



STATE OF ALABAMA  
Department of Finance  
Office of the State Comptroller

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Thomas L. White, Jr.  
State Comptroller

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Deputy State Comptroller

**MEMORANDUM**

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

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

**DATE:** January 9, 2012

**RE:** 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 has generated a listing for each agency listing all employees that were paid overtime at the time and one half rate and received a longevity bonus for 2011. The Longevity Overtime listing of your agency's employees is available on the Comptroller's website under GHRIS reports. 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:  $78 \times 1.5 \times 29 \text{ cents} = \$33.93$ . 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 has determined the total amount due an employee, a one-time payment (1PAY) form must be completed and forwarded to Stanja Bond, Room 282, RSA Union Building, **no later than February 10, 2012**. A copy of the form is attached. The longevity overtime payment will be included in the **March 1, 2012 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 Ms. Stanja Bond at 334-242-2188.

Attachments  
TLW/jt

**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 10, 2012.**

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

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

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

Reason for Adjustment: \_\_\_\_\_ 2011 LONGEVITY OVERTIME \_\_\_\_\_

Pay Type: **LNGOT**

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

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

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

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

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

**For Comptroller's Use Only:**

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

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

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