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MEMORANDUM

TO: All Chief Accountants
All Payroll and Personnel Officers

FROM: Kathleen D. Baxter
State Comptroller 

DATE: January 31, 2023

SUBJECT: Longevity Overtime

All employees “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 payment or other bonus are eligible for longevity overtime pay. The Comptroller’s Office generated a report for each department that lists all employees who were paid overtime at the time and one-half rate and received a longevity or other bonus payment for 2022. The Longevity Overtime listing of your department’s employees is available on the Comptroller’s website under Monthly reports. **The report is available to authorized personnel/payroll staff only.**

The total overtime hours will be used by the department 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 overtime hours, times one and one half, times the hourly equivalent of the longevity and other bonus payment. For example, an employee receiving a \$1500 total bonus amount (found on the report) who was paid 78 hours of time and one-half overtime would receive a check computed in this manner: $78 \times 1.5 \times 72 \text{ cents} = \84.24 .

The 72 cents is derived by dividing the total bonus amount (\$1500 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 State Comptroller’s Office, Attn: Payroll, Room 282, RSA Union Building, no later than February 10, 2023. A copy of the form is attached. The longevity overtime payment will be included in the March 1, 2023, payroll check.

If your department has over 25 employees who are due to be paid longevity overtime, payments must be provided to the Comptroller’s Office via electronic file. Please contact the Payroll Hotline for further guidance and file format information.

Personnel/Payroll Staff may contact the Payroll Hotline at (334)242-2188 for assistance.

KDB/ds

Attachment

LONGEVITY OVERTIME ONE TIME PAYMENT (1PAY)

The completed form must be forwarded to State Comptroller's Office, Attn: Payroll, Room 282, RSA Union Building, no later than **FEBRUARY 10, 2023.**

Agency Number: _____ Payroll Number: _____

Employee Social Security Number: _____ - _____ - _____

Employee Name: _____

Reason for Adjustment: 2022 LONGEVITY OVERTIME

Pay Type: **LNGOT**

Effective Date for 1PAY: 0 2 / 0 1 / 2 3

Amount of Adjustment: \$ _____

Authorized Departmental Approval: _____

Submitted By: _____

Phone #: _____

For Comptroller's Use Only:	
1PAY _____	STRG _____
Processed by: _____	Date: _____ / _____ / _____
Verified by: _____	Date: _____ / _____ / _____