



CT EMPLOYEE PAY CODE GUIDE

Understanding Your Paycheck

Your ADP earnings statement may include several different earnings, tips, and deduction codes. This guide explains what they mean.

EARNINGS

Code	Description
Regular	Represents your normal hourly wages for hours worked at your regular pay rate.
Overtime	Represents hours paid at an overtime rate when applicable.
Sick	Represents paid CT sick time hours used during the pay period.
Svr Asst	Represents paid hours at the minimum wage while servers open/close the restaurant, or other non-tip credit duties
Bar Manager	Represents paid hours at the minimum wage while bartenders open/close the restaurant, or other non-tip credit duties
Train	Represents paid hours while employee is in training. (Tip credit employees receive minimum wage)
PTO	Represents paid time off (management only)
Bonus	Represents an additional payment such as an approved bonus or incentive.
Tips	Represents tips reported through the payroll system (TIPS= CCTIPS+CASH TIPS+TIP IN-TIP OUT)
Par G	Represents service charges reported
Mwtps	is the amount Maggie McFly's is required to pay you when your hourly wages plus qualifying tips do not equal the applicable Connecticut minimum wage for the hours you worked. This ensures that your total compensation meets the required minimum wage.

Your pay statement may show several tip categories separately. The ADP statement calculates cash tips using the tip information reported through the system.

Memo Codes

Code	Description
Tip out	Represents the portion of your tips that you report as being shared with other eligible employees, such as support staff or other tipped employees.
Tip In	Represents the portion of tips that you receive from being shared by other employees

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CC Tip Payout	Represents the amount of credit cards received
*TIP CR OFFSET	payroll adjustment that offsets the tip credit against the wages paid at the applicable tipped employee rate. It helps show how your base wages and reported tips are accounted for on your paycheck.
*TIP CREDIT	an allowance under labor law that lets an employer count a portion of an employee's tips toward fulfilling the legal minimum wage obligation

DEDUCTIONS & BENEFITS

Some items on your pay statement are **deductions or benefits**, rather than wages.

Code	Description
Den Pre Tax	Represents your employee contribution toward your Dental coverage
Med Pre Tax	Represents your employee contribution toward your health insurance coverage
Vis Pre Tax	Represents your employee contribution toward your Vision insurance coverage.
My CT Savings	Represents your contribution to the Connecticut payroll savings program, when applicable. This amount is deducted from your paycheck and deposited into your designated savings account.
Roth	Represents an employee contribution to a Roth retirement account.
401k	Represents your retirement plan contribution.
Garnishment	Represents a legally required deduction from your paycheck.

UNDERSTANDING YOUR PAY STUB

Your ADP earnings statement generally separates your paycheck into several sections:

Earnings

Shows the different types of pay you received during the pay period.

Rate

Shows the hourly rate associated with applicable earnings.

Hours

Shows the number of hours or units associated with an earning.

This Period



Shows the amount earned or deducted during the current pay period.

Year to Date (YTD)

Shows the cumulative amount for the calendar year.

The ADP statement provided as an example displays the **rate, hours/units, current-period amount, and year-to-date amount** for earnings.

IMPORTANT

Your pay stub may contain codes or deductions that do not appear on every employee's paycheck. Your pay statement will depend on your position, hours worked, benefits, tips, elections, and other applicable circumstances.

If you believe something on your paycheck is incorrect, please contact **Human Resources** so we can review it with you.

Never assume that a pay code means your pay is incorrect. Some items are informational, while others affect your gross or net pay.

Questions?

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