

# UNDERSTANDING YOUR PAY STATEMENT



## ATRIUM PAYROLL NOTICE (MULTI-STATE)

You will receive an itemized pay statement with every payment of wages. This notice is provided to help you understand the information included in your pay statement, in accordance with applicable state and local requirements (including Oregon and Connecticut).

For questions, please contact: [payrollteam@atriumglobal.com](mailto:payrollteam@atriumglobal.com)

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## PAY PERIOD & PAYDAY

- **Pay frequency:** Weekly
- **Payday:** Friday
- If Friday falls on a holiday, payment will be issued on the prior business day

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## WORKWEEK (OVERTIME PURPOSES)

- Standard workweek: **Monday through Sunday**
- In certain cases, Atrium follows the client's defined workweek (Saturday–Friday or Sunday–Saturday), based on assignment requirements

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## TYPES OF PAY MAY INCLUDE

- Hourly wages
- Salary
- Overtime pay
- Shift differentials
- Bonuses or additional earnings
- Commissions (if applicable)



## BENEFIT CONTRIBUTIONS (IF ENROLLED)

### Health & Welfare Benefits

- Medical, dental, and vision insurance
- Health Savings Account (HSA) contributions
- Hospital indemnity (HI), critical illness (CI), and accident coverage
- Short-term and long-term disability
- Life insurance
- Commuter benefits (transit/parking)
- Legal and Identity (ID Theft) protection plans

### Retirement & Savings

- 401(k) and Roth 401(k) contributions
  - Catch-up contributions
  - 401(k) loan repayments
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## TAXES & STATUTORY DEDUCTIONS

Your pay statement may include:

- Social Security (SOC SEC EE)
  - Medicare (MED EE)
  - Federal withholding (Federal WH)
  - State income taxes (as applicable)
  - Local/county/occupational taxes (if applicable)
  - State-mandated programs (where applicable), such as:
    - Paid leave programs
    - Disability insurance
    - Workers' compensation benefit funds
    - Transit, child care, or long-term care programs
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## OTHER DEDUCTIONS

Court-ordered or agency-required deductions, including:

- Garnishments
- Child support (including applicable administrative fees)
- IRS levies or other federal, state, or local tax agency actions
- Advance payback, including:
  - Returned ACH funds
  - Advances for termination pay (net deduction)



## MINIMUM WAGE ALLOWANCES (IF APPLICABLE)

- **Allowances:** Non-cash benefits (such as meals, lodging, or facilities) that may be counted toward meeting minimum wage requirements
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## OVERTIME PAY & EARNINGS (CONNECTICUT NOTICE)

- Eligible employees are paid overtime at **1.5 times their regular rate of pay for hours worked over 40 in a workweek**
  - The **regular rate of pay** may include certain types of earnings in addition to base hourly wages, depending on applicable law and assignment structure
  - Not all additional payments or premiums are required to be included in overtime calculations
    - Non working hours do not count toward Overtime
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## IMPORTANT NOTES

Certain states (including Oregon and Connecticut) require that employees are informed of:

- Types of pay and pay practices
- Deductions and their purpose
- Allowances, if applicable
- General overtime eligibility and calculation framework

This notice is intended to support those requirements and provide transparency into your earnings and deductions. A detailed list of all earning and deduction codes and their definitions is available upon request or through Atrium's employee portal.

## ACKNOWLEDGMENT

*By receiving this notice, you acknowledge that you have been provided with general information regarding your pay statement, including pay practices, types of earnings, deductions, overtime eligibility, and any applicable allowances.*

