



STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
OFFICE OF THE STATE COMPTROLLER

RSA UNION  
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BOB RILEY  
Governor

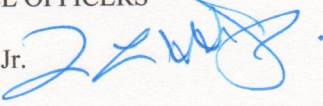
BILL NEWTON  
Acting Director of Finance

THOMAS L. WHITE, JR.  
CPA (Inactive)  
State Comptroller

January 12, 2011

**MEMORANDUM**

TO: CHIEF ACCOUNTANTS, PAYROLL  
AND PERSONNEL OFFICERS

FROM: Thomas L. White, Jr.  
State Comptroller 

SUBJECT: Longevity Overtime

All employees who are "Non-Exempt" from the provisions of the Fair Labor Standards Act who were 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, which lists all employees that were paid overtime at the time and one-half rate and received a longevity bonus for 2010. 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 had been paid for 78 hours of time and one half overtime would receive a check computed in this manner:  $78 \times 1.5 \times 24 \text{ cents} = \$28.08$ . The 24 cents is derived by dividing the bonus amount (\$500 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 has determined the total amount due an employee, a one-time payment (IPAY) form must be completed and forwarded to Stanja Bond, Room 282, RSA Union Building, **no later than February 11, 2011**. A copy of the form is attached. The longevity overtime payment will be included in the **March 1, 2011 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 additional information, contact Stanja Bond at (334) 242-2188.

TLW/jt  
Attachments



STATE OF ALABAMA

**LONGEVITY OVERTIME ONE TIME PAYMENT (1PAY)**

The completed form must be forwarded to **STANJA BOND, ROOM 282, RSA UNION BUILDING, no later than FEBRUARY 11, 2011.**

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

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

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

Reason for Adjustment: \_\_\_\_\_ 2010 LONGEVITY OVERTIME \_\_\_\_\_

Pay Type: **LNGOT**

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

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

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

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

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

**For Comptroller's Use Only:**

1PAY \_\_\_\_\_ STRG \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_