CHURCH HOMES, INC.

Pay Code Guide

Connecticut Paycheck Transparency Guide

Use this guide to understand the commonly used overtime, differential, leave, and other earning codes that may appear on your Church Homes time records and pay statements. It also explains whom to contact if you believe your hours, pay code, differential, or pay calculation is incorrect.

Effective October 1, 2026. Church Homes publishes this plain-language guide for employees under Connecticut Public Act No. 26-12. The current guide is available at www.churchhomes.org, and the guide address is provided at hire.

- Overtime codes apply to eligible non-exempt employees. The calculation may include applicable shift or weekend differentials.
- Differentials and premium codes apply only when the employee, position, shift, assignment, or collective bargaining agreement is eligible.
- "Base rate" means the employee's standard non-premium hourly rate. The "regular rate of pay" used for overtime may include certain nondiscretionary compensation as required by wage-and-hour law.
- Church Homes' workweek is Sunday through Saturday.

Pay Codes

The examples below reflect commonly used Paycom earning-code categories. Exact display names and rates may vary by pay class, location, assignment, and applicable agreement. A complete directory of specialized, adjustment, and prior-period codes is available from Payroll upon request.

Pay Type	What It Covers	How It Is Calculated	Examples on Pay Statements
Regular pay	Standard hours worked by shift, weekday, or weekend.	Hours x base rate, plus any applicable differential.	Regular; 1st/2nd/3rd Shift Weekday or Weekend
Overtime	Eligible weekly or daily overtime hours.	Eligible hours x applicable regular rate x 1.50.	Overtime; Daily Overtime; shift and weekend OT codes
Holiday pay	Holiday benefit hours or eligible hours worked on a holiday.	Base rate with applicable holiday premium and differential.	Holiday Benefit; Shift Holiday Weekday/Weekend
Vacation pay	Approved vacation time.	Approved hours x regular rate.	Vacation Hourly; Vacation Salary
Sick pay	Approved sick time.	Approved hours x regular rate.	Sick Hourly; Sick Salary
Other paid leave	Approved personal, funeral, wellness, or jury-duty time.	Approved hours x regular rate.	Personal; Funeral; Wellness; Jury Duty
Training	Approved orientation, training, and in-service hours.	Hours x applicable shift or weekend rate.	Training by shift; Weekday/Weekend
Adjustments	Prior-period corrections or retroactive changes.	Corrected hours or dollars; some codes are excluded from overtime.	Adjustment; Retro; ADJ NO OT; Daily OT ADJ; Holiday ADJ
Additional pay	Approved bonus, commission, on-call, project, or uniform payments.	Approved amount under applicable policy or agreement.	Bonus; Commission; On Call Pay; Project Work; Uniform
Alternate-position pay	Work performed in a different job or pay class.	Alternate rate; OT is 1.50 x alternate rate when applicable.	Rate 2; Out of Position Rate; Out of Position OT

Questions or Disputes

If you believe your recorded hours, eligibility, differential, pay code, or pay calculation is incorrect:

- Check your time record and pay statement for the pay date, pay code, and hours or payment in question.
- Employees with questions about how a specific pay code was applied to their pay, or how their pay was calculated for a given pay period, should contact their department manager first, then the Corporate Payroll Department.
- Contact Jen Cooper at jcooper@churchhomes.org or 860-527-9126, extension 317. Include your name, the pay period, the pay code or category, and what you believe is incorrect.
- Employees may also discuss timekeeping concerns with their department supervisor. Do not post or display private payroll information in public work areas.

Languages

This guide is available in English and Spanish.

Last updated: October 8, 2026