

SAI360 Connecticut Pay Code Guide

Effective Date: October 1, 2026

Overview

This guide explains the pay codes used for SAI360 payroll on your pay statements. This document is provided to improve transparency regarding payroll entries and help you understand how your pay is calculated.

Pay Codes and Definitions

Below is a list of commonly used pay codes you may see on your wage records, as applicable to your position:

Pay Code	Category	Description
REG – Regular	Regular Pay (wages)	Standard regular wages paid for the pay period
R – Retro Pay	Regular Pay (wages)	Retro-active pay for time worked in prior pay period
OT – Overtime	Overtime	Overtime pay calculated at 1.5 times the regular hourly rate for hours worked over 40 in a workweek.
C – Commission	Variable commission compensation	Commissions paid against Sales, Customer Success, Executive Compensation Plans
LG – Lead Generation	Variable commission compensation	Sales development commissions paid against the Lead Generation Compensation Plan

Pay Code	Category	Description
PC – PSO Commissions	Variable commission compensation	Professional Services commissions paid against the PSO Compensation Plan
NB – Management by Objective	Variable compensation	Payment for objectives prior to earning variable compensation under a Plan
AB – Annual Bonus	Variable bonus compensation	Annual Short-term Incentive Bonus payment
SP – Spot Bonus	Off-cycle bonus payment	Off-cycle bonus payment
SA – Service Award	Off-cycle bonus payment	Off-cycle bonus payment for length of service and recognition awards
B – Bonus	Off-cycle bonus payment	Off-cycle bonus payment
O – Other	Off-cycle payment	Off-cycle bonus payment
V – Vacation	Off-cycle payment	Off-cycle bonus payment
DP – Imputed Income	Taxable payment	Taxable imputed income for domestic partner benefits that do not meet the IRS definition
I – In Lieu of Notice	Other payment	Payment in lieu of working notice, paid after termination
NP – Notice Pay	Other payment	Payment for working notice period prior to termination
SE – Severance	Other payment	Salary continuation payment for termination other than performance or misconduct
PLV – Parental Leave	Other payment	Payment for new parents under Parental Leave Policy
SDP – SAI Disability Pay	Other payment	Supplemental disability pay in conjunction with state or disability carrier payments
SO – Sign-On Bonus	Off-cycle bonus payment	One-time bonus provided to a new employee for joining the Company

Pay Code	Category	Description
TB – Transaction Bonus	Off-cycle bonus payment	Corporate bonus paid for business transactions
TSB – Transition Bonus	Off-cycle bonus payment	One-time bonus payment to terminating employee for completion of transition activities
PL – Paid Leave	Other payment	PTO payment while on leave of absence
RC – Referral Bonus	Off-cycle bonus payment	One-time bonus payment to employee for referring a newly hired employee
OFS – Office Set-up Allowance	Other payment	One-time bonus payment to new hire for office set-up fees

Questions and Dispute Resolution

If you have any questions, concerns, or disputes regarding the calculation of your pay, including, but not limited to, overtime, bonus, and/or benefits, please contact SAI360's Human Resources department. Variable compensation paid under a Company Plan, including, but not limited to, commissions, MBOs, and/or lead generation (sales development), please contact the Sales Operations team.

SAI360 is committed to payroll accuracy and ensuring that all employees are compensated properly. If an inquiry or dispute reveals any payroll discrepancy or calculation error, the Company will promptly review, address, and correct any identified issues as permitted by law.