





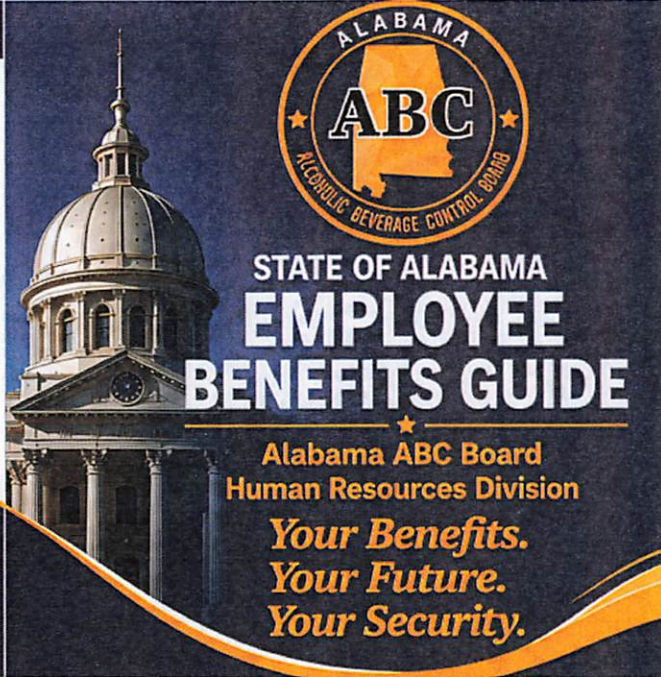


WE'RE HERE TO HELP!

HUMAN RESOURCES CONTACTS (334) 260-5439

-  Employee Relations
-  Payroll/Benefits
-  Staffing/Recruitment
-  Training & Development
-  Risk Management
-  Performance Management
-  Time & Attendance
-  Safety

 1905 Cong W L Dickinson Drive West
Montgomery, AL 36109
 (334) 260-5439
 Fax: (334) 260-5450
 www.alabcboard.gov/personnel
 personnel@abc.alabama.gov



STATE OF ALABAMA EMPLOYEE BENEFITS GUIDE

Alabama ABC Board
Human Resources Division
*Your Benefits.
Your Future.
Your Security.*

GENERAL INFORMATION

About Your Employment

The Alabama ABC Board serves the citizens of Alabama through regulation, education, licensing, and distribution of alcoholic beverages while generating revenue for the state.

PAYROLL

- Paid semi-monthly (1st & 16th)
- Paid one pay period in arrears
- First paycheck: 3-4 weeks after start date (First check is for the first pay period worked)
- Pay periods are the 1 - 15 and 16 - last day of the month

SCAN HERE
FOR MORE INFORMATION



ALABAMA ABC BOARD

*Your Benefits.
Your Future.
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RETIREMENT BENEFITS

- Retirement Systems of Alabama (RSA)
- Defined Benefit Plan
 - Managed by Retirement Systems of Alabama
 - Employer + Employee contributions
 - Eligibility based on Tier I or Tier II
 - Purchase additional service credit
 - Death benefits

 (877) 517-0020
 www.rsa-al.gov

Deferred Compensation Plans (Optional)

- Plans available through:
- RSA-1 Retirement Plan (877) 517-0020
 - Empower Deferred Compensation (877) 313-2262
 - Tax-deferred savings
 - Low minimum contributions

INSURANCE BENEFITS

- Health Insurance
Provided through the State Employees' Insurance Board
- Medical (Single/Family)
 - Free Plans available
 - Dental (Optional)
 - Vision (Discount Program)
 - Cancer Policies
 - Flexible Spending Accounts (Pre-tax)
 - Federal Poverty Level Discount Program
-  (866) 836-9737
 www.alseib.org

Medical Provider
Blue Cross Blue Shield of Alabama
 (800) 824-0435

Additional Insurance & Support

- | | |
|--|--|
| • Telus Health (EAP): (800) 245-1150 | • Virta Health - Diabetes Reversal Program |
| • 24-Hour Nurse Hotline: (800) 551-2294 | • Tobacco Cessation Program |
| • On-the-Job Injury (SEICTF): (800) 388-3406 | • Exercise Facilities |
| • ERISA (Misc. Deductions): | • Baby Yourself Maternity Program |
| | • Teladoc Health |
| | • Hinge Health |
| | • Blue365 |



TIME OFF & LEAVE

- May accrue up to 12 Paid Holidays
- May accrue Mardi Gras holiday in selected counties
- May accrue up to 13 Sick Days/year
- May accrue up to 13-29 Annual Leave Days/year
- May accrue 1 Personal Day
- Military Leave: 168 hours/year

ADDITIONAL BENEFITS

- Direct Deposit
- Payroll deductions (insurance, credit union, etc.)
- Employee discounts (travel, hotels, etc.)
- Longevity Pay (\$600-\$1,000 annually after 5 years)
- Professional development & training
- Cost of Living Adjustments (COLA)

OTHER PROGRAMS

- Employee Assistance Program (EAP)
- Family Medical Leave Act (FMLA)
- Donated Leave Program
- Wellness Program
- Credit Union:
Alabama State Employees' Credit Union

**ASECU**
ALABAMA STATE EMPLOYEES'
CREDIT UNION

CAREER ADVANCEMENT

- Promotions based on experience & eligibility
- Apply through State Personnel system
- Standard promotion: 2-step pay increase
- Training required for advancement

QUESTION & ANSWER SECTION

Q: How do I report a workplace injury?

A: Notify your supervisor immediately. The SEICTF Employers First Report of Injury and SEICTF Employee Statement forms must be submitted.


Q: Who is the Risk Management Coordinator?

A: Contact ABC Human Resources Division
 (334) 260-5439

Q: Who do I contact about health insurance?

A: State Employees' Insurance Board
 (866) 836-9737 (Select Option 3)

Q: Who do I contact about retirement?

A: Retirement Systems of Alabama
 (877) 517-0020

Q: How do I view my pay stub or W-2?

A: Log into eMAP: <https://emap.alabama.gov>

- Use your Personal or State email + password
- Need Employee ID # + last 4 of SSN

Q: What if I cannot access eMAP?

A: Complete forms via Employee Portal and submit to HR via fax or email.

Q: How do I change my address?

A:

- Must have permanent status
- Submit application through State Personnel
- Maintain accurate work history

Q: Do part-time employees receive benefits?

A:

- Work up to 20 hours/week
- Receive 50% leave accrual & retirement credit

FINAL NOTE

Your employment with the Alabama ABC Board provides a strong combination of:



Stability



Competitive
benefits



Retirement
security



Growth
opportunities

Alabama ABC Board Human Resources Division

1905 Cong W L Dickinson Dr
Montgomery, AL 36109
Phone: (334) 260-5439
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Web: www.abc.alabama.gov
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Division Director, **Tonia Stephens**
Assistant Director, **Tawanna Bedgood**
Payroll and Benefits, **Felicia Mosley**
Employee Retention, **HR Team**
Staffing and Recruitment, **Lakeyta Jackson**
Time and Attendance, **Raven Caldwell**
Training and Development, **Anthony Elmore**
Risk Management Coordinator, **Reneasha Gardner**
Performance Management, **Reneasha Gardner**
Safety Officer & Recruitment Assistant, **Roderick Williams**
Employee Relations, **Alteshia Williams**

IMPORTANT RESOURCES

(As of 6/24/2026)

State Employees Insurance Board

Telephone: 866-836-9737 (toll free)
334-263-8341 (local)
Website: www.alseib.org

Blue Cross Blue Shield of Alabama

Telephone: 800-824-0435
Website: www.bcbsal.com

Retirement Systems of Alabama/RSA-1

Telephone: (877)-517-0020 (toll free)
334-517-7000 (local)
Website: www.rsa-al.gov

Empower Deferred Compensation (Formally Great-West)

Telephone: (877)313-2262 (toll free)
www.alabamaretire.com

Alabama State Employees' Credit Union

Telephone: (800) 634-9171 (toll Free) or (334) 270-9011 (local)
www.yourasecu.com

Miscellaneous Insurance/Payroll Deductions (ERISA)

Telephone: 888-481-5826 (toll free)

Telus Health (EAP)

Telephone: 800-245-1150 (toll free)

24-Hour Nurse Hotline

Telephone: 800-551-2294 (toll free)

SEICTF (On the Job Injury)

Telephone: 334-223-6162 (local) or
800-388-3406 (toll free)
Fax: 334-223-6170 (local) or
888-827-6753 (toll free)
Website: www.riskmgt.alabama.gov
Email: SEICTF@finance.alabama.gov

Payroll Information for 2026

PAY PERIOD		Pay Date	Total Work Days	Total Work Hours	Deduction Schedule
Start	End				
12/16/25	12/31/25	1/16/26	12	96	Insurance
1/1/26	1/15/26	1/30/26	11	88	Credit Union
1/16/26	1/31/26	2/13/26	11	88	Insurance
2/1/26	2/15/26	2/27/26	10	80	Credit Union
2/16/26	2/28/26	3/16/26	10	80	Insurance
3/1/26	3/15/26	4/1/26	10	80	Credit Union
3/16/26	3/31/26	4/16/26	12	96	Insurance
4/1/26	4/15/26	5/1/26	11	88	Credit Union
4/16/26	4/30/26	5/15/26	11	88	Insurance
5/1/26	5/15/26	5/29/26	11	88	Credit Union
5/16/26	5/31/26	6/16/26	10	80	Insurance
6/1/26	6/15/26	7/1/26	11	88	Credit Union
6/16/26	6/30/26	7/16/26	11	88	Insurance
7/1/26	7/15/26	7/31/26	11	88	Credit Union
7/16/26	7/31/26	8/14/26	12	96	Insurance
8/1/26	8/15/26	9/1/26	10	80	Credit Union
8/16/26	8/31/26	9/16/26	11	88	Insurance
9/1/26	9/15/26	10/1/26	11	88	Credit Union
9/16/26	9/30/26	10/16/26	11	88	Insurance
10/1/26	10/15/26	10/30/26	11	88	Credit Union
10/16/26	10/31/26	11/16/26	11	88	Insurance
11/1/26	11/15/26	12/1/26	10	80	Credit Union
11/16/26	11/30/26	12/16/26	11	88	Insurance
12/1/26	12/15/26	12/31/26	11	88	Credit Union
12/16/26	12/31/26	1/15/27	12	96	Insurance



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Montgomery County | Visit
www.alseib.org/Advisors for
your agency's designated
benefit advisor.

INSURANCE BENEFITS OVERVIEW

State Employees' Health Insurance Plan (SEHIP)

Basic medical plan that is designed to be your primary insurance. Members pay a monthly premium for this plan, but discounts are available. *Note: All premium adjustments begin the first day of the second month after all requirements are met.*

Medical Coverage	Single Coverage	Family Coverage
		(without Spouse with Spouse)
Monthly Premium	\$145	\$335 \$500
Non-Tobacco User Discount	(\$65)	(\$65) (\$130)
Wellness Premium Discount	(\$50)	(\$50) (\$100)
Spouse Surcharge Discount	—	— (\$25)
(with all discounts)*	\$30*	\$220* \$245*

*Federal Poverty Level Discount is not included in this chart



For more information about free resources provided by your SEHIP coverage or preventive screenings, please visit www.alseib.org.

Check the status of your wellness premium discount and outstanding requirements by calling 866.841.9489 or scan the QR code.



Free Plans and HRAs

Supplemental Plan

Eliminates most out-of-pocket expenses not paid by your primary insurance, such as coinsurances, copays, and deductibles.

Primary insurance coverage cannot be SEHIP, PEEHIP, LGHIP, TRICARE, TRICARE for Life, Medicaid, Medicare or the Marketplace. Does not coordinate with high-deductible plans

Optional Plan

Provides dental, vision, cancer, and hospital indemnity coverage, all-in-one.

Primary insurance coverage cannot be SEHIP or Medicaid. Active employees with primary coverage through TRICARE or TRICARE for Life are not eligible to enroll; however, retirees with primary coverage through TRICARE are eligible. Minimum 12-month enrollment requirement.

Premium Cash Option (PCO)

Reimburses you up to \$350 per month by mail or direct deposit to offset the cost of your primary group health insurance premium.

Primary insurance cannot be SEHIP, TRICARE, Medicaid, Medicare, or the Marketplace. Retirees are not eligible.

Limited Purpose HRA

Reimburses up to \$350 per month tax-free for use toward eligible dental and vision expenses.

Primary insurance cannot be SEHIP. Retirees are not eligible.

Decline All Coverage

State employees have the option to decline all plan options offered through the SEIB. This option will disenroll you from medical coverage only.



Creating an online account is simple! Go to my.alseib.org and check out the New Employee Online Enrollment Guide for a step-by-step guide to creating a *mySEIB* account and enrolling in your health insurance benefits.

Stand-alone Options	Single Coverage	Family Coverage
Dental– BCBS or Southland	\$15	\$24
Cancer– Southland	\$15	\$24
Vision– Southland	\$15	\$24



Members participating in one or more Southland plans have access to TruHearing, a discounted hearing aid provider. Read more at www.truhearing.com/southland

TRICARE Supplement An employee-paid voluntary insurance designed for members covered by TRICARE. Visit www.alseib.org for more details

Flexible Benefits Plan

Set aside pre-tax money via payroll deductions to pay for **eligible*** health care and dependent care expenses not paid by your benefit plan. Conveniently manage your account at www.optum.com/financial or download the Optum Financial mobile app on your smartphone. Receive reimbursement by mail or direct deposit to a checking or savings account. *Refer to the Flexible Benefits plan book for list of eligible expenses.

Health Care Reimbursement Account

- Annual minimum \$120, maximum \$3,400
- File a manual claim or use your Flex card
- Rollover up to maximum amount allowed by the IRS when you re-enroll
- \$50 enrollment bonus

Dependent Care Reimbursement Account

- Annual maximum \$7,500 or \$3,750 married filing separately
- Pay your daycare provider directly
- File a manual claim with Optum Financial
- No rollover provision

Ask about these additional benefits



Plus programs for tobacco cessation and weight management.
Payroll deduction available for certain exercise facilities



TELUS Health (formerly Behavioral Health Systems)

The Employee Assistance Program (EAP) is a short-term counseling and referral service designed to help employees become more effective and efficient in their jobs by providing professional, confidential assistance to problems that are likely to affect their family life and/or job performance. Use Employer ID: **DORM**