



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**OFFICE OF PERSONNEL MANAGEMENT  
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**MEMORANDUM**

TO: All State Agency Human Resource Managers, Boards and Commissions

FROM: Kay Terry *KST*  
State Personnel Administrator

SUBJECT: Merit Lump Sum Payments

DATE: May 14, 2012

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Tim Leathers' May 11, 2012 memorandum announced that merit bonuses would be awarded in Fiscal Year 2012. These bonus payments must come out of FY12 budgets. In order to ensure that bonuses are awarded timely and accurately, the Office of Personnel Management has established the following processes:

- All performance evaluation results must be entered into AASIS
- AASIS will apply the information to the employee's record. On the June 10 through June 24, 2012 payroll, lump sum payments will be loaded systematically into the employee Additional Payment record (Infotype 15). These payments will be received by the employee on their regular paycheck of June 29, 2012.
- The attached listing reflects employees in your agency who are eligible for merit payments, but do not have performance evaluation results loaded in AASIS. This information must be entered into the system by June 9, 2012 in order for these employees to receive bonus payments.
- Please be aware that Arkansas Code 21-5-1101 states: *"Management or supervisory personnel who fail to complete annual evaluations of employees under their administrative control shall not be eligible for merit payments"*.

Without the appropriate action on your part, the employees on the attached listing **will not** receive bonus payments.

If you have any questions, please feel free to contact your State Personnel Analyst.