



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

**OFFICE OF THE DIRECTOR**

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**MEMORANDUM**

TO: All State Agency Directors, Boards, Commissions,  
Presidents/Chancellors of State Supported Institutions of  
Higher Education and Personnel/Payroll Representatives

FROM: Tim Leathers, Deputy Director 

SUBJECT: Merit Lump Sum Payments

DATE: May 11, 2012

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Merit lump sum payments for fiscal year 2012 performance evaluations will be awarded in the last pay period of this fiscal year. June 10 through June 23, 2012 is the last pay period for agencies on the AASIS system. These bonuses will be in paychecks received by state employees on June 29, 2012. Unlike previous years, merit will be awarded as lump sum payments to all eligible employees, including Career Service, Professional/Executive, and Unclassified employees.

Merit bonuses will be awarded to employees based on the following percentages for each of the performance categories:

- Exceeds Standards: 3 %
- Above Average: 2%
- Satisfactory: 1%

Kay Barnhill Terry, State Personnel Administrator, will issue a follow up memorandum which will include procedural instructions for implementing these lump sum payments.

If you have any questions, please contact your State Personnel Analyst in the Office of Personnel Management.

TL:kt