



## **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  |

First 1 / 5 Last Add

[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

□ Click **+Add** and enter the following information:

- **Pay Grade**
- **Pay Type**
- **Minimum** - The minimum daily rate an employee would make in the position.
- **Maximum** - The maximum daily rate an employee would make in the position.

□ Click **Save**. The Midpoint is automatically calculated.