actually worked. To calculate the "percent full time" for longevity divide (the total number of hours worked year-to-date plus remaining work hours to be paid through December 31) by 2080 yearly work hours.** Complete a One-Time Payment form for part-time hourly employees with the calculated amount of the longevity payment and forward to Stanja Bond, Room 282, RSA Union Building, no later than **November 18, 2013**.

A one-time payment for each eligible employee will be processed during nightly-cycle-processing on December 6, 2013. If it is determined that an employee will not be in active pay status on December 1, 2013, notify Stanja Bond (334-242-2188) by 9:00 AM on December 11, 2013. 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 semi-arrears and semi-monthly payrolls.

The *Code of Alabama 1975*, §36-6-11, was amended in 2006 by the legislative passage of Act 2006-420. The amendment dealt with longevity pay amounts for varying service levels. A new category of service for 25+ years of service was added for which the longevity pay was set at \$700. The 2006 amendment further provided that beginning October 1, 2006, and continuing each fiscal year thereafter in which an employee DOES NOT RECEIVE A COST OF LIVING INCREASE, each service level amount will be increased by \$100 per year until the new category of service for 25 years of service reaches a maximum of \$1,000.00 so long as an employee remains in service. (The maximum of \$1,000.00 was reached in fiscal year 2012) The longevity payments due to full-time employees as amended in 2006 according to Section 36-6-11, *Code of Alabama, 1975* 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)	600.00
Completed 10 but less than 15 years total service (120-179 months)	700.00
Completed 15 but less than 20 years total service (180-239 months)	800.00
Completed 20 but less than 25 years total service (240-299 months)	900.00
25 or more years total service (over 300 months)	1,000.00

**Departments are responsible for determining, in accordance with the law and the rules outlined herein, who is eligible and the total service time allowed to each employee for the purpose of identifying the amount of longevity pay due to the employee.**

**Federal tax is withheld at a flat rate of 25 percent and state tax is withheld at a flat rate of 3 percent. If the employee's regular pay is subject to FICA and/or Medicare, the longevity pay is also subject to FICA and/or Medicare. Longevity pay is 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 GHRS Hot-Line at (334) 242-2188.

TLWjr/jt

Attachment

LONGEVITY

ONE TIME PAYMENTS (1PAY)

The completed form must be forwarded to STANJA BOND, ROOM 282, RSA UNION BUILDING, no later than NOVEMBER 18, 2013.

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

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

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

Reason for Adjustment: 2013 LONGEVITY FOR PART-TIME EMPLOYEE

Pay Type: LONGV

Effective Date: 1 1 / 3 0 / 1 3

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: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_