



pmisssetup_step2

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pmissetup_step2 i

All employees must be tied to one of the following salary tables to use PMIS.

[Human Resources > Tables > Salaries > Local Annual](#) - Contracted employees.

Image

The screenshot shows a web application interface for managing salary tables. At the top, there is a navigation bar with 'Tables > Salaries' and a session timer 'SessionTimer: 59 min and 54 sec'. Below the navigation bar is a 'Save' button and a set of tabs: 'Local Annual', 'Hourly/Daily', 'Extra Duty', 'Fund to Grant', 'State Minimum', 'Substitute', and 'Midpoint'. The 'Local Annual' tab is selected. Below the tabs is a 'Records' section with a 'Pay Grade' dropdown set to 'TBA' and a 'Pay Step' dropdown set to 'All'. There are 'Retrieve' and 'Print' buttons. The main area contains a table with the following columns: 'Delete', 'Pay Grade', 'Pay Step', 'Max Days Employed', 'Local Sched', and 'Annual Amt'. The table lists 19 records for pay grade 'TBA' and pay steps 00 through 18. The 'Annual Amt' values range from 34,350.00 to 49,006.00. At the bottom of the table, there are navigation controls including a page indicator '1 / 2' and an 'Add' button.

| Delete | Pay Grade | Pay Step | Max Days Employed | Local Sched | Annual Amt |
|--------|-----------|----------|-------------------|-------------|------------|
| | TBA | 00 | 182 | | 34,350.00 |
| | TBA | 01 | 182 | | 35,350.00 |
| | TBA | 02 | 182 | | 36,200.00 |
| | TBA | 02 | 207 | 1 | 36,200.00 |
| | TBA | 03 | 182 | | 36,950.00 |
| | TBA | 03 | 207 | 1 | 36,950.00 |
| | TBA | 04 | 182 | | 37,750.00 |
| | TBA | 05 | 182 | | 38,550.00 |
| | TBA | 06 | 182 | | 39,350.00 |
| | TBA | 07 | 182 | | 40,150.00 |
| | TBA | 08 | 182 | | 40,950.00 |
| | TBA | 09 | 182 | | 41,764.00 |
| | TBA | 10 | 182 | | 42,580.00 |
| | TBA | 11 | 182 | | 43,396.00 |
| | TBA | 12 | 182 | | 44,110.00 |
| | TBA | 13 | 182 | | 44,671.00 |
| | TBA | 14 | 182 | | 45,487.00 |
| | TBA | 15 | 182 | | 46,354.00 |
| | TBA | 16 | 182 | | 47,272.00 |
| | TBA | 17 | 182 | | 48,139.00 |
| | TBA | 18 | 182 | | 49,006.00 |

[Human Resources > Tables > Salaries > Hourly/Daily](#) - Contracted and noncontracted employees.

Image

Tables > Salaries SessionTimer: 239 min and 47 sec

Save

Local Annual | **Hourly/Daily** | Extra Duty | Fund to Grant | State Minimum | Substitute | Midpoint

Records

Pay Grade: All
 Pay Step: All

| Delete | Pay_Grade | Pay_Step | Hrs Per Day | Rate_Type | Local Sched | Pay_Type | Est Ovrtn Hrs | Amount |
|--------|-----------|----------|-------------|-----------|-------------|----------|---------------|---------|
| | 1 | 00 | 8.00 | Hourly | | | 0.0 | 9.040 |
| | 11 | 01 | 0.00 | Daily | | | 0.0 | 245.427 |
| | 12 | 00 | 0.00 | Daily | | | 0.0 | 281.810 |
| | 12 | 01 | 0.00 | Daily | | | 0.0 | 299.647 |
| | 12 | 02 | 0.00 | Daily | | | 0.0 | 251.549 |
| | 12 | 03 | 0.00 | Daily | | | 0.0 | 286.956 |
| | 12 | 04 | 0.00 | Daily | | | 0.0 | 286.957 |
| | 12 | 05 | 0.00 | Daily | | | 0.0 | 236.724 |
| | 12 | 06 | 0.00 | Daily | | | 0.0 | 251.450 |
| | 13 | 01 | 0.00 | Daily | | | 0.0 | 312.376 |
| | 13 | 02 | 0.00 | Daily | | | 0.0 | 361.991 |
| | 13 | 03 | 0.00 | Daily | | | 0.0 | 305.234 |
| | 13 | 04 | 0.00 | Daily | | | 0.0 | 321.220 |
| | 13 | 05 | 0.00 | Daily | | | 0.0 | 349.341 |
| | 14 | 00 | 0.00 | Daily | | | 0.0 | 294.492 |
| | 14 | 01 | 0.00 | Daily | | | 0.0 | 301.932 |
| | 14 | 02 | 0.00 | Daily | | | 0.0 | 248.800 |
| | 14 | 03 | 0.00 | Daily | | | 0.0 | 299.516 |
| | 14 | 04 | 0.00 | Daily | | | 0.0 | 297.632 |
| | 15 | 00 | 0.00 | Daily | | | 0.0 | 360.619 |

1 / 5 + Add

Human Resources > Tables > Salaries > Midpoint - Contracted and noncontracted employees.

Image

Save

Local Annual

Hourly/Daily

Extra Duty

Fund to Grant

State Minimum

Substitute

Midpoint

Records

Pay Grade: All ▼

Pay Type: All ▼

Retrieve

Print

| Delete | Pay Grade | Pay Type | Minimum | Maximum | Midpoint | Hours | Dock Rate Type |
|--------|-----------|-------------------------|---------|---------|----------|-------|----------------|
| | 0PG | 3 Hourly employee ▼ | 7.250 | 7.250 | 7.250 | 0.00 | H - Hourly ▼ |
| | 112 | 1 Contracted employee ▼ | 169.490 | 230.000 | 199.745 | 0.00 | D - Daily ▼ |
| | 126 | 1 Contracted employee ▼ | 169.490 | 230.000 | 199.745 | 0.00 | D - Daily ▼ |
| | 1PG | 3 Hourly employee ▼ | 9.500 | 14.500 | 12.000 | 8.00 | H - Hourly ▼ |
| | 210 | 1 Contracted employee ▼ | 226.620 | 316.180 | 271.400 | 0.00 | D - Daily ▼ |
| | 212 | 1 Contracted employee ▼ | 226.620 | 316.180 | 271.400 | 0.00 | D - Daily ▼ |
| | 2PG | 3 Hourly employee ▼ | 10.510 | 14.670 | 12.590 | 8.00 | H - Hourly ▼ |
| | 311 | 1 Contracted employee ▼ | 247.020 | 344.640 | 295.830 | 0.00 | D - Daily ▼ |
| | 3PG | 3 Hourly employee ▼ | 11.510 | 16.070 | 13.790 | 8.00 | H - Hourly ▼ |
| | 412 | 1 Contracted employee ▼ | 269.250 | 375.650 | 322.450 | 0.00 | D - Daily ▼ |
| | 4PG | 3 Hourly employee ▼ | 12.730 | 17.750 | 15.240 | 8.00 | H - Hourly ▼ |
| | 511 | 1 Contracted employee ▼ | 288.090 | 401.950 | 345.020 | 0.00 | D - Daily ▼ |
| | 512 | 1 Contracted employee ▼ | 288.090 | 401.950 | 345.020 | 0.00 | D - Daily ▼ |
| | 522 | 1 Contracted employee ▼ | 288.090 | 401.950 | 345.020 | 0.00 | D - Daily ▼ |
| | 526 | 1 Contracted employee ▼ | 288.090 | 401.950 | 345.020 | 0.00 | D - Daily ▼ |
| | 5PG | 3 Hourly employee ▼ | 15.150 | 21.500 | 18.325 | 8.00 | H - Hourly ▼ |
| | 612 | 1 Contracted employee ▼ | 308.260 | 430.080 | 369.170 | 0.00 | D - Daily ▼ |
| | 6PG | 3 Hourly employee ▼ | 18.480 | 25.780 | 22.130 | 8.00 | H - Hourly ▼ |
| | BD | 1 Contracted employee ▼ | 16.000 | 19.400 | 17.700 | 0.00 | H - Hourly ▼ |
| | PG1 | 2 Non-contracted emp ▼ | 76.000 | 116.000 | 96.000 | 0.00 | D - Daily ▼ |

Update Midpoint

+ Add