

Pay Code Guide

Overview

This guide explains the pay codes for overtime and commonly used pay differentials that may appear on your pay statement. Not all pay codes apply to every employee. Use of these pay codes may vary based on job role, work schedule, work location, company policy, and applicable law.

Pay Code Definitions

Pay Code	When It Is Used
Catastrophe	A pay code used when additional pay is provided for work performed in support of a catastrophe or disaster response.
Straight Time	A pay code used for regular hours worked in a week that also includes paid time away from work, such as PTO, holiday, or other paid leave.
Dbl Time - Premium	A pay code used when double-time pay is earned. This line shows the additional premium portion required for double-time pay.
Dbl Time - Straight (1x)	A pay code used when double-time pay is earned. This line shows the regular hourly-rate portion of the payment.
OT Adjustment	A pay code used when overtime pay is adjusted or corrected, such as following updates to payroll or time records.
OT - Premium	A pay code used when overtime pay at time and one-half is earned. This line shows the premium portion of the overtime payment.

OT - Straight (1x)	A pay code used when overtime pay is earned. This line shows the regular hourly-rate portion of the overtime payment.
Shift Differential 5%	Used when you receive 5% extra pay for working a qualifying shift.
Shift Differential 10%	Used when you receive 10% extra pay for working a qualifying shift.
Shift Differential 15%	Used when you receive 15% extra pay for working a qualifying shift.
Shift Differential 20%	Used when you receive 20% extra pay for working a qualifying shift.

Overtime note: For some overtime pay codes, your overtime may appear on more than one line on your pay statement. This is because overtime pay can include both your regular hourly-rate portion and an additional premium portion, based on applicable wage and hour requirements.

Questions or Pay Disputes

If you have any questions about the hours reflected on your paycheck, how your pay was calculated, or believe there may be an error, please contact [The Hartford HR Service Center](#) for assistance.