



Torrington Public Schools

DONNA LABBE
DIRECTOR OF FINANCE

MICHAEL J. WILSON
SUPERINTENDENT

September 28, 2026

To All Hourly Employees,

Please see the following guide that outlines paycheck codes and definitions for each.

If you have any questions, feel free to contact me at dlabbe@torrington.org or call 860-489-2327 ext. 5440.

Overtime Hours Codes	
Hours Code	Description
ASOOT	ARMED SECURITY OFFICER OVERTIME
BHOT	BEHAVIOR TECH OVERTIME
CAFE BK OT	CAFE SECRETARY OVERTIME
CAMGR OT	CAFE MANAGER OVERTIME
CAOT	CAFETERIA WORKER OVERTIME
COT	CUSTODIAN OVERTIME
COTA	CUSTODIAN ATHLETICS OVERTIME
CR02	CUSTODIAN RENTAL OVERTIME
PPOT	PARAEDUCATOR OVERTIME
SBCUSOT	SUB CUSTODIAN OVERTIME
SBSE OT	SUB SECRETARY OVERTIME
SECPOT	SECURITY PARA OVERTIME
SEOT	SECRETARY OVERTIME
SGOT	SECRETARY GRANT OVERTIME (If paid through a Grant)
SUB NURSE OT	SUB NURSE OVERTIME
TRANSLATOR OT	TRANSLATOR OVERTIME
Double Time Hours Codes	
Hours Code	Description
ASODT	ARMED SECURITY OFFICER DOUBLE TIME
CADT	CAFETERIA - DOUBLE TIME
CDT	CUSTODIAN DOUBLE TIME
CDTA	CUSTODIAN ATHLETICS DOUBLE TIME
CRD2	CUSTODIAN RENTAL DOUBLE TIME

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