



## **pmissetup\_step2**



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When using Position Management, all employees must be tied to one of the following salary tables:

[Personnel > Tables > Salaries > Local Annual](#) - Contracted employees

Tables > Salaries

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	Max Days Employed	Local Sched	Annual Amt
<input type="checkbox"/>	ADM	29	000		73,033.02
<input type="checkbox"/>	AGR	0	226		48,971.65
<input type="checkbox"/>	AGR	01	226		50,495.00
<input type="checkbox"/>	AGR	02	226		50,865.82
<input type="checkbox"/>	AGR	09	207		48,971.65
<input type="checkbox"/>	AGR	29	226		71,437.78
<input type="checkbox"/>	AGR	30	226		70,762.18
<input type="checkbox"/>	NTE	0	187		46,000.00
<input type="checkbox"/>	NTE	1	000		46,200.00
<input type="checkbox"/>	NTE	10	187		48,950.00
<input type="checkbox"/>	NTE	11	187		49,250.00
<input type="checkbox"/>	NTE	12	187		49,550.00
<input type="checkbox"/>	NTE	13	187		49,950.00
<input type="checkbox"/>	NTE	14	187		50,450.00
<input type="checkbox"/>	NTE	15	187		51,250.00

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[Personnel > Tables > Salaries > Hourly/Daily](#) - Contracted and Non-contracted employees

Tables > Salaries Personnel

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	291.810
	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	296.956
	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

First 1 / 10 Last Add

[Personnel > Tables > Salaries > Midpoint](#) - Contracted and Non-contracted employees

If your LEA has employees who are not tied to a salary table, it may be helpful to create a midpoint table. For instance, if all LEA employees are assigned to a pay scale except for cafeteria workers and bus drivers, whose salaries vary, it can be difficult to maintain a consistent table setup. In this case, you can set up a midpoint table with different pay grades for each job and then assign employees to that table.



**TIP:** Consider grouping “like” jobs when setting up the midpoint table.

Tables > Salaries Personnel

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

First 1 / 2 Last Update Midpoint Add

Enter the Pay Grade, Pay Type, the Minimum daily rate anyone in that position would make, the Maximum daily rate, and click Save. When you save, it will calculate the midpoint for you.