



pmisssetup_step2

Table of Contents

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.

The screenshot shows a web application interface for managing salary tables. At the top, there is a 'Save' button and a session timer indicating '59 min and 54 sec'. Below this, there are several tabs: 'Local Annual', 'Hourly/Daily', 'Extra Duty', 'Fund to Grant', 'State Minimum', 'Substitute', and 'Midpoint'. The 'Local Annual' tab is currently selected. Underneath the tabs, there is a 'Records' section with two dropdown menus: 'Pay Grade' set to 'TBA' and 'Pay Step' set to 'All'. There are also '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 rows of data, each representing a different pay step for the TBA grade. The 'Annual Amt' column shows values ranging 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.

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 ▾

Retrieve **Print**

Delete	Pay_Grade	Pay_Step	Hrs Per Day	Rate_Type	Local Sched	Pay_Type	Est Ovtm 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.

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