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Kathleen D. Baxter, PhD, CGFM, CPM  
State Comptroller

**MEMORANDUM**

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

**FROM:** Kathleen D. Baxter  
State Comptroller 

**DATE:** January 16, 2026

**RE:** 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. A report has been generated 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 2025. The Longevity Overtime listing of your department's employees is available in HRM InfoAdvantage. **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 \$2,000 total bonus amount (found on the report) who was paid 84.5 hours of time and one-half overtime would receive a check computed in this manner:  
 $84.5 \times 1.5 \times 96 \text{ cents} = \$121.68$ .

The 96 cents is derived by dividing the total bonus amount (\$2,000 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 (OTPAY) must be entered in HRM no later than February 18, 2026. A copy of the manual form is attached for manual agencies who do not have access to enter OTPAYS in HRM. The longevity overtime payment will be included in the February 27, 2026, payroll check.

**The UPDOC OTPAY template may be used to load multiple employees at once who are due to be paid longevity overtime. The UPDOCS OTPAY job aid is attached and is available on the State Business Systems HRM Training website. If you need assistance with loading the OTPAY file, please contact HRM Support help desk at [hrmsupport@finance.alabama.gov](mailto:hrmsupport@finance.alabama.gov).**

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

KDB/ds

Attachments